



NEWTON WESTPARK PRIMARY SCHOOL

SCHOOL HANDBOOK

Telephone number: 01942 606834

Fax number: 01942 604787

e-mail: enquiries@admin.newtonwestpark.wigan.sch.uk

Website: www.newtonwestpark.co.uk

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Dear Parent,

Thank you for your interest in Newton Westpark Primary School. I hope you will find the following information a useful introduction to our school.

Our main aim is to provide a safe, happy environment which enables children to work to their full potential. We want the children at Newton Westpark to be proud of their school and themselves.

In order to provide the best for our children we need to work in partnership with you, their parents. We cannot succeed without your active support.

I am always pleased to meet parents and you are most welcome to make an appointment to see me. I will be delighted to show you around our school and to answer any of your questions.

Yours sincerely,

V Birchall
Headteacher.

MISSION STATEMENT

At Newton Westpark Primary School

We are:

Promoting a culture of achievement by:-

Working together

Learning together

Sharing together

Caring together

NEWTON WESTPARK PRIMARY SCHOOL

SCHOOL AIMS

1. To provide a broad, relevant education based on National Curriculum guidelines and the Early Years Foundation curriculum.
2. To provide a welcoming, caring and safe environment where children can develop self-respect, a sense of individual worth and are able to co-operate with and show consideration to others.
3. To establish a co-operative partnership between school, parents and the wider community.
4. To provide a rich and stimulating environment that encourages everyone to be lifelong learners.
5. To foster independent working.
6. To help pupils develop lively, enquiring minds, the ability to reason and to apply themselves to tasks and physical skills.
7. To encourage respect for religious beliefs and moral values and to value people of other races, religions and ways of life.
8. To help the children appreciate the value of and essential equality between individuals regardless of sex, race, culture or disadvantage.

The People in Our School

Current Teaching Staff

Headteacher	Miss V Birchall
Deputy Headteacher	Mrs C Whiting
Assistant Headteacher	Mr A Collier
Assistant Headteacher	Mr J Lynch
Teaching Staff	Miss M Cliff
	Miss S Halliday
	Miss A Corrigan
	Mrs R Wimbleton
	Miss A O’Cleirigh
	Ms L Moore (SENCO)

Current Non-Teaching Staff

Higher Level Teaching Assistant	Miss J Devine
Teaching Assistants	Mrs K O’Dwyer-Smith
	Mrs M Pemberton
	Mrs M Podesta
	Mrs K Lees
	Miss M Thompson
	Mrs L Pownall
	Mr J Mahon
	Miss J Maher
	Miss C Attwood
	Miss G Ross
	Mrs S Wooding
	Mrs S Shaw
	Mrs S Cousins
School Business Manager	Mrs L Borrows
Admin Officer	Miss S Butler
Admin Assistant	Mrs L Jones
Pastoral Manager	Mrs T Robinson
Site Manager	Mr S Smith
Cleaner	Mr A Battersby
Welfare Assistants	Mrs W Crook
	Mrs G Braterski
	Mrs S Booth
	Mrs J Gregson
	Miss K Stradling
Kitchen Staff	Mrs J Littlewood
-Cook	Mrs S Sinclair
-Assistants	Mrs R Grundy

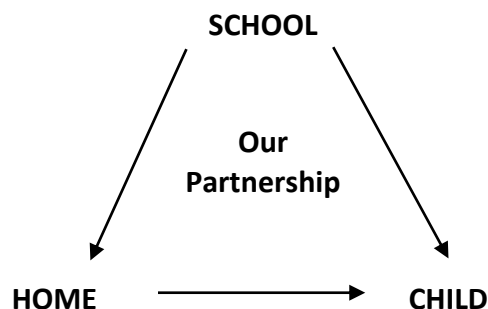
Governing Body

<i>Chair</i>	Mr A Hardy
<i>Vice-Chair</i>	Cllr Mrs M Whiteside
<i>Headteacher</i>	Miss V Birchall (Ex Officio)
<i>L.E.A Governors</i>	Cllr Mrs M Whiteside
<i>Parent Governors</i>	Mr M Forkgen Mr C Prescott
<i>Co-opted Governors</i>	Mrs J Roberts Mr M Flower Dr J Bostock
<i>Staff Governor</i>	Mrs R Wimbleton

The Chair of Governors and Parent Governors can be contacted via the school office.

Our Partnership with Parents.

At Newton Westpark we recognise the importance of parents as the first educators of their children. We see education as a partnership and believe that parents and teachers have the same desire – a quality education in a disciplined environment.



By working together in this way, sharing information and knowledge on both sides, we believe we can meet the real needs of the child. We have a home/school agreement which is signed by parents, children and school (attached).

Parental Involvement

Parents of prospective Reception class children are invited into school to attend meetings and our pre-school group runs during the Summer term.

Opportunities for Communication

Class curriculum information

At least two Parents' Evenings

Annual Report

Class Assemblies

Weekly Newsletter

Parental Questionnaires

Appointments can be made, via the school office, to meet with the Headteacher and/or Class Teachers.

We ask that class teachers are not disturbed between 8.50am and 3.15pm. This is to ensure that the children's learning time is not lost.

Helpers in School

All carers, parents, grandparents etc. are made welcome at Newton Westpark. They are encouraged to offer their help and talents in a variety of activities e.g. reading, sports coaching, library, baking, office duties etc. Please drop in and offer your services.

ALL IN A DAY

SCHOOL UNIFORM

All items are available from Bang Bang (Bradshawgate, Leigh), A & H Rosenfield (Spinning Gate Market, Leigh) or Tesco on-line.

Uniform

Light grey/black skirt or trousers/Tartan pleated skirt
Royal Blue sweatshirt/cardigan with school logo in yellow
Y6 only: Navy Blue sweatshirt/cardigan with school logo in yellow
Yellow polo shirt with school logo in blue.
Black shoes.

P.E/Games

Black shorts
White/Royal Blue T-shirt
Black pull-on pumps
A draw string bag

Kit to be kept in school Monday to Friday and kept on own peg.
(Trainers are NOT allowed for indoor apparatus work).

P.E is part of the National Curriculum. Children will require a note from home in order to exempt them from P.E, games or swimming .
Swimming tuition will usually take place in Year 3.

Children will also require a weatherproof coat or jacket clearly labelled with their name.

ALL ITEMS OF CLOTHING MUST BE NAMED.

Extreme hairstyles are not allowed.

Valuables and Jewellery

School cannot be held liable for loss of or damage to items or personal property.
Jewellery must not be worn, other than watches and stud earrings, which must be removed for P.E, games and swimming.

Children are not allowed mobile phones in school.

SESSION TIMES AND HOLIDAYS

Key Stage 1: 8.50am – 11.45am
12.45pm - 3.15pm
Key Stage 2: 8.50am – 12.10pm
1.00pm - 3.15pm

Children should arrive at school in time for the start of the school day. This is very important as children can become upset if they are regularly late. Please do not allow your child to arrive too early, especially in bad weather as there is no shelter.

When dropping children off or picking them up by car, please consider the safety of the children and our neighbours.

- Do not park on the zig zag lines in front of school
- Do not obstruct driveways and pavements in the area.
- Do not park on the pavements – it is illegal.

LATES

Children arriving after registration will be marked late. Children arriving after 9.30am will be marked as unauthorised.

Children arriving or leaving during the morning or afternoon session must inform the school administration officer.

Children will not be allowed to leave school during school hours without a written request from their parent or carer. It is expected that they will be met by the parent or carer at school.

ABSENCES

Please notify school, on the morning of first day of absence, of the reason for your child's absence from school.

The class teacher must be notified, by letter, of the reason for any absence from school as soon as your child returns.

Absence for reasons other than sickness or medical/dental appointments may, at the discretion of the teacher or headteacher, be considered unauthorised.

A copy of our attendance policy is available from the school office or on our website.

HOLIDAYS IN TERM TIME

We do not condone holidays taken in term time, however, we realise that for some families, an annual holiday cannot be taken at any other time due to work commitments.

All requests for holiday leave should be made in writing to the headteacher by completing a form from the school office. Any holiday leave taken without approval in advance will be marked in the registers as unauthorised absence. Please note that all holiday leave is discretionary: there is no automatic entitlement.

N.B.

All parents have a statutory duty to ensure that their child attends school regularly. All schools have a statutory duty to report absences to the relevant authorities.

LUNCH TIME

Lunchtime is supervised by welfare staff and teaching assistants who are supported by the Headteacher and Deputy Headteacher. The school kitchen provides an excellent range of meals, including fresh fruit and vegetables, cooked on the premises. Menus are available on request.

Dinner money is payable in advance on the first day of each week. The correct amount should be sent in a named container or named, sealed envelope. (£11.00 weekly but subject to change). Free school meals will be provided for children when a current entitlement paper is handed in to the school office. All infant children are entitled to a free school dinner.

Packed Lunches

Lunches should be brought in a plastic box clearly labelled with the child's name. Drinks may be brought in a safety flask, carton or plastic bottle. Health and Safety regulations state that cans and glass bottles are **NOT** allowed. Lunches must not contain sweets. We encourage parents to send in a healthy, balanced lunch.

Healthy Snacks/Magic Breakfast

At break time healthy snacks may be purchased from school.

Milk £1.25 per week

Toast 50p per week

(These prices are subject to change)

One or more items may be ordered. Milk and toast are ordered and paid for weekly, in advance, on Monday of each week. If you wish to send a healthy snack, fruit, cereal bar etc you may do so. **NO** sweets or crisps are allowed. **ALL** money should be in a named envelope or container.

We also run a Magic Breakfast scheme whereby every child is entitled to a free breakfast. We provide cereals, bagels and fruit juice to all children from 8.30 am – 8.45am.

School provides your child with their own water bottle which are sterilised regularly. Children at Key Stage 1 all receive a free piece of fruit daily as part of the National Fruit Scheme.

Money / Charging Policy

Education provided by any state school should be free of charge. However, in certain circumstances the school may reserve the right to charge:

- i) the cost of extra-curricular activities e.g.: musical instrument teaching
- ii) some transport costs
- iii) the loss or breakage of school property
- iv) the cost of voluntary homework packs (Y6)

For all other activities/trips a voluntary contribution may be requested and if the total of the voluntary contributions offered does not cover the cost the activities/trips may be cancelled. However, it is not our wish to exclude any child from any activity because of an inability to pay, we all, at times have demands on our income. If anyone has a problem paying or making a contribution please do not hesitate in speaking to a member of staff confidentially. All money sent in should be in a sealed, labelled envelope/container.

SCHOOL CURRICULUM

At Newton Westpark we regard ourselves as lifelong learners, with both adults and children seeking to improve and acquiring new skills. Through our curriculum we aim to enhance the children's self esteem and confidence as well as educating them to their full potential. We use a variety of teaching methods and styles, using listening, looking and doing skills (visual, auditory and kinaesthetic V.A.K) Children are taught using a range of strategies, including whole class, groups and individual learning. Work is matched to the ability of the children; they are often grouped within the class according to ability for different lessons. Children are also encouraged to work together on a social basis wherever possible. The progress of each child is carefully monitored and recorded, regular targets are set for the children.

CORE SUBJECTS

Mathematics

- Maths is taught each day
- The main scheme is supported by a range of other materials.
- Problem solving and practical investigations are encouraged

English

English is recognised as a fundamental life skill, which underpins learning across the range of other subjects. Therefore:

- Literacy is taught everyday from Reception to Year 6.
- Opportunities for speaking and listening are planned for and children are given opportunities to speak in front of a range of audiences.
- Reading is given high priority in school; children are encouraged to read daily, use the school library and a home-school reading link is in operation. A range of reading materials support the main scheme.
- Children are encouraged to write for a variety of purposes and audiences. High standards of presentation are expected; the school uses a cursive script and spelling and grammar are taught systematically.

Science

- Children engage in science activities each week.
- Science follows a topic based curriculum.
- Questioning, investigations, problem solving and testing form a central strand of science teaching in school.

ICT

- The school currently uses PCs, laptops, notebooks and iPads to deliver the ICT curriculum.
- Internet access is available for children; the school has a clear internet policy to guide usage.
- ICT is used to support other subjects.
- Every class has an interactive touchscreen which the children are encouraged to use under supervision.

Foundation Stage

There are three key areas which make up the Characteristics of Effective Learning

- Playing and Exploring – engagement
- Active Learning – Motivation
- Creating and Thinking Critically – Thinking

The above three areas are broken down into areas of Learning and Development, these are Prime Areas and Specific Areas:

Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

For further information please see the school website: www.newtonwestpark.co.uk

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Many children have significant differences in learning, behaviour or physical ability from other children that may require particular support. We aim to identify these special needs as early as possible and to provide appropriate support, materials,

equipment or access so that barriers to learning are removed or reduced. Usually, provision can be made within the resources of the school, but at times we may need to involve LEA support services. Parents and children will be involved in, and informed of, the SEND process at all stages.

If you have a concern about your child, inform the class teacher in the first instance and then contact the Headteacher for further discussion.

The school's Special Educational Needs and Disability Policy is available for inspection. Please contact the Headteacher for more information.

All other areas of the curriculum are covered throughout the year.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

The school has a predominantly Christian ethos. The children are taught in the Christian tradition, but are introduced to other world religions and cultures. There is an act of collective worship/assembly for each class. Religious Education and Collective Worship play an integral part in each child's spiritual, moral, social and cultural development.

BRITISH VALUES

At Newton Westpark we are committed to promoting and delivering the fundamental British values of democracy; the rule of law; individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We deliver these through our mission statement "Work; Learn; Share and Care together" and through our curriculum, in particular R.E; S.E.A.L and P.S.H.E and citizenship. These areas provide opportunities to develop and deepen understanding so that children can apply concepts to their everyday lives.

SEX EDUCATION

Sex Education is a part of the Personal and Social Education Curriculum. At Newton Westpark, it is taught in the context of relationships and the content is appropriate to the class age and stage of development. The programme reflects the school's ethos and encourages the following values:

- Respect for themselves
- Respect for others
- Responsibility for their own actions

We believe that parents are the key figures in helping their children cope with the physical and emotional aspects of growing up. The teaching that is offered in this curriculum is complementary to the role of parents. Sex education lessons take place in Y6, which will typically cover puberty and adolescence. If you have any concerns you should discuss them in the first instance with the class teacher.

Parents are entitled to withdraw children from sex education after discussion with the Headteacher.

HOMEWORK

We regard homework as a very important part of the learning process; all children are encouraged to complete homework tasks. At Key Stage 1 reading with parents, short spelling tasks, English and Maths activities are included. An extended range of

tasks are given in Key Stage 2, which may include Science and extended writing. Writing homework is given every week across the school. Each class teacher will inform parents of homework expectations each year.

SPORT

A variety of sporting activities are offered at Newton Westpark: football, rugby, hockey, netball, athletics, gymnastics, dance, swimming, cross country etc. We belong to the local cluster of schools who take part in a number of sports festivals over the year.

We take part in football and rugby leagues.

We have acquired the Active Mark for Sport award and the School Games Gold Award.

EXTRA CURRICULAR ACTIVITIES

In addition to National Curriculum Studies the school offers the children a range of out of school activities across the year including:

• Football	• Cross Country	• Let's Get Cooking
• Rugby	• Activity holidays	• Drama
• Netball	• School trips	• Singing/Choir
• Art club	• Music lessons	• Glee club
• Computer club	• Fund raising events	• Acting club

BEFORE/AFTER SCHOOL ACTIVITY CLUB

We run a Breakfast club from 8.00am until the beginning of school at a cost of £1.00 per child per session.

The after school activity club runs from 3.15pm to 4.30pm at a cost of £2.00 per child per session.

Places are limited.

FUND RAISING

At Newton Westpark we believe in supporting other local, national and international organisations. Over the year we will have fund raising events to support organisations such as: Wigan & Leigh Hospice, Hand on Heart, Cancer Research (Race For Life) Barnardo's, Red Nose Day, Children in Need, Poppy Appeal, Rotary Club and Bolton Winter Watch.

SCHOOL BANK

Credit Union give children the opportunity to save money each week. This encourages all children to become more responsible and financially aware. This also ties in with our reward system which encourages the children throughout the school to save tokens to exchange for goods.

MEDICAL CONCERNS.

MEDICATION

We will always try our best to help our children in any way we can. Children who suffer from asthma and need access to inhalers must bring them to school. The class teachers will safely store these. Please ensure that a medical form is filled in and handed to the class teacher. All inhalers need to be clearly marked with the child's name.

Antibiotics that are prescribed for three times daily cannot be given at school but can be given at breakfast time, teatime and bedtime. They do not need to be brought into school. A form is available from the office if antibiotics are prescribed four times daily. A family member can also administer medicines prescribed for four times daily at lunchtime.

If your child requires regular medication of any other kind please make an appointment to see the Headteacher so that correct provision can be made.

Please ensure that your child's teacher is made aware of any hearing, vision or speech problems.

NB. All children attending school will be expected to go outside at break times. If your child is not well enough to go out then he/she should not attend school.

EMERGENCIES

We have two qualified first aiders at school.

They are: Miss J Devine
Mr A Collier

All teachers, teaching assistants, welfare staff and the headteacher have certificates for basic first aid.

Please ensure that school has an emergency contact address and telephone number other than your home number, ideally a minimum of 3 contacts is preferred. In cases of emergency we need to be able to contact a responsible adult if the parent or carer is unavailable. All works numbers should be included on the admissions/data collection form for the same reason. **Please remember to inform us should you change your address or telephone number.**

ATTACHMENTS

NEWTON WESTPARK PRIMARY SCHOOL
DISCIPLINE AND BEHAVIOUR POLICY
THIS INCLUDES THE ANTI-BULLYING POLICY

Our aims are:

- to support the published aims of the school.
- to help the staff fulfil their commitment to raising standards of achievement of both behaviour and academic attainment.
- to encourage the development of a harmonious learning environment.
- to ensure that the standards of acceptable behaviour are known and understood by all staff, pupils, parents and governors.
- to enable a collegiate approach to discipline to develop within school.
- to develop a positive behaviour reinforcement programme.
- to involve the pupils in the development of their school.

At Newton Westpark we believe it is important to ensure that the children are encouraged to behave in an acceptable manner at all times. This ensures that the amount of teaching time available is used to teach and not control behaviour. This should lead to higher achievements for the pupils and less stress for the staff. The policy will be based on the principles of positive behaviour reinforcement.

At school children begin to formulate habits which they will use in adult life. To this end the discipline policy will include the areas of punctuality and uniform. The children will be encouraged to adhere to the rules by being involved in the setting of classroom rules.

Policy

Our policy is to reward the majority for good behaviour. This will illustrate the positive benefits of good behaviour for those pupils who sometimes make the wrong choices.

This will be achieved by:

- all school staff will apply the discipline policy in a fair and consistent manner.
- ensuring that children are encouraged to discuss consequences and reflect when they have broken rules.
- encouraging good behaviour by using praise as a positive action.
- making the school rules very prominent and explicitly known throughout school by publishing them in every classroom, daily reminders in classes, assemblies and specific discussions through curriculum areas.
- curriculum provision includes S.E.A.L, Peer Massage and R time.

- the Rewards and Sanctions will also be published in each classroom and main areas around school.
- raising self-esteem through class room and school routines e.g. Circle Times, Responsibilities and School Council.
- rewarding children's efforts who work towards ensuring the best atmosphere in school using a Merit system.
- children who break rules will be reminded of the rules before a sanction is given to ensure that they have a chance to make the right choice.
- persistent unacceptable behaviour will be logged by Class teacher and Headteacher, to discuss with child and parent.
- any unacceptable behaviour deemed to be racist will be recorded in the school's system.

SCHOOL CODE

The school rules are:

- listen to adults
- be polite to everyone
- work hard and do your best
- be sensible in class and around school
- always be respectful
- keep smiling
- be tidy in school environment
- put your hand up when you want to speak
- show resilience

REWARD SYSTEM

Points can be earned, up to 5 per day, plus 2 bonus points. This will be demonstrated in each classroom by a behaviour ladder.

Points are available for:

- Correct uniform
- Homework
- Morning session
- Lunchtime
- Afternoon sessions.

There will be bonus points each day for assemblies; playtimes; any other exceptional behaviour. These bonus points can be given by any member of staff.

If a child receives more than 2 bonus points they can 'carry forward' to the next day. The rules for behaviour will be clearly displayed in each classroom and around the school.

The rules will be taught to the children.

The classroom rules will be discussed between staff and pupils.

The rules will be known and understood by all members of staff and will be implemented by all staff, consistently.

If a child is not awarded a point it will be because of direct observation by an adult.

Every child must get at least 20 points in a week in order to qualify for reward time on a Friday afternoon.

SPECIAL MENTION LIST

Positive behaviours need celebrating, these will be recorded.

At the end of each week, all members of staff are given the opportunity to nominate any pupil deserving a special mention in the Reward Assembly. A certificate will be presented to each child in the assembly.

Each week there will also be a Certificate for a Learner and Kindest Child from each class. The Kindest Child Certificate is voted for by the members of each class. There will also be a certificate for Good Behaviour.

100% attendance will be rewarded with certificates. Collect three certificates and a personal trophy will be awarded at the end of the year.

SANCTIONS.

For most children, the thought of not receiving the award will be enough to ensure good behaviour. Pupils will not be awarded a point for any rules that are not kept. The following sanctions will be implemented for those pupils who consistently choose not to follow the rules.

- **Uniform and punctuality**
Parents/carers will be informed each half term if there is a consistent pattern of non-qualification in these areas.
- **Playtimes**
Pupils who are aggressive on the playground or who are found in the building will not qualify for their point. Aggressive pupils will stay with an adult on the playground in order to calm down. A repeat of the wrong behaviour will result in the pupil being reported to their class teacher who will decide whether the pupil will need to miss the next playtime.
Children involved in aggressive incidents will be reported to a senior member of staff. The child will be required to fill in an explanation sheet detailing the problem and writing about the correct way to deal with the incident. This will lead to children beginning to take responsibility for their behaviour.

- Lunchtimes
The same rules and sanctions apply as for playtimes. All incidents must be witnessed by the welfare staff and must be written in the book provided. On the rare occasions when a child does not respond to the discipline procedures, parents will be informed that their child's behaviour is not acceptable. If the behaviour is not improved then the child will be reported to the Headteacher or duty teacher in her absence. Welfare staff will give a red card for unacceptable behaviour and a green card for good behaviour.
- Assembly time
Pupils who disturb the assembly in any way and do not enter and leave the hall quietly will be disciplined by the member of staff. Y6 pupils will support others during assembly.
Pupils will be moved if they disrupt the assembly.
Pupils will be sent out to sit with a member of staff if they continue with disruptive behaviour.
- Classroom Behaviour
Pupils who choose not to follow their class rules during a morning or afternoon will not be awarded a point for that session.
Pupils who do not qualify at the end of a week will be reported to their parents or carers. Pupils will take a note home, which must be signed by their parent or carer and returned to school the following week. If not returned to be followed up by the Deputy Headteacher.

Consistent misbehaviour during a lesson will result in the pupil being asked to work in another class with another teacher for the remainder of the lesson. A class record will be made of repeated bad behaviour.

Consistent poor classroom behaviour will lead to targets being set for improvement. These will be monitored on a weekly or daily basis by staff and parents, using a record sheet. If this does not have an improving effect on the child's behaviour, the child will be excluded to the Headteacher's office. At this point, they will spend all lesson times, playtimes and dinnertime's away from the other children.

Serious breaches in behaviour will lead to discussions between parents, Headteacher and Special Needs co-ordinator. If behaviour does not improve then the Behaviour Support Team and Educational Psychologist will become involved.

When all these procedures fail to bring about improvement, the Psychologist, Headteacher, Link Support Teacher and any other involved agency will discuss the feasibility of a Pastoral Support Plan. If the criteria are satisfied, (Wigan LEA), a plan will be made. This is in an effort to avoid exclusions in line with DfES documentation.

- Outside of school

The same rules and sanctions apply when any child is:

- Taking part in any school organised or school related activity.
- Travelling to and from school.

If the behaviour of a child affects the reputation of the school; or has repercussions in school; or poses a threat to anyone, School will work with the child and/or parents to resolve the problem/situation. If this is not possible the Headteacher will consider whether to involve outside agencies.

HIGH LEVEL BEHAVIOUR PROBLEMS.

Most misbehaviour in school is of the low-level type, which the reward and sanction policy is designed to address. Occasionally more serious behaviours occur which need managing in a different way. The following are areas that we have decided are high level and therefore require different strategies.

1. Physical aggression to anyone that results in serious injury

Fighting of any sort is not to be tolerated. This will include striking/hitting/kicking etc. Children who cause a danger to themselves and others will be removed from the class. If there is refusal, parents/guardians will be sent for to remove them from the class. Dependent on the circumstances, they may be asked to remove their child from school for the remainder of the day. The Headteacher will investigate the incident and decide on the next step. Repeated serious aggression will lead to a period of fixed exclusion with a view to permanent exclusion. In line with DFE documentation this will occur after all behaviour strategies and a Pastoral Support Plan have failed to bring about an improvement in behaviour.

2. Leaving the school grounds during school time.

Parents or carers will be informed immediately. The police will also be notified and a report made of a missing child. Parents or carers will be asked to return the child to school for the remainder of the day. On return to school the headteacher will discuss the incident with the child and parent. A decision will then be made about appropriate action.

BULLYING

The role of the Headteacher, as manager of the school, is to ensure ***as far as is reasonably practicable***, structures and procedures embedded in school behaviour policies prevent bullying.

Bullying will not be tolerated.

Bullying is an insidious social problem found in all occupations and walks of life. In the school environment, it can be found amongst the pupils and the staff. There are also occasions when staff in school can feel they are being bullied by parents of pupils.

Bullying can be:

- physical: pushing, kicking, and pinching, any form of violence, threats.
- verbal: name calling, sarcasm, spreading rumours, persistent teasing
- emotional: tormenting, threatening, ridicule, humiliation, and exclusion from groups or activities.
- racist: a racial taunt, graffiti, gestures.
- racist incidents are recorded within the school system via the Headteacher and recorded on Sentinel
- sexual: unwanted physical contact, abusive comments.
- Online, through social network sites.

When an allegation of bullying is made school will:

- take all incidents seriously
- investigate all incidents
- support the bullied individual by discussions and helping them to develop strategies to deal with bullies.
- support the victim by choosing a trusted adult in whom the victim can confide.
- support the bully by helping them recognise their unsociable behaviour and offering support to modify that behaviour.
- involve the bully and the victim but ensure that they are interviewed separately
- inform parents of incidents.
- inform staff so that the pupil is supported and knows who to contact.
- ensure that action is taken

Action may include:

- imposition of sanctions
- obtaining an apology
- informing parents of the bully and victim
- providing appropriate training
- providing mentor support for both victim and bully
- recording of incident by both victim and bully.

Children who are being bullied at school will not always readily tell those in authority. Staff need to watch for the following indicators.

1. unwillingness to enter school
2. withdrawn, isolated behaviour
3. complaints about missing possessions

4. refusal to talk about a problem
5. child easily distressed
6. damaged or incomplete work
7. a sudden decline in the quality of work

Staff will be able to use their knowledge of the pupils to identify changes in their behaviour that might indicate bullying. Staff will then share this concern and tracking procedures will be put into operation.

The following curriculum provision is made to enable pupils to discuss issues:

Referral to see the Pastoral Manager

Circle time

Personal, social, health education and citizenship

Religious education

Circle of Friends

Play leader scheme

Pyramid Club

Self organised learning strategies

School Council

Peer mentoring (being developed)

Available in school are:

Anger management materials

CD-Rom for pupil, staff, parent and governor use with suggestions for all parties.

Whistle Blowing policy, available in Employment Handbook for Schools, for staff who require guidance.

Reviewed September 2017.

Next review September 2018.

School Policies and Procedures

Copies of school policies and procedures are available on the school website

www.newtonwestpark.co.uk or through the school office.

GENERAL PERMISSION LETTER

September,

Dear Parents/Guardians,



During the course of the year your child will have the opportunity to take part in one or more of the activities below. If you have any objections please delete as necessary.

Educational visits/trips

Swimming

Local walks/road safety

Sports activities

After school clubs

Food tasting

Visitors in school

School Visits

You will be given further information about these activities at the time.

In addition your child may have their photograph taken to publicise events in school e.g. fundraising etc. Their names will not be used.

Could you please complete and sign the letter and return to school as soon as possible.

Thank you

Miss V Birchall
Headteacher.

.....

I give permission for my child to take part in activities as listed above.

Child _____

Year _____

Signed _____ Parent/Guardian.

NEWTON WESTPARK PRIMARY SCHOOL

Our Home School Agreement



We aim to:

Promote a culture of achievement by following our school aims which encourage us to

- Work together
- Learn together
- Share together
- Care together

School will:

- Encourage children to do their best at all times and aim for high standards.
- Nurture in your child a caring, moral attitude, encouraging them to respect others by behaving in a socially acceptable manner.
- Keep you informed of your child's progress
- Support your child academically, emotionally and socially.
- Be open, welcoming and offer opportunities for you to become involved in your child's learning.
- Prepare children for life in Modern Britain and promote British Values.

Family will:

- Support the aims of school in the education of my child
- Support the school's code of conduct and discipline policy.
- Make sure that my child attends regularly, is met on time and explain if they are absent.
- Help my child with homework, reading and actively work with them whenever possible.
- Attend parent's evenings and discussions about my child's progress/welfare.

Child will:

- Do all my classwork and homework as best as I can
- Keep the school rules
- Bring the equipment I need every day or week, for example, P.E Kit, swimming kit and reading book.
- Be happy and enjoy my time in school.

'We all promise to work together'

Signed: Child(Class.....)

Name

Parent/Guardian

School



NEWTON WESTPARK PRIMARY SCHOOL

Health Check Form

Child's name _____ Date of Birth _____

Class _____

Doctor's Name _____

Doctor's Address _____ Tel No _____

Does your child have any disabilities? If yes please state what, giving as much information as possible.

If the answer to Q1 is Yes, do they have any specific needs that school need to know? **Please state and if so a health care plan will be required.**

Does your child see a hospital specialist? If so please state,

Name _____

Address _____

Tel No _____

Does your child suffer from any other medical conditions, for example: Asthma, Diabetes, Epilepsy or any other? If so give us as much information as you can **including the type of medication taken/dosage required and when.**

Does your child need this medication in school, **if so when?**

Does your child have any allergies? If yes please state what

Describe typical symptoms/triggers that your child may have from their medical condition.

Are there any outside agencies working with your child such as Speech Therapy, Hearing Clinic, Opticians or any other? **If so please include contact details.**

Signature of Parent/Guardian _____

Date _____

Newton Westpark Primary School



Dear Parent/Guardian,

As part of the National Curriculum for ICT, we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission. Both you and your child must sign and return the enclosed form as evidence of approval and acceptance of the school's 'Rules for Responsible Internet Use'.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The school also has its own website on the Internet. A valuable aspect of the school site will be the display of pupil's work with relevant appropriate photographs.

No child will be identified on a photograph by name. First names may be used on written and art work. The enclosed form also requests your approval for such publication.

We would be grateful if you could read the enclosed rules and then complete the permission form.

Yours sincerely,

Miss V Birchall
September 2017



NEWTON WESTPARK PRIMARY SCHOOL

Internet Parent Permission Form

Please complete and return this form to school.

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school and my parents.

Pupil Signature _____ Date: __/__/__

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature _____ Date: __/__/__

Name of Pupil _____ Date: __/__/__

Class _____

As the parent or legal guardian of the pupil signing above, I give permission for the school to publish my child's work and photograph to be published on the school web site if required. I understand that my child's photograph will not be identified on the web site should it be used.

Parent Signature _____ Date: __/__/__

Newton Westpark Primary School



Privacy Notice for Pupils and Parents

How we use pupil and parent information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child (ren), what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information.

We, Newton Westpark Primary School, Tennyson Avenue, Leigh WN7 5JY, are the Data Controller for the purposes of data protection law.

1. The categories of pupil & parent information that we collect, hold and share include but are not limited to:

- Personal information (such as name, unique pupil number and address, parent's national insurance number).
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as data scores, tracking, and internal and external testing)
- Relevant medical information (such as NHS information, health checks, physical and mental health care, immunisation program and allergies)
- Special educational needs information (such as EHCP's, applications for support, care or support plans)
- Safeguarding information
- Exclusion information
- Behavioural information

- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- Payment details
- Catering and free school meal management

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

2. Why we collect and use this information

We use the pupil and parent data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- administer admissions waiting lists
- for research purposes
- to inform you about events and other things happening in the school
- to assess the quality of our services
- to comply with the law regarding data sharing

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject.
- d) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- a) The data subject has given explicit consent.
- b) It is necessary to fulfil the obligations of controller or of data subject.
- c) It is necessary to protect the vital interests of the data subject.

- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health
- f) It is in the public interest

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

An example of how we use the information you provide is:

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- *means that schools do not need to obtain parental or pupil consent to the provision of information*
- *ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils*
- *helps to ensure that returns are completed by schools*

4. Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

5. Storing pupil data

We hold pupil data whilst the child remains at Newton Westpark Primary School. The file will follow the pupil when they leave Newton Westpark Primary School. However where there is a legal obligation to retain the information beyond that period, it will be retained in line with our retention policy.

We have data protection policies and procedures in place, which are regularly reviewed. Further information can be found on our website or by contacting the school office.

6. Who we share pupil information with

We routinely share pupil information with appropriate third parties, including:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupil's attend after leaving us

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

7. Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

8. Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) visit:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

9. The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

10. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request (SAR)

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and we hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer by emailing: enquiries@admin.newtonwestpark.wigan.sch.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

11. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the headteacher or our data protection officer at enquiries@admin.newtonwestpark.wigan.sch.uk Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer or headteacher: enquiries@admin.newtonwestpark.wigan.sch.uk

NEWTON WESTPARK PRIMARY SCHOOL

School Terms and Holidays 2018/2019

CLOSE

RE-OPEN

<i>Autumn Term 2018</i>				Tuesday	4 th September
Half-Term	Friday	19 th October		Monday	29 th October
Christmas	Friday	21 st December			
<i>Spring Term 2019</i>				Tuesday	8 th January
Half-Term	Friday	15 th February		Monday	25 th February
Easter	Friday	5 th April			
<i>Summer Term 2019</i>				Tuesday	23 rd April
Bank Holiday	Monday	6 th May		Tuesday	7 th May
Half-Term	Friday	24 th May		Tuesday	4 th June
Summer	Friday	19 th July			

Staff Inset days

Monday 3rd September 2018, Monday 7th January 2019, Monday 3rd June 2019

NEWTON WESTPARK PRIMARY SCHOOL

School Terms and Holidays 2019/2020

CLOSE

RE-OPEN

<i>Autumn Term 2018</i>				Tuesday	3 rd September
Half-Term	Friday	18 th October		Monday	28 th October
Christmas	Thursday	19 th December			
<i>Spring Term 2019</i>				Tuesday	7 th January
Half-Term	Friday	14 th February		Monday	24 th February
Easter	Friday	5 th April			
<i>Summer Term 2019</i>				Tuesday	20 th April
Bank Holiday	Monday	4 th May		Tuesday	5 th May
Half-Term	Friday	22 nd May		Tuesday	2 nd June
Summer	Friday	17 th July			

Staff Inset days

Monday 2nd September 2019, Monday 6th January 2020, Monday 1st June 2020

SATs Results 2018

KS1 SATs 2018

	School (%)	GD (%)	LA (%)	GD (%)	Nat (%)	GD (%)
Reading	80.6	41.9	75.0	24.5	75.4	25.6
Writing	80.6	19.4	69.8	15.2	69.9	15.9
Maths	80.6	32.3	76.4	21.1	76.1	21.8
Science	87.1		81.9		82.8	
RWM	80.6	16.1	64.9	11.3	65.3	11.7
RWM & S	80.6		64.6		65.0	

National figures are derived from the early NCER National picture based upon results submitted by Local Authorities across the country and are subject to change.

KS2 SATs 2018

	School (%)	GD (%)	LA (%)	GD (%)	Nat (%)	GD (%)
Reading	74.2	12.9	78.8	28.9	75.3	28.1
Writing	83.9	22.6	81.1	22.8	78.3	19.9
Maths	83.9	16.1	80.6	25.2	75.6	23.6
GPS	90.3	38.7	81.1	37.9	77.7	34.4
RWM	67.7	6.5	69.4	11.1	64.4	9.9

National figures from National curriculum assessments: key stage 2, 2018 (interim)

Percentage of children reaching Age Related Expectations (ARE) or above. 2018.

GD = Greater Depth

LA = Local Authority

Nat = National percentage

Progress Key Stage 1 to Key Stage 2				
		LA 2018	School 2018	National 2018
Reading	Progress Score	0.7	-1.6	0
	Lower Confidence Interval		-4.6	0
	Higher Confidence Interval		1.4	0
Writing	Progress Score	0.7	2.3	0
	Lower Confidence Interval		-0.6	0
	Higher Confidence Interval		5.2	0
Maths	Progress Score	0.9	1.7	0
	Lower Confidence Interval		-1.1	0
	Higher Confidence Interval		4.5	0