



**Westbury-on-Severn  
CE Primary School**

PROSPECTUS 2017/2018  
*Shaping the spirit. Achieving together. Learning for life*

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# **WESTBURY-ON-SEVERN C OF E PRIMARY SCHOOL**

Dear Parents

I look forward to welcoming you and your child when you visit the school. In today's world choosing the right school for your child is a very important decision, which all parents are anxious to get right.

Our prospectus has lots of detail but the best way to get a 'feel' of the school is to visit during a normal day when you can see the children at work and play. A visit to the school will enable you to meet members of staff who may teach your child and who help provide such a caring atmosphere. In our school all staff know all the children by name which helps create the 'family' feel that so many of our visitors comment on.

It is this environment that we hope, will give your child a firm foundation that will help them develop their abilities and skills to their maximum potential.

Mr. David Crunkhurn  
Headteacher

# **School Details:**

WESTBURY-ON-SEVERN CHURCH OF ENGLAND  
AIDED PRIMARY SCHOOL  
DIOCESE OF GLOUCESTER  
GLOUCESTERSHIRE EDUCATION AUTHORITY

**Address:**

Westbury-on-Severn  
Church of England Primary School  
WESTBURY-ON-SEVERN  
Gloucestershire GL14 1PA

**Telephone:**

Gloucester (01452) 760303

**Email:**

[admin@westbury-on-severncofe.gloucs.sch.uk](mailto:admin@westbury-on-severncofe.gloucs.sch.uk)

**School Website:**

[www.westburyceschool.co.uk](http://www.westburyceschool.co.uk)

**Headteacher** - Mr. David Crunkhurn

The information contained in this prospectus is correct as far as is known at the time of issue. It is unlikely that there will be any major changes in policy during the school year, but if any do occur they will be brought to the attention of parents through a newsletter.

## **General Information**

Westbury-on-Severn School is a Church of England Primary School for boys and girls aged between 4 and 11 years of age. The school has 79 pupils on roll. Most of the pupils come from the parishes of Westbury-on-Severn, Blaisdon and Flaxley and the surrounding villages. There are two school buses, which operate every day to enable the children who live in the outlying villages to attend this school.

The school is situated in the centre of Westbury-on-Severn village and seeks involvement with this community whenever possible. The school participates in the local dance festivals and shared our Christmas music with one of the care homes in the village last year. The school uses the church for its special services such as Easter, Christmas and Harvest. We also participated in the Leavers' Service at Gloucester Cathedral.

As an Aided School, we benefit from a very close partnership with the Church. Our children are guided in Christian values for life through the teaching and by the way we conduct our daily lives. These values are inclusive to those with a faith and none.

The Church not only has an interest in the educational and pastoral life of the school but also, through the Governing Body, is responsible for much of the upkeep of and improvements to our buildings. The school has three classrooms, an extra learning space, a library, pastoral/family room, a dedicated room to Bright Horizons; the pre-school that meets on our school site, and an administrative unit containing the head's and secretary's offices, staff room a purpose built school hall. There is a Foundation Stage area around the main school and a large tarmac area at the rear. In addition to these areas we have a small and a large playing field, which are used for games lessons and in the summer for picnic style lunches and playtimes. The small field has a 'Trim Trail' to help keep our children active, fit and healthy. In the top corner of the large playing field we have our own Forest School and Conservation Area including a pond, which enables us to provide the children with "hands on" experience for work in Science and provides space for growing fruit and vegetables to use in cookery classes in school. This is in the process of being renovated.



# **Westbury-on-Severn C of E Primary School**

## **Vision, Aims and Ethos**

### **Westbury-on-Severn CE Primary School Mission Statement**

**Our Westbury family: Shaping the spirit. Achieving together. Learning for life.**

### **The Vision at Westbury-on-Severn CE Primary School**

#### **OUR VISION IS OF A SCHOOL:**

- which provides outstanding and creative education in a Christian setting;
- which has a dedicated and hard-working staff, working in partnership with parents to provide an environment where every child can grow, have a thirst for their learning and reach their full potential;
- where children enjoy a rich and exciting curriculum with a wide range of additional artistic musical and sporting activities for all ages;
- where all feel valued and where all are learning to care for one another;
- where the leadership of the school is supported by an effective and highly ambitious Governing Body, which oversees all aspects of school life;
- which the Local Authority and Gloucester Diocese consider to be a dynamic partner and performance leader amongst schools of similar size and type.

#### **OUR VISION IS OF PUPILS WHO, WHEN THEY LEAVE:**

- are enthusiastic about continuing to learn and take responsibility for themselves and their own learning;
- accept their share in the responsibility of all for the world and society;
- embrace values which will enable them to live with respect, generosity, integrity and care;
- are able to embrace change whilst holding to their core values;
- are prepared for their next phase of learning.

### **Ethos Statement**

Westbury-on-Severn Church of England Primary School has a Christian foundation which it seeks to translate into practices which influence the life of the school and the lives of the pupils. It serves the parish of Westbury-on-Severn and surrounding areas and aims to provide high quality education within the context of Christian faith and practice. It promotes understanding of the meaning and significance of faith and seeks to encourage Christian standards and values through the quality of experiences offered. It seeks to promote pupils' spiritual and moral development and to provide a basis for their life-long learning.

### **Spirituality Statement**

**'Encouraging who you are and what makes you unique'**

**Westbury-on-Severn C of E Primary School**  
**ADMISSIONS POLICY 2018**

The School's indicated admission number for each year group is 12. Should the number of children requesting places at this school be greater than the number of available places then the following criteria will be applied in this priority order:

1. Children in Care (Looked after child). A 'looked after child' <sup>(1)</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption <sup>(2)</sup> child arrangements order <sup>(3)</sup> or special guardianship order <sup>(4)</sup>.  
  
  - (1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
  - (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
  - (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
  - (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Children who have a sibling attending the school and who will continue to do so when the younger child is admitted (see note 1)
3. Where the family lives in the ecclesiastical parishes of Westbury, Flaxley and Blaisdon (see note 2).
4. Where the family though living outside the parishes has active connections (see note 3) with St. Mary, St. Peter & St. Paul Westbury-on-Severn, St. Michael & All Angels Blaisdon and St. Mary the Virgin Church Flaxley.
5. Where specifically a Church of England School is sought by the parent(s) or guardian(s). The Common Application Form contains a box into which families can express their reasons for specifically seeking a Church of England School. These reasons will be considered as part of the admissions procedure.
6. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority
7. Any remaining places or if the number of places available is exceeded in any category, then available places in that category will be allocated by the

Governors in the order of those with the strongest geographical claim measured in a direct line.

Where any particular category at points 1-5 is oversubscribed, criterion 6 (Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority) will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 6 where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.

**Notes on above:**

- (1) We define siblings as a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.
- (2) A map showing the ecclesiastical parishes of Westbury, Flaxley and Blaisdon may be viewed at the school office.
- (3) Active connections require regular attendance at the principal act of worship on a Sunday in any of the parish churches of Westbury-on-Severn, Blaisdon or Flaxley at least once a month on average during the two years prior to consideration of this application. The application should be supported by a letter from the minister and should be addressed to the school admissions officer. However, where a family has moved into the area within the two years, consideration will still be given to the application, providing regular attendance at any of the above mentioned parish churches can be verified by a letter from the minister.

**Admission of Summer Born Children for Reception Entry for Westbury-on-Severn  
C of E Primary School:**

The Governing Body of Westbury-on-Severn C of E Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Westbury-on-Severn C of E Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.



## **Normal Admission Round:**

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Appeals:**

The appeals process used in Gloucestershire follows strict national guidelines. You will receive full information on the appeals process with the letter from Gloucestershire County Council. This will explain, if this is the case, why your child has not been offered a place at your preferred school.

If you want to appeal against a decision by the Governors of Westbury-on-Severn CE (VA) school, you will need to contact the school direct. The school is responsible for organising its own appeals.

The school operates an appeals procedure for unsuccessful applicants, which is administered by Democratic Services on behalf of the Dioceses for VA primary schools. Information about school admissions appeals is available from the school office. This details the appeals system, when to appeal and how to appeal, the arrangements for the appeal hearing and the appeal hearing itself. Any appeal in writing should be addressed and returned to the school. An outline of the appeals procedure is set out as follows:

1. You are entitled to appeal for every child who is refused a place, should you wish to do so.
2. You will be advised by Democratic Services in writing that if you wish for a place at Westbury-on-Severn CE Primary School, you should write to the Governors of the school.
3. All completed appeal forms should be returned to the school.
4. When we receive your completed form, we will send it to:

Gloucestershire County Council,  
Democratic Services,  
GCC, Shire Hall Gloucester  
GL1 2TG.

5. Democratic Services will set up an appeal date, or allocate a time if a date is already set, in consultation with the school, checking that you are able to attend.
6. The school will send Democratic Services the school's written case for refusal, and our current admission criteria. We will organise the persons to represent our case.
7. Most appeals are heard at Shire Hall, but if you are unable to travel to Shire Hall, alternative arrangements to hear your appeal case at a closer location may be possible. Please let us know if this is the case.
8. Democratic Services always aim to give notice of the appeal date and location to all two weeks ahead.

9. Democratic Services aim to send out all the paperwork - both the case for the family and for the Governing Body to both parties and the independent panel 5 working days before the appeal.

### **Children with a statement of Special Educational Needs/Education Health & Care Plan:**

We are required to admit a child with a statement of Special Educational Needs/Education Health & Care Plan into our school, even if the school is full.

### **Waiting Lists:**

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (ie until the end of December). The waiting list will be prioritised according to the school's oversubscription criteria.

### **Fair Access Protocols:**

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

### **In Year Admissions:**

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies for the offer year 2013/14 and beyond, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Westbury-on-Severn C of E Primary School, parents should contact the school in the first instance.

### **Transport:**

Transport to and from the school is provided by the Local Authority. Further details on cost and availability can be found through contacting Shire Hall directly.

### **Visiting the school:**

All prospective pupils are invited to visit the school with their parents during a normal school day. They can look around the school, meet the staff and in particular the children's future teacher. Arrangements can be made during the Summer Term for children to spend sessions in school making friends with their teacher and getting used to the atmosphere of school

We have found, by experience, that the four and five year old children suffer less from physical and emotional exhaustion if they commence school on a part-time basis. Our policy is to offer a staggered entry leading to full time schooling after the half term. Older children transferring from other schools are placed in the class of their year group.

## **SCHOOL STAFF 2017-2018**

### **Teaching Staff**

Mr. D. Crunkhurn Headteacher  
Mrs. S. Hansen Reception/KS1  
Mrs. L. Roseblade-Bargh KS1/KS2  
Mrs. R. Sim KS2  
Miss K. Wills KS2

### **Support Staff**

Mrs. A. Cox Administrator  
Mrs. S. Marshall Learning Support Worker  
Mrs. J. Henry Learning Support Worker  
Mrs. M. Noad Learning Support Worker  
Mrs.C. McCartney Learning Support Worker  
Mrs S. Webb Family Support Worker

## **CLASS ORGANISATION**

The class organisation can change from year to year according to the numbers of children in each year group and the needs of the school.

Class 1:	Reception/Y1	Mrs. Hansen
Class 2:	Y2 & Y3	Mrs. Roseblade-Bargh
Class 3:	Y4,Y5 & Y6	Miss Wills & Mrs Sim

Within the classroom, the class teacher, who accepts responsibility for the educational progress and pastoral care of their pupils, plans work. Sometimes children work together as a class, on other occasions they work in large or small groups and sometimes individually, progressing at their own pace whilst being challenged to their full capabilities. Each class is supported by very capable and dedicated Learning Support Workers who will support your child in their learning.



## **School as a community**

At Westbury School one of our aims is to provide a caring community so that each member of the school community feels valued and respected. As with all communities we have to have an agreed set of rules so that we can work together in a supportive way. At Westbury, the school council worked to create the 3Bs, which all children learn and try to achieve. These are:

- 1. Be respectful to everyone and everything**
- 2. Be kind and loving**
- 3. Be a positive learner and believe you can**

## **Uniform**

At Westbury we believe that wearing a school uniform

- Promotes a **sense of pride** in the school
- Engenders a **sense of community and belonging** towards the school
- Makes children **feel equal to their peers** in terms of appearance

**School Uniform is:**

- BOYS -** School grey trousers or shorts (not jogging or track suit trousers).  
School sweatshirt with logo.  
Black school shoes (not trainers).  
School polo shirt, plain white/red polo or white school shirt.
- GIRLS -** School grey skirt, pinafores or trousers.  
School sweatshirt or cardigan with logo.  
School polo shirt with logo or plain red/white polo shirt.  
School shoes.  
Summer dress – red gingham/check.

School fleeces are available for the children to wear whilst outside.

**JEWELLERY**      **The only jewellery to be worn in school is small ear studs and watches.**

**MAKE UP & NAIL VARNISH**      **Make up and nail varnish are not to be worn in school**

On health and safety grounds we do not allow children to wear jewellery to school. The exceptions to this are watches and plain small earring studs in pierced ears. We ask children to either remove these objects during PE or cover them with a plaster, to prevent them from causing injury.

We ask all parents who send their children to our school to ensure that the children come to school correctly dressed and ready for their learning.

## **School Bus**

There are two school buses, which serve the areas of Northwood Green, Flaxley, Blaisdon and Elton.

### **Children who are entitled to free transport are as follows:**

- All children who live more than 3 miles from the nearest school.
- Children under the age of eight years of age who live more than two miles from the nearest appropriate school.
- Children living on a route deemed by the Local Authority to be unsafe to walk.

Children eligible for free transport are issued with a bus pass. Children not entitled to free transport may still travel on the bus and purchase a daily, weekly or half-termly ticket.

Parents are expected to accompany their children to the bus stop and to meet them from the stop in the afternoon. Children travelling to school walk up the lane to school watched by the drivers of the buses. Children are taken down to the buses after school by staff. Children travelling on the buses are unsupervised and parents are asked to ensure that their children understand the importance of sitting down in their seats and behaving properly all the time they are on the bus. If any child is involved in behaviour that may endanger the safety of others then parents will be asked to transport their child to and from school

## **Meals in school**

Children can have a hot school dinner or they can bring a packed lunch. Unless your child is entitled to free school meals, all school meals must be paid for in advance so dinner money should be sent in a named envelope on a Monday morning. However, since September 2014, the Government have introduced Free Hot School Meal to all children in Reception, Year 1 and Year 2. Milk is available at lunchtime and must be paid for termly. This is run by a private company who order and administer the milk. Children wishing to bring a mid morning snack are asked to bring a healthy snack such as fruit or vegetables etc. Children in R, Y1 & 2 receive free fruit every day. Water is available from children's own named bottles throughout the school day. In addition, the school council has established a 'Toast Bar', which operates each morning break. Children can buy a slice of hot toast for 20p.

## **Medicines in school**

The school does not keep, or make available, over-the-counter medicines or remedies and school staff do not administer any medicines to pupils. The school must be informed in writing of any medicines that a pupil may need during the school day or on the school premises and the parent/carer or the pupil will be asked to bring in the required dose each day, and sign a consent for your child to self-administer medication under supervision.

The parents/carers of pupils prescribed medicines for a short period e.g. Antibiotics should inform the Class Teacher.

Pupils who need access to medication on a continuing basis e.g. asthma inhalers or ventilators, sickle cell treatment, or insulin for diabetics, are allowed to bring their medication to school in suitable tamper-proof containers. Where able to do so, they

will be able to self-medicate under supervision.

**Procedure:**

- Medicine stored must be clearly labelled with the pupil's name, the name and dose of the drug and the frequency of administration. If a pupil needs two or more prescribed medicines, each should be in a separate container and labelled as above.
- Some medicines such as asthma inhalers must be readily available and therefore not be locked away.
- Older pupils (from Year 5 onwards) are allowed to carry their own inhalers with the agreement of their parents/carers.
- Parents/carers will be required to complete a parental consent form if it has been agreed that their child can carry and administer their own medication.
- People who suffer from anaphylactic reactions may need emergency adrenaline treatment. Staff who volunteer to administer this treatment will be given training. NB. This treatment is unlikely to be harmful if given too soon or in multiple doses.
- Parents/carers will be held responsible for the regular collection of any unused medication e.g. at the end of each term and also for the disposal of date expired medicines.

Unless discussed with the Head teacher; followed by written permission, the school will not take responsibility for the administration of any prescribed medicines. This is to ensure your child's safety and the safety of other children in school.

## **Illness**

It is expected that all children will attend school. However, if a child has vomited, we ask that the child be kept at home for 24 hours. Likewise, if a child has vomited in school, we will send him/her home as ask that the child be kept at home for the remainder of the day. If no other episodes of vomiting have occurred during remainder of the day and through the night, they may return to school the following day. This helps us with our control of illnesses in our small school.

## Parents

At Westbury School we believe that the very best education occurs when school and parents work together in partnership. Parents are a child's first educators and we wish to build on the foundations already laid at home. Communication between school and home is very important and we attempt to keep parents informed about their child whenever possible. We do this by:

- Having formal class-specific information sessions at the start of the school year.
- Having formal parent interviews in the autumn and spring terms
- Sending a written report home in the summer term
- Sending details of the topics to be studied at the beginning of each term
- Sending regular newsletters so that parents are aware of what's happening in school
- Encouraging parents to share on an informal basis any day-to-day problems.

Staff are always willing to meet parents but it is often difficult before school as they are preparing for lessons so parents are encouraged to ask to see staff after school whenever possible.

Westbury welcomes any offers of help from parents such as helping with swimming, cooking, games, reading etc. However, all volunteers will need to undergo all relevant CRB checks before starting on a regular basis.

## Friends of Westbury School

There is a very active Friends of Westbury School Association, which is open to all parents. The association exists within the school to:

- **Support the work of the school.**
- **Foster relationships between staff, parents and others associated with the school.**
- **Help raise funds to provide extra educational facilities and opportunities.**

Friends of Westbury School Committee is elected at the AGM, which is held in the autumn term of each year. The committee organises both the social calendars and the fund raising events. There are always opportunities to help and support the association.



## **The Curriculum**

The school curriculum comprises all the learning and other experiences that we can provide for our children.

It is our aim to motivate children to want to learn and to teach them the skills of how to learn. We do this in school by providing a curriculum that enables children to learn through enquiry, exploration and discovery, excitement and fun. We hope that access to this curriculum, delivered by talented, enthusiastic and committed teachers, will enable all children to learn and achieve. The school curriculum; which we refer to as 'The Westbury Curriculum', will also promote children's spiritual, moral, social and cultural development and prepare the children for the opportunities, responsibilities and experiences of life.

At Westbury School all children are taught in one of three stages. These stages are

### **The Foundation Stage, Key Stage 1 or Key Stage 2.**

Children in the Reception year group are now part of the Foundation Stage. This stage begins when the children reach the age of three. Many of the children will go to some form of pre-school setting but all should now follow the same curriculum. This curriculum will help provide the essential foundation on which to build the child's future education. The Foundation Stage curriculum is delivered through seven areas of learning, referred to as 'Prime' and 'Specific' areas of learning. These are:

1. Communication and Language (Prime)
2. Physical Development (Prime)
3. Personal, Social and Emotional Development (Prime)
4. Literacy (Specific)
5. Mathematics (Specific)
6. Understanding of the World (Specific)
7. Expressive Arts and Design (Specific)

The emphasis in the Foundation Stage is learning through play and it is hoped that by the end of the year all children will have achieved the Early Learning Goals.

In September 2014 the government introduced a revised version of the curriculum. The curriculum must be:

**BROAD** - to produce well-rounded children.

**BALANCED** - to reflect different priorities at different times.

**COHERENT** - to ensure the sum is greater than the parts.

**DIFFERENTIATED** - to maximise access and participation.

**MONITORED** - to support high standards and development

**EVALUATED** - to ensure successful delivery.



The curriculum for Key Stage 1 and 2 is made up of core subjects,

## **English, Maths, Science & Religious Education.**

All other subjects are known as Foundation subjects and these are:

## **Design and Technology, P.S.H.E, Computing, History, Geography, Art and Design, Music, Physical Education.**

At Westbury School we draw on many exciting initiatives and relevant schemes of work to produce an enriching learning experience for all our children. Copies of these and other related documentation and all school policies are available in school for parents to view.

Children learn in a variety of ways - they may learn as a whole class, part of a small group or individually. There is a balance between practical experiences and more formal work.

## **SEN**

Westbury-on-Severn School values the contribution that every child and young person can make and welcomes the diversity of culture, religion and intellectual style. The school seeks to raise the achievement, remove barriers to learning and increase physical and curricular access for all. All children and young people with SEN are valued, respected and equal members of the school. Please see the website for our local offer.

Children with Special Educational Needs follow the curriculum and share all educational experiences whenever possible. When necessary children will be given extra support and differentiated activities to help them access the curriculum.

Westbury School is able to use the expertise of the Educational Psychologist when more help is needed for a child with behavioural problems or children who are under achieving.

At Westbury School the children are in mixed age classes. The make up of these classes is:

Class 1	21 children	-	Reception and Year 1
Class 2	22 children	-	Years 2 and 3
Class 3	34 children	-	Year 4,5 and 6

## **Extra Curricular Activities**

At Westbury School we try to provide a wide-range of extra curricular activities, which will give our children more experiences than they are sometimes able to have during the school day. The after school clubs may include Drama, Football, Netball, Dodgeball, Karate, Art, Percussion, Storytime club and Dance.

At other times throughout the year the children participate in various festivals and competitions including the Country Dance festival, Nature Quiz and various sporting challenges.

The Year 5 and 6 children are able to participate in cycling proficiency training which is organised by the LA Road Safety Department. Every other year, in the summer term, Year 5/6 children take part in a residential visit. The next one takes place in 2018.

## **Home-learning**

Home-learning is anything that children do outside the normal school day that contributes to their learning in response to guidance from the school. Home-learning encompasses a whole variety of activities instigated by teachers and parents to support children's learning. At Westbury one of our aims is for children to develop as independent learners and we believe that home-learning is one of the main ways in which children can acquire this skill. Although home-learning plays a positive role in raising a child's level of attainment we also believe in the importance of play and free time and home-learning should not prevent children from taking part the wide range of out of school clubs and organisations available. At Westbury we follow the DfE guidelines for the amount of home-learning that should be set each week. We expect children in Key Stage 1 to spend approximately one hour a week engaged in their home-learning, although this may well include reading with a parent. We expect children in years 3 and 4 to spend approximately 15-20 minutes per night, and children in years 5 and 6 to spend approximately 30 minutes per night.

## **Religious Education**

Religious Education is an important part of the curriculum for all pupils. Religious Education is taught using the Agreed Syllabus designed for use in Gloucestershire schools and approved by the Diocese of Gloucester. We believe that RE. helps children come to a knowledge and understanding of religious beliefs, practices and lifestyles. RE. is used to contribute to the children's spiritual and moral development. As a church school we believe that children should grow up with a clear set of values such as love, respect, honesty and dignity. We hope that children learn by example from all the adults in school. Parents who wish to withdraw their children from religious education are asked to discuss the matter with the head teacher.

## **Collective Worship**

There is an act of Collective Worship every day. Members of the local ministry team regularly lead worship. The school uses the church for its special services such as Christmas, Easter and Harvest. Once a year the year 6 pupils attend a service at Gloucester Cathedral, which is specifically for Church Schools. Parents who wish to withdraw their children from Collective Worship are asked to discuss the matter with the Headteacher.

## **Sex Education**

Sex Education is incorporated into our Science and good health parts of our curriculum. It is our aim to develop the whole person recognising the sexuality of people at all ages and stages of development. We try to dispel ignorance and counter mis-information. The school tries to deal sensitively and naturally with this subject; our teaching being complimentary and supportive to the role of parents.

## **Physical Education**

Physical Education is an important part of the curriculum. It develops pupils' physical competence and confidence and their ability to use these to perform in a range of activities. Physical education provides opportunities for children to be creative, competitive and to face up to different challenges as individuals and in groups and teams. It promotes positive attitudes towards active and healthy lifestyles.

At Westbury school we are able to make good use of our school playground for PE. In the summer we use the field for athletics and games.

- The Year 2 – Year 5 children go swimming for 2 of the 6 terms per year at a local secondary school.
- The school is involved with the Forest of Dean School Sports Partnership and thus receives support and equipment from them. Last year our school participated in a multi skills day and gymnastic training with other schools in the partnership. Staff participate in many training events as part of the cluster. The school is very successful in the many competitions that it enters.
- Whenever possible the school participates in local competitions such as swimming galas, the GPJ Junior Multisports Tournament, and matches with some of the cluster schools
- The school holds an annual sports day when all children are encouraged to participate.
- Teams participate in football and netball against local schools throughout the year.

## **Art and Design**

Art and Design stimulates creativity and imagination. It provides visual, tactile and sensory experiences. At Westbury School the children are encouraged through art activities to make informed judgements and aesthetic and practical decisions. They learn about craft and design in different times and cultures. The children use their practical skills to enhance the walls and corridors of the school, which certainly makes the school look much more attractive. Whenever possible people are brought into school to run workshops to help broaden the children's experiences. The school has been awarded the Gold Artsmark Award which demonstrates it's commitments to the arts.



## **REGISTRATION AND ABSENCE**

Legislation from the DfE has meant changes in our method of marking registers. Certain types of absences (for example - medical or dental appointments and other leave of absence where permission has been requested and granted) will be coded as acceptable. Any unexplained absences or leave of absence that has been declined have to be marked as unauthorised. If your child is absent and we do not have a reason then families will be contacted after 9am. The Education, Entitlement and Inclusion Team, whose job it is to check on absentees, will be looking carefully at absences which have been coded as unauthorised.

### **Absence Figures 2016/17 for pupils of compulsory school age in school: (i.e. 5-11 years)**

Number of pupil sessions (i.e. half days):	31504
Number of authorised absences:	944
Number of unauthorised absences:	160

## **CURRICULUM COMPLAINTS PROCEDURE**

If any parents have a complaint there is a copy of the Complaints Procedure in school.

## **LIAISON WITH OTHER EDUCATION PROVIDERS**

Most of our children transfer to Dene Magna Community School or Newent Community School at the end of their primary education. Some children, if successful with the entrance exams, go to Grammar Schools in Gloucester. The liaison between our schools is good and an excellent programme has been established to make the transition from one school to another as smooth as possible. There is an opportunity for children to visit Dene Magna and Newent during the summer term prior to transfer. Full details of the arrangements which apply to the secondary allocation procedure are sent to parents from the LEA soon after the start of the children's final year at primary school. The West Gloucestershire Schools Partnership, of which we belong, works together for the benefit of staff and children.

Close links are maintained between local playgroups, nurseries and this school.

Since April 1997, Westbury-on-Severn C. of E. Primary School, Walmore Hill County Primary School and Bright Horizons, a local pre-school group, have been working collaboratively to provide sessions for four year old children. The Bright Horizons pre-school group meet in school. More information about these arrangements is available on request.

Westbury-on-Severn Primary School is a member of 'GloWMATCH' which is a collaboration of small schools within close proximity of each other. The Headteachers meet regularly and the staff from the schools often come

together for meetings, Inset days, and curriculum workshops. The aim of the collaboration is to provide support for policy and curriculum development, training activities and joint ventures for the children of the schools involved.

## **PASTORAL CARE and WELFARE**

### **Safeguarding**

Westbury-on-Severn C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school takes its responsibilities for child protection and safeguarding very seriously. We have several policies that relate to this including:

- Child Protection policy
- Safer working practice policy
- Safeguarding policy
- Confidentiality policy
- E-safety and acceptable users policy

If a child discloses information that may indicate a child protection issue, then the school will act upon it immediately. Records will be kept and, if deemed necessary by the school's Designated Child Protection Officer (Head teacher), will be passed on to the relevant authority, namely Gloucestershire Safeguarding Children's Board and local referral and assessment team.

### **School Medical Service**

All children new to the school are examined by the school nurse during their first year in the school and check-ups are made from time to time. You are always informed of these visits and invited to attend. Any child can be referred to the school doctor by the Headteacher. Parents are asked to inform the Head, in confidence, of any medical problem or physical condition.

The school also maintains valuable contact with the Health Visitor.

As part of our ongoing commitment to you, we also offer a part-time Family Support Worker who is skilled in supporting families and their children whenever necessary.

### **Educational Psychologist**

Parents and teachers are able to call on the expertise of an Educational Psychologist in cases where a child shows behaviour problems at home or at school, or where a child is believed to be under-achieving or suffering from stress. All interviews and reports are confidential.

### **Special Educational Needs and Disabilities (SEND)**

A meeting can always be arranged with the Headteacher to discuss the problems of any child whose physical, emotional or learning development gives rise to anxiety.

The government has asked all schools to draw up a **HOME /SCHOOL AGREEMENT** in consultation with parents. We ask all parents and older pupils to sign this document. Whilst we hope that everyone adheres to the agreement, it is not legally binding. A copy is included at the back of the prospectus.

## **SCHOOL POLICY FOR CHARGING**

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been, and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances. However, these charges may be reduced or waived for certain pupils. The full Charging Policy is available on request.



## **GOVERNORS AND THEIR NOMINATING BODIES**

### **Foundation Governors appointed by the Diocesan Education Committee**

Mrs. F. Down	nominated by Blaisdon PCC
Vacancy	nominated by Blaisdon PCC
Mrs G. Riley	nominated by Flaxley PCC
Vacancy	nominated by Flaxley PCC
Mr. L. Hill	nominated by Westbury PCC
Mr. C. Poole	nominated by Westbury PCC

### **Governor appointed by Gloucestershire County Council :- Mr I. Sutherst**

**Elected Parent Representatives :-** Mrs. J. Walters  
Mr Paul Hughes

**Elected Staff Representative :-** Mrs L. Roseblade-Bargh

**Ex-Officio Governors :-** Mr. D. Crunkhurn (Headteacher)  
Rev. Steve Taylor

**Clerk to the Governors:-** Mrs.A. Cox

The duties of the Governing Body are defined by the Articles of Government for Voluntary Aided Schools and can be summarised as responsibility for oversight of the efficient conduct, development and welfare of the school. The main areas of responsibility are: staff appointments, discipline, curriculum policy, annual reports to parents, care, upkeep and letting of the premises; special educational needs provision, religious education, admissions, finance.

Meetings must be held at least once a term but in fact the Governors meet more frequently.

As a “C. of E. (Aided) School”, Westbury-on-Severn C. of E. Primary is a Church of England School which is aided in certain ways by central government and the local education authority. A majority of the Governors are appointed by the Diocesan Board of Education to represent the church, but there are also Governors representing parents, teachers and the civil authorities. The Governors have financial responsibilities for parts of the fabric of the school but the greater part is paid by central government. Other maintenance costs and all staff salaries are paid from a budget delegated to the school by the local education authority. The school follows the National Curriculum but arrangements for religious education and worship are made by the Governors and may reflect the Church of England foundation in accordance with the Trust Deed.