

Welcome  
to



# About our school....

Westbury Park Primary School is a happy and thriving primary school at the heart of a vibrant community in north Bristol. We take pride in the friendly and caring atmosphere of our school and our commitment to excellence in all areas.

Our school has approximately 420 pupils aged between 4 and 11 years old. There is a real family feel to our school; we all look out for each other and see kindness as an essential ingredient to school life.

Our children achieve fantastic academic results, but it's the inspiring and challenging enrichment activities which make the Westbury Park experience so special and provides so many good memories of school days.

We are committed to working together with you to ensure that your child is happy and successful during their time at school. We know that children learn best when families work together to encourage and support their learning, and we very much look forward to getting to know you and your child.

Please take the time to read this booklet carefully as it will answer some of the questions you may have and the information it contains is written to help you and your child achieve a successful start at Westbury Park Primary School. Our website [www.westburyparkschool.com](http://www.westburyparkschool.com) also gives an abundance of information.

If you have any further questions or queries please do not hesitate to contact the office.



# Welcome to our school!

We hope your family will soon feel part of the Westbury Park Primary School community. Joining a new school is a big change and we want to make it as comfortable as possible for you all.

We value home school communication. You know your children best and working together has the greatest impact on their education and happiness. The Senior Leadership Team are always standing on the school gates in the mornings and the class teachers out in the playgrounds at the end of the day. We encourage you to talk to staff if you have even the slightest worry.

## Who's who at Westbury Park?

You can see a list of our amazing staff [here](#)

## Our school day



Children will be supervised in the playground from 8.40 am. Your child should be in the playground by 8.50am and the children will be brought in by duty staff at this time.

Children in Reception to Year 2 should enter school via the gate to the right of the main entrance and in Years 3 to 6 they enter via the green gate to the left of the school as you face it.

Please say goodbye to your child at the gate in the morning as it helps with a smoother and quicker start to the day.

It is very important that your child is on time so they do not miss notices and information, often issued at the start of the day. If your child is late this will be logged on the school's register. Please come into school through the main entrance.

School finishes at 3.25pm in KS1 and 3.30pm in KS2. Children collect their belongings from their locker or cloakroom and will be brought on to the playground by their teacher. Children should be collected by a designated adult unless we have written permission for children in Years 5 and 6 to walk home. The gates open at 3.20pm for you to enter the school and wait for the children.

Please ensure that your child knows how they are getting home and, if they are being collected, who is collecting them and where. This is especially important during their first week.

If children being collected are not picked up by 3.50pm parents will be contacted. If there is no answer your child will be taken to After School Club and you will be charged an enhanced rate.

Please don't bring dogs into our school playground, some of our children are nervous around them. Thankyou.

#### EYFS and KS1

7.45- 8.40	Breakfast Club (please book a place)
8.40 – 8.50	Gates Open
8.50 – 9.20	Registration
9.20 – 10.30	Session 1
10.30-10.50	Break
10.50 – 12.00	Session 2
12.00 – 1.00	Lunch
1.00-2.10	Session 3
2.10 – 2.25	Break
2.25 3.25	Session 4
3.25 – 6.00	After School Club (please book a place)

#### KS 2

7.45- 8.40	Breakfast Club (please book a place)
8.40 – 8.50	Gates Open
8.50 – 9.20	Registration
9.20 – 10.30	Session 1
10.30-10.50	Break
10.50 – 12.20	Session 2
12.20 – 1.20	Lunch
1.20- 3.30	Session 3
3.25 – 6.00	After School Club (please book a place)

## Breakfast and After school Club

We run our own 'wrap around care' facility staffed by our own school staff. This based in Mendip House by the KS1 gates.

Our club is extremely popular and early booking is highly recommended. Information can be found from our website [here](#).

## After school Extra-Curricular Clubs

In addition to our own After School Club, We have numerous opportunities on offer after the school day has finished. These range from sports clubs, art clubs, music and choirs, dance and computing clubs. All current opportunities are listed on our website. You can access this information including details of how to book [here](#).

## Active travel

We encourage coming to school in an active way and as Bayswater Avenue has minimal parking, we suggest leaving the car a couple of streets away and walking to school. Parking away from the vicinity of the school reduces congestion, improves road safety and helps to create a better environment for the whole community.

If you do park in the road, please park in a safe and considerate manner. Please DO NOT park on our zigzag lines outside the school gates or over neighbour's driveways.

## Lunchtime options

Lunchtime starts at 12.00noon and finishes at 1:00pm for EYFS and KS1. KS2 lunch is 12.20pm -1.20pm. Children can have either a cooked meal, or bring sandwiches.

All pupils in EYFS to Year 2 are entitled to a free school dinner, as part of the government's Universal Free School Meals scheme (FSM).

For children in Years 3-6, you can pay for lunches using your School Gateway account.

If you think you qualify for Free School Meals or are entitled to Pupil Premium, please access information about this [here](#).

Schoolgateway



School Gateway is our on-line payment system. Details about this can be found [here](#).

The catering company we use is 'Chartwells' and their staff cook school meals on the premises. The [menu](#) is shared each term. If you have any queries about the menu, please send these directly to [Chartwells](#).

## Packed lunches

If your child brings a packed lunch, they also need to bring their own cutlery (i.e. a spoon for their yoghurt). We ask that you encourage a healthy packed lunch and avoid sweets or fizzy drinks. We are a **nut free** school and ask that you do not include any nuts or nut-based products (i.e. nut/chocolate spreads) in your child's packed lunch or snack.

## Morning snacks

Children are welcome to bring in their own healthy snacks for morning playtime. We do encourage fruit or vegetables rather than crisps or sweets. Children in EYFS and KS1 are provided with a free piece of fruit.

Pupils younger than 5 are also provided with a carton of milk each morning as part of the government's free milk scheme.

## Water Drink to think!

We ask that the children bring a named water bottle to school each day and are able to top these up as needed.

## School Uniform and equipment

It is essential that all of your child's uniform, PE kit and equipment are named. This makes it easier to identify so your child can find it if it is left in the playground or classroom and also makes it easier to return it to your child if it does get lost.



More information about school uniform and Mapac our supplier can be found [here](#).

## PE

Your child's class teacher will advise you of PE days. Children always come to school on PE days dressed in their PE kit with house coloured t shirts and a green PE hoodie.

## Attendance and absence

It is important that children attend school regularly if they are to benefit from the learning opportunities provided and as such we have high attendance expectations.

Most of our children are very healthy and attendance is good. However, your child may occasionally be ill and need to stay at home. Absence is authorised for music exams, school sporting fixtures and national competitions. Please try to make medical and dental appointments outside of school hours (we understand this is not always possible).

Please email our school absence line [absence@westburyparkschool.co.uk](mailto:absence@westburyparkschool.co.uk) each morning that your child is off ill. We will carry out safeguarding absence calls for any child who is not in school without a reason being given.

If your child is off school with vomiting or diarrhoea, we ask that they do not return to school for a 48-hour period following their last episode. This follows guidance from the Health Protection Agency and helps to stop bugs spreading in school.

Holidays should be taken during school holidays. The demands and pace of the curriculum means that your child will miss vital teaching and learning if they are absent. Historical research shows that children who miss school are less likely to achieve academically compared to those who are in school full time.

## Medicines in school

The school is able to administer medicine if it is handed into the school office with a completed Medicine Consent Form. Copies of this form can be obtained from the school office. The medicine needs to be in a clearly labelled bottle or packet with the expiry date evident.

If your child has a specific medical condition that requires on-going support, the school will work with you to create a medical care plan. Please speak the school office if this is something you feel your child may need.

## Accidents

We aim to provide a high standard of care in a safe and secure environment that meets health and safety requirements. However, there are occasions where accidents may occur - a scraped knee at lunch time etc. These are recorded and if necessary, parents are sent an explanatory note giving details of any treatment given. In the case of a more serious injury or bump to the head or face, the school may contact parents via telephone to inform them.

## Our Curriculum

Our curriculum puts the child at the centre of our caring, sharing, achieving school, where positive relationships, based on mutual trust and respect are at the heart of everything we do. Our ambitious curriculum has been designed to take account of the legal requirements of the Early Years Foundation Stage Curriculum and the Primary National Curriculum. It exposes our children to enriching experiences, immersing them in progressive knowledge and skills; equipping them with the personal characteristics required to succeed.

Our research driven and sequenced curriculum allows children to develop the skills, knowledge and vocabulary to succeed in a learning environment where vibrant experiences abound, allowing each of them to express themselves as an individual.

The key principles behind the design of our curriculum are for our children to:

- be confident, independent and resilient; displaying a thirst for learning
- be kind; showing empathy and compassion whilst valuing diversity
- achieve academically across the entire curriculum
- be culturally knowledgeable about our country and our world
- have aspirations for the future and know that these can be reached through hard work and determination
- make healthy choices and lead a healthy lifestyle
- make the most of technology in a safe and productive way
- be well prepared for the challenges of the secondary school curriculum.

For more curriculum information please visit the website [here](#)

## Statutory Assessments

These assessments help us and, where relevant, the children's next settings to review the progress the children have made so far against national benchmarks. They are, however, only a snapshot of the children's progress in certain areas and do not tell the full story.

For more information you may find these links useful:

[Early Learning Goals – Parent and Carers Guide](#)

[Early Learning Goals – Activities to Try at Home](#)

[Year 1 Phonics Screening Check – A Guide for Parents](#)

[2023 Multiplication Tables Check – Information for Parents \(Year 4\)](#)

[National Curriculum Tests at the End of Key Stage 2 – Information for Parents \(2019\) Video](#)

## Trips and Extra-Curricular Activities

Westbury Park School provides a whole host of enrichment activities from trips to clubs.

We promote the use of trips in order to enrich the learning, cultural and social experiences of our pupils. Trips are planned as far in advance as possible. Families must give permission for their children to attend via the school communication system – 'School Gateway'.

Residential experiences are part of our enrichment programme. The school organises two residential visits in Year 5 and then Year 6.

## Pupil Voice

At Westbury Park School, we are inspired by the children and the ideas and goals they have for our school, our community and the world around us. In order to give children meaningful opportunities to be responsible, respectful and engage with the school and the wider community, children are encouraged to take on roles that allow them to develop leadership and communication skills, particularly as they reach the end of Key Stage 2.

We have a School Council, an Eco Council and wellbeing champions for each class. Older children in Year 6 are also given the opportunity to become Peer Mentors to the younger children, Sports Captains and School Ambassadors.

## Wellbeing at Westbury Park

At Westbury Park Primary School, we are committed to supporting the emotional health and wellbeing of our pupils and staff. We know that everyone experiences life challenges



that can make us vulnerable and we recognise that anyone may need additional emotional support.

We take the view that positive mental health is everybody's business and that we all have a role to play.

#### At Westbury Park we...

- help children understand their emotions and feelings better;
- help children feel comfortable sharing any concerns or worries
- help children socially form and maintain relationships;
- promote self-esteem and ensure children know they count;
- encourage children to be confident and 'dare to be different'
- help children to develop emotional resilience and to manage setbacks.

More information on how we support wellbeing can be accessed [here](#).

## Homework

At Westbury Park Primary School, we are very keen for parents to support and help their children with homework. We take the view that children are likely to get more out of an activity if parents get involved as long as they do not take over too much. However, there are times when we will want to see what children can do on their own. It is particularly important, as they get older, for children to become increasingly independent in their learning. If a parent is unsure about what their role should be, they should discuss it with their child's teacher.

Make sure your child has a quiet place to work with no distractions. Talk through the activity with your child before they start.

Encourage and praise them when they have completed the activities.

Homework will be set to support and reinforce what has been taught, so, for example, children will only be asked to complete a topic in maths that has been taught in class.

## Reading

Every child should have a reading book with them at school. Each classroom has a collection of suitable books, which children can borrow and take home. Children are encouraged to try new authors and types of books.

#### Tips on Hearing Your Child Read

At parents' evenings, parents have told us they would like more information about helping their children read. Here are some suggestions on how you can help to make this a positive experience.

- Choose a quiet time
- Set aside a quiet time with no distractions.

- Ten to fifteen minutes is usually long enough.
- Make reading enjoyable.
- Sit with your child. Try not to pressurise if he or she is reluctant.
- Take turns and read a page each.

### **Maintain the flow**

If your child mispronounces a word do not interrupt immediately. Instead allow opportunity for self-correction. It is better to tell a child some unknown words to maintain the flow rather than insisting on trying to build them all up from the sounds of the letters. If your child does try to 'sound out' words, encourage the use of letter sounds rather than 'alphabet names'.

### **Be positive**

If your child says something nearly right to start with that is fine. Say 'Let's read it together' and point to the words as you say them. Boost your child's confidence with constant praise for even the smallest achievement.

### **Talk about the books**

There is more to being a good reader than just being able to read the words accurately. Being able to understand is vital. Talk to your child about the book; about the pictures, the characters, how they think the story will end and their favourite part. You will then see how well they have understood as you help them to develop good comprehension skills, including skills of inference and deduction.

### **Success is the key**

Remember 'Nothing succeeds like success'. Until your child has built up their confidence, it is better to keep to easier books. To avoid readers being reluctant, choose books with flow, a few challenging words and easy to understand text.

### **Visit a Library, bookshops; Google; or use a Kindle**

Encourage your child to use resources regularly and visit bookshops to browse the latest titles. Many bookshops have very knowledgeable staff who will only be too happy to advise you.

### **Variety is important**

Remember children need to experience a variety of reading materials e.g. picture books, hard backs, comics, magazines, poems, and information books. Even the back of cereal packets at breakfast is good!

## **Social media and staying safe online**

In computing lessons children learn about staying safe online. They learn that:

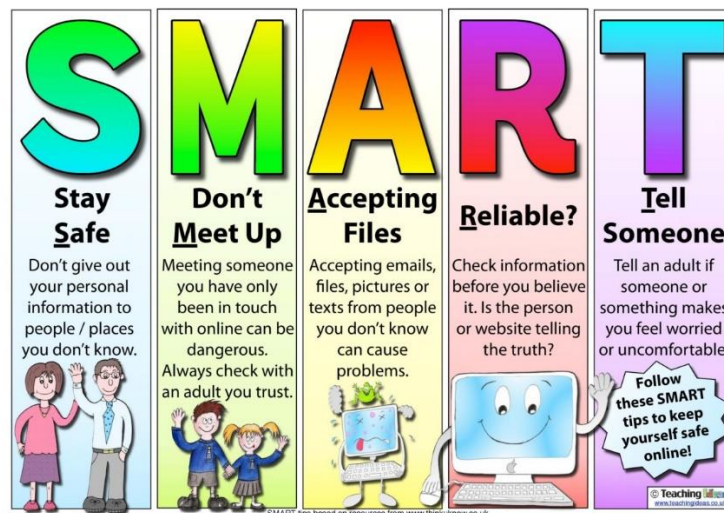
- Anything posted online is there forever

- They should not say anything online that they would not say face to face
- Children must be at least 16 to download some apps including WhatsApp
- Any issues with using social networking that impact on school will be dealt with

Please help your child to be responsible online. Ensure their privacy settings on any internet account they do have are set at the highest level.

Over the last few years we have dealt with numerous issues related to online accounts, from bullying to inappropriate use of language and behaviour.

Parents are always informed of any incidents involving their child and many have been upset, especially if they have been unaware that their child had been on line.



## Get involved and be part of our community!

### Parent Helpers

Can you help on a regular basis either with children or with routine but necessary jobs outside the classroom? Perhaps you could spare the time to help out in one of our classrooms? Can you spare the time to accompany the children on visits? If so please let us know – you will be made most welcome and we will undertake DBS checks for all our regular volunteer helpers.

### WPSA



Our WPSA meet regularly to help organise much needed fundraising for the school. Their contribution to the school is so extremely valuable and they are always looking for extra volunteers to help. The volunteers range from people who have a regular

role within the PTA group and those who help oversee a stall at the odd event. For more information please contact [wpsateam@gmail.com](mailto:wpsateam@gmail.com)

## Governors

Our school governors work in close partnership with the Headteacher, Senior Leadership Team and school staff to help oversee the strategic direction of the school. Our governors are truly part of the Westbury Park team and contribute to our great community ethos.

## Contacting school

There are several ways that we keep in touch.

**Individual email** - Each member of staff has an email so you can contact them directly. Please note that staff are usually in classrooms teaching during the day. If it is urgent, please telephone or email the school office. Staff will endeavour to respond within 3 days and are encouraged to not respond to emails outside of office hours.

### Key Contacts:

Tel: [0117 377 2676](tel:01173772676)

Email: [westbury.park.p@bristol-schools.uk](mailto:westbury.park.p@bristol-schools.uk)

To report absence: [absence@westburyparkschool.co.uk](mailto:absence@westburyparkschool.co.uk)

To report safeguarding and wellbeing concerns: [wellbeing@westburyparkschool.co.uk](mailto:wellbeing@westburyparkschool.co.uk)

After School Club- [ms.kingdon@westburyparkschool.co.uk](mailto:ms.kingdon@westburyparkschool.co.uk)

Governors- Please direct any queries to The Clerk to Governors: [clerk@westburyparkschool.co.uk](mailto:clerk@westburyparkschool.co.uk)

**School Website**- There is a huge amount on our school website including school strategy, performance measures and governance as well as curriculum and staffing information. It also contains a WPSA page and wrap around care information. Please do have a look.

**Weekly Newsletter** – This contains whole school news and information. It is sent out via mail chimp and you can subscribe on the website.

<https://www.westburyparkschool.com/school-newsletter>

**Year Group Newsletters** – These are sent via email or/and ClassDojo – These contain year group specific information about the curriculum, learning, trips etc

**Class Dojo** – This is an individual behaviour tracker. We also use it as a message board function for year groups. We do not use this as a private messaging service between school and home. You can download an app for your device and will be given a log in link by your class teacher.



X - [@westburyparkpr](https://twitter.com/westburyparkpr)

Facebook – Westbury Park School

Instagram-westburyparkprimaryschool

## Westbury Park School



**Google Classroom** - Google Classroom is an online learning environment. It is a place where teachers can set and assess student work. This was used widely during lockdown.

**School Bulletins**- These currently consist of safeguarding, wellbeing and Special Educational Needs updates. They are usually published three times a year and sent via email.

**Happy News and Podcast** – The children produce a newspaper and podcast frequently and it can be found on the website [here](#).

There are other informal communications operated by year group reps.

Please contact the office if you want to know who your year group rep is and they will help you join a group.



## What to do if your child is having a problem

At Westbury Park Primary School we all want happy, healthy pupils who feel safe at school. Co-operation and liaison between parents, staff and governors leads to a shared sense of purpose and a positive atmosphere in school.

Hopefully, your child is settled and happy, and is enjoying school life. However, there may be a time when your child is having a difficulty at school and you need to know what to do to help resolve the problem.

**Firstly...** If you or your child has a problem concerning a school issue, email the teacher to make a time to have an informal chat. Think about what you hope will happen as a result of your discussion and let the teacher know this. If the issue seems to continue, it is important that you meet again with your child's class teacher to highlight that the issue appears to be on-going.

**Secondly ...** If you haven't been able to resolve your concern at this point, then please make an appointment to see a member of the School Leadership Team. It is in everyone's interest for things to be sorted out smoothly. Sometimes it is not possible for all parental requests to be met but with direct communication we hope to reach a positive resolution in the interests of achieving the best outcome for all concerned. On the rare occasion that a solution proves to be particularly difficult, SLT can invite a governor to offer help and advice.

**Finally...** if the problem has still not been sorted out... You can make a formal complaint (please see our Complaints Policy on our school website). This is a serious step to take and it is important that you have thought things through carefully.

## The final words are from the children.

“Our school is special because....”

“Learning here is fun! I love history, art and PE”

“We are all friendly”

“Everyone is always welcomed”

“Everyone listens to what you have to say- the teachers always try to make things the best they can be”

“We have special days like Roman Day, baking day and house enrichment”

“No one tolerates bullying and adults are always there for you”

“Everyone includes everyone else!”

“I loved the residential in Y5! Sleeping in a dorm with my friends was so cool and kayaking was brilliant”

“There’s lots of responsibilities you can have in Y6. Things like being a reading buddy, a school ambassador, a peer mentor, sports leader or wellbeing champion. I am a peer mentor and I love making the younger children happy”

“If you have a problem- there’s always someone there to help. It could be a wellbeing champion, a teacher or another adult”

“When I started Westbury Park in Y5, everyone was so friendly.....”

For much more information visit our school website [www.westburyparkschool.co.uk](http://www.westburyparkschool.co.uk)