

Welcome to Denton West End

Dear Parents and Carers,

We hope that you will find this brochure interesting and helpful. It provides information about the life and work of Denton West End Primary School.

At Denton West End Primary School, we strive to provide an engaging environment for learning in which each individual is valued and feels safe. We aim to encourage the children to participate fully in school life and to make learning a positive and enjoyable experience so that they can gain the maximum achievement from their education.

We are proud of our school. We have high standards and expect our pupils to be polite, work hard and take pride in themselves and the school.

At Denton West End we see education as a partnership between home and school and look forward to sharing and participating with you in the development of your child.

Yours sincerely,

Mrs S. E. White
Headteacher

Our School Principles

“Only our best is good enough.”

This statement underpins all that we do and is an expectation, for all from all, at Denton West End Primary School.

Our vision statement:-

Aiming for Excellence

Our mission statement:-

Providing outstanding experiences in all aspects of school life

Our core values:-

Caring Confident Positive Together

In order to realise our vision we recognise that Denton West End School is a community, which includes pupils, teaching staff, non-teaching staff, parents, governors and visitors to the school. All are important members of a partnership that requires full participation to create a warm and secure environment in which children can develop.

A Brief History of Denton West End

West End Primary School opened in September 1931 with 54 pupils on roll. The school consisted of the present Infant and Nursery Department.

As the number of pupils increased so did the buildings and in 1961 a separate Junior School was built. In 1981 the two schools merged under one headship to form Denton West End Primary School.

Over the years the school has grown considerably and there have been many extensions and re-developments. The leadership team and governors work hard to ensure pupils learn in a bright, well cared for and well-resourced environment that adapts to the needs of the children.

In June 2012 the school became a standalone academy.

How Our School is Organised

The education of our children takes place within three distinct phases:-

- **Early Years Foundation Stage**
- **Key Stage One**
- **Key Stage Two**

Early Years Foundation Stage (E.Y.F.S.)

This phase comprises of the school Nursery, the wrap around provision known as Little Lions and two Reception classes.

The Nursery is located within the original building it provides a safe and secure environment with access to an enclosed outer play area and garden. Nursery sessions take place each morning and afternoon. Reception classrooms are located close to the nursery and share the outdoor area. Our wrap around facility is housed in a specially built classroom and has access to a soft surface play area and garden. School offers the thirty hour Extended Provision.

The two Reception classes are adjacent to the Nursery and pupils have access to the hall, outer areas, school library, workshop, IT room and Ipads.

Key Stage 1

Key Stage 1 consists of four classes covering years 1 and 2. Classes are located in both the older and newer buildings.

In Key Stage One class size is limited to 30 pupils in accordance with D.F.E. legislation.

Key Stage 2

Key Stage 2 consists of eight classes covering years 3 to 6.

Currently, there are two classes for each year group throughout the school.

The organisation within the school may be subject to modification from year to year, as it is dependent upon the exact numbers of children within the school, and the number of staff available to teach them.

Although, it is hoped that children will be taught consistently throughout the school in their own year groups, at times the children may be grouped according to ability, for some activities and to allow for smaller teaching groups.

At the end of Key Stage One pupils may be regrouped before entering Key Stage Two. This will occur where there appears to be two unequal classes in respect of gender, pupil behaviour, academic achievement and special educational needs. Where classes appear to be broadly similar no changes will be made. Year 2 pupils are always consulted when classes are regrouped although final decisions are the remit of the School.

School Facilities

We are fortunate in having two assembly halls, which are used for Collective Worship, physical education, dining and other activities. There are two school libraries and a thirty place computer suite; all pupils have timetabled periods to use these facilities. We also have class sets of iPads which are available to be used across the curriculum to enrich learning.

We also have a dedicated, well-resourced area to support pupils with additional needs.

We are fortunate to have two libraries with appropriate books for each key stage.

Outside, there are large playground areas and extensive playing fields.

The playground has a range of equipment and apparatus for pupils to enjoy during their breaks. Our children, via the School Council, have chosen these. Pupils' views are regularly sought through their class representatives who are voted onto the School Council.

Admission to Our School

Parents wanting their children to attend our school are eligible for admission in the September of the school year in which they become five.

Prospective parents are welcome to visit the school by prior arrangement with the Headteacher.

Admissions to the school are coordinated by the local authority, Tameside, on behalf of the school.

The school has allocated a published admission number of a maximum of 60 places to be available for each school year.

Denton West End is a popular and often oversubscribed school and the number of applications has regularly exceeded this number.

If the number of requests for places exceeds the admission number, then parents may appeal against the decision. Appeals are managed by Tameside Authority on behalf of the school. The appeal procedure is set down in the Authority's Schedule available on the Council's website.

Children wishing to attend Nursery are eligible for admission in the school year in which they reach their fourth birthday.

A place in Denton West End Nursery does not guarantee a place in the main school.

School Hours

Nursery

The Nursery sessions are: -

- Morning Session 8.55 am - 11.55 am
- Afternoon Session 12.25 pm - 3.25 pm

Reception and Key Stage One

School hours for children in Reception and Key Stage One are: -

- Morning Session 8.55 am - 11.50 am
- Afternoon session 1.00 pm - 3.10 pm

Key Stage Two

School hours for Key Stage Two children are: -

- Morning Session 8.55 am - 12.15 pm
- Afternoon session 1.15 pm - 3.15 pm

Early Years

Children enter our Nursery in the year in which they are four. This is the beginning of the Early Years Foundation Stage (EYFS) at Denton West End and continues until the end of the Reception year. The EYFS is vital in ensuring our children develop the necessary personal, social and emotional skills which we build on for future learning. We aim to encourage confident communicators, who are eager to learn and participate fully in school life.

Nursery offers parents up to 15 hours of free provision each week. Parents may be entitled to access the Extended Entitlement of up to a total of thirty hours per week. Sessions in the nursery are morning or afternoon. Extended Entitlement is in Little Lions in the afternoons. The nursery is well staffed with an experienced teacher and qualified members of support staff.

Little Lions, our wrap around provision, caters for nursery age children outside of the usual Nursery hours. The staff in Nursery and Little Lions work closely together to ensure continuity of provision between the settings.

The Reception classes are split into two classes of thirty but classes are often mixed when children go into shared areas such as the workshop or outside. This is staffed by teachers and support staff.

The Early Years Curriculum

The curriculum is organised around three prime and four specific areas:

Prime Areas:

- Communication and language
- Physical development
- Personal, social and emotional development.

Specific Areas:

- Literacy
- Maths
- Understanding the world
- Expressive arts and design.

Learning is play based and encourages the children to explore, actively learn, create and think critically for themselves. We offer an exciting, well structured environment in all classrooms with continuous provision ensuring the needs of all children are met, whether this is outside, in the classroom or our workshop areas.

Prime Areas

- **Communication and Language**
Speaking and listening are key areas of teaching. Children are taught to listen carefully to staff and each other. We want our children to be able to express their needs and talk about themselves.
- **Physical Development**
The outside area provides the opportunity to take the classroom outdoors. Children learn in different ways and some learn better outside. We encourage children to develop their physical skills with games, P.E., jumping, balancing, running and many more activities. We also encourage the children to develop their fine motor skills and use pencils, paintbrushes, scissors and building blocks.
- **Personal, Social and Emotional Development**
Children are taught how to share, take turns and cooperate. We hope all our children will be confident and have the necessary independence in place to begin their more formal education in Key Stage One.

Specific Areas

- **Literacy**
We encourage the children to mark make through paint, chalk and pencils and to begin communicate through the written word. Stories and books are integral to teaching in the Foundation Stage and daily sessions with books are timetabled. We hope all our children will love books and enjoy the stories that unfold. The teaching of nursery rhymes is also an essential part of our curriculum.
- **Maths**
Our children are taught to explore number, shape and measure through their play. They are encouraged to solve problems and to use their thinking skills to find solutions.
- **Understanding the World**
This encompasses many areas of learning to begin to develop the child's sense of the wider world. We start with the familiar and work outwards to think about history, geography and technology.
- **Expressive Arts and Design**
We encourage the children to think creatively through the use of paint, play dough, building blocks, collage and other media. We listen to music, play percussion instruments and dance. We use imaginative play areas to develop and challenge children's ideas and experiences. Examples range from home corners to shops, the vets, garden centres and hospitals.

Characteristics of Learning

Throughout the EYFS the staff will look at how your child learns under three headings which are:

- playing and exploring
- active learning
- creating and thinking critically.

We recognise parents as the child's first educators. To this end we encourage parents to talk to staff about any concerns they may have. Parents and carers are encouraged to come into school to share experiences.

We inform parents regularly of the topics covered in school. We hope this close working relationship between home and school is maintained throughout school, so that parents continue to be involved in their child's education.

The Curriculum for Pupils in Key Stage 1 and 2

At Denton West End, we aim to provide a stimulating programme of activities through which our pupils can develop all aspects of their abilities - academic, physical, artistic, social and moral.

The National Curriculum consists of English, maths, science, computing, history, geography, art and design, computing, design and technology, music, PE and languages (key stage two only) which must be taught to all pupils of compulsory school age.

There are the core subjects: English, Mathematics, Science, and Computing plus the foundation subjects: History, Geography, Art, Music, Design and Technology and Physical Education. All children study Religious Education unless parents specifically choose otherwise. At Key Stage Two the children are introduced to a modern foreign language.

Subjects are organised to form a broad and balanced curriculum to match the needs of Key Stage One and Key Stage Two and ensuring progression and continuity between the two stages.

Social, moral spiritual and cultural education runs through the curriculum as does promoting British Values.

At Denton West End the subjects will not always be taught in specific subject areas. In some instances, a thematic approach is used which brings together different subjects within a chosen topic in order to promote relevance, meaning and interest in children's learning.

Children learn best when they are active learners. This means involving children in interesting and practical activities, which give them the opportunity to explore and find out for themselves. We encourage our children to find out and think for themselves.

To allow such learning to take place, teachers adopt a range of teaching and learning styles. These include individual, group and whole class teaching. The chosen style will depend on the needs of the children or the activity.

Religious Education

Our religious education curriculum is based on SACRE which is the Local Agreed Syllabus for RE.

Our aim is to help children have an understanding of religious beliefs and practices so that they may come to terms with their own faith, yet respect the rights of others to hold different beliefs, so encouraging greater tolerance and understanding.

Collective Worship

Collective Worship takes place on a daily basis in accordance with the requirements of the 1988 Education Act, either as a whole school, in Key Stages, in phases or as classes.

Our Assemblies are often organised around a theme such as 'Beginnings' or 'Helping Others' and include celebrations of festivals such as Divali, Eid, Hanukah and Chinese New Year.

As part of our Assembly we also celebrate individual and school achievements.

Parents are most welcome to attend their child's Class Assembly. Dates for these assemblies are given on our school website.

Parents retain the right to request that their children be wholly or partly excused from attendance at religious worship or religious education. When this occurs a member of staff will supervise pupils.

Physical Education

All pupils participate in at least two hours of sport each week. The school sports coach, outside provider or the class teacher may deliver lessons.

We aim to ensure that the children are given the opportunity to play as many different sports as possible and to enjoy them. All teams are encouraged to play skilfully, enthusiastically and fairly.

Teachers inform the children at the beginning of each term on the days PE, dance or games will take place.

Swimming also takes place for pupils in year four.

Personal, Social, Health and Economic Education

In addition to the core and foundation subjects, cross-curricular themes such as personal, social and health education are developed through P.S.H.E. sessions. Within these sessions Sex and Relationship Education is taught to encourage children's healthy relationships and friendships.

Sex and Relationships Education

Health education is taught within other areas of the curriculum. We include the teaching of Sex and Relationship Education within the provision made for P.S.H.E. Children are taught to respect and value each other. The emphasis is on friendships and feelings appropriate to the age and stage of the child. Children are taught to look after themselves and how to stay safe.

Healthy Eating Habits

We have a policy to promote general and dental health within school. We request parents and guardians support in the following ways:-

- We ask that children do not bring sweets and sugary drinks to school.
- We do not use sweets or sweet food as rewards.
- Dental health and activities linked to food are included in the curriculum.
- Birthdays are celebrated without sweets.

EYFS and KS1 children are provided with milk free of charge. They also receive a piece of fresh fruit or vegetable each day. This is funded through school.

KS2 children receive either fruit or toast free of charge each day. On Friday it may be a special healthy snack item to encourage children to try new foods. This is funded through school. Milk may be purchased for a small charge. All pupils are encouraged to bring a bottle of water to school to drink throughout the school day, other drinks are not permitted.

Details about this are given to parents at the induction meeting for Reception parents; however, further information may be obtained from the Reception Office.

Homework

We encourage parents to become involved in their children's learning.

From Nursery classes onwards children take home books to share, or to read to their parents. In Key Stage Two children take home spellings to learn. As the children move through school the quantity of homework increases in line with their age and stage of development. We hope parents will support us with this at home.

School has a Homework Policy, which gives details of the range of work, which might be given as homework. Parents may obtain a copy of the policy from the School or website.

Out of School Visits

A wide range of visits and visitors enhances the school curriculum. Such events are often heavily subsidised by the school. However, parents will usually be requested to make a voluntary contribution to fund the costs of school visits.

This applies to visits made within school hours. These visits are available to all children regardless of their parents' ability or willingness to meet the cost.

However, in the event of insufficient contributions, it may be necessary to cancel visits. Where the cost is prohibitive for a family, parents are encouraged to inform the school so that support may be given.

Visits outside school hours will be charged for as 'optional extras' and will only be available to children whose parents meet the full cost of the visit.

Assessment Arrangements

We use assessment to provide information to improve learning and teaching. It gives the opportunity for children's progress to be expressed and monitored and for teachers to plan the next stages in learning. We give our children regular feedback on their learning so that they understand what it is they do well and what they need to improve.

Early Years Foundation Stage Assessment

In the Early Years the Nursery children are assessed on entry through discussions with parents and carers. Throughout the year, they are assessed informally through observation against the Learning and Development section of the Early Years Profile.

In September, the Reception class teachers gather information from previous settings and make observations to determine where the children are at the outset of their schooling. Ongoing assessments are made through the year.

In Year One the children will take the Phonic Screening Check.

In Year Two the children will be assessed as to whether they have met the expected standard in reading, writing and maths. This is assessed through tasks and teacher assessment. If the children did not pass the Phonic Screening Check in Year One they will be tested again.

At the end of KS2, in Year Six, children are assessed through Statutory Assessment Tests (SAT's). Children will be assessed as having met the expected standard in reading, writing, spelling and grammar and maths.

These are statutory assessment tasks. For all of these assessments parents are informed usually at the end of the academic year through the school report.

Assessment is ongoing throughout the school year and this forms the basis for teachers to plan and prepare lessons for their classes.

Reporting to Parents

We give parents regular reports on their child's progress so that children, parents and teachers are all working in partnership to raise standards for all our children.

We have a range of strategies that keep parents fully informed of their child's progress in school. We encourage parents to contact school if they have concerns and teachers contact parents if they have concerns or if the child has done something particularly well.

In the Autumn Term we have a Meet the Teacher Evening. This is an informal time where parents, children and teachers have an opportunity to meet and discuss how the child has settled in to class. In the Spring Term there is a more formal Parents' Evening. Parents meet with the teacher to discuss what their child is doing well and any targets. Key Stage two children are encouraged to attend with their parents in order to gain the same message.

Each half term we give all parents a report on their child's attendance, effort and behaviour – The AEB Report Card. This is then signed by the parent and returned to school. Parents are encouraged to contact school if they have any concerns resulting from this.

During the Summer Term we give all parents a written report of their child's progress and achievements during the year. In this report we include a space where children can offer their own evaluation of their performance during the year. We also include a space for parental feedback.

As with all reports we offer parents the opportunity to discuss them with the class teacher.

During the summer term we hold an Open Day when parents, family, friends and neighbours can see the children working and can participate in lessons. There is also an exhibition of the children's work.

There are additional meetings throughout the year for parents of children with Special Educational Needs, where the Individual Personal Plans are reviewed and new targets are discussed. Other meetings held may involve other supportive, outside agencies e.g. Educational Psychologists and Speech and Language Therapists.

School has an open door policy and encourages parents and guardians to discuss their concerns at any time throughout the year. Meetings will be held with parents as needed. It is not usual to meet with grandparents or other extended family members unless there are exceptional circumstances, for example, a parent is in hospital.

Behaviour

We believe that all children have a right to learn without disruption and aggression and that all teachers have a right to teach without disruption and aggression. Having effective strategies to manage and promote good behaviour is essential for children's learning.

To encourage appropriate behaviour the school has a set of rules devised by our children.

Denton West End School Rules:

- Make the right choice.
- Be helpful and care.
- Use our manners.
- Keep ourselves safe.

Our Golden Rule is: "To treat others as we would like to be treated."

To promote children's confidence and self-esteem we encourage children to say 'Stop I don't like it,' to other children if they feel they are being treated unfairly.

We have introduced a clear system of rewards and sanctions to reinforce good behaviour within the whole school. Within Key Stage One and Reception, we have a very successful Lion award scheme and within each class a "Happy Side," which rewards children's positive behaviour.

In Key Stage 2 we have a House Point system of awards to encourage positive and caring attitudes and effort towards learning based on the Solar System.

We train children in upper key stage two to work as peer mediators helping to solve problems and encourage friendships. Our 'West End Friends' are a great asset to our school.

Our school Behaviour Policy explains the procedures the school has adopted. A copy is on the school website. We hope parents will be supportive of the school in its insistence on a high standard of behaviour.

If a child's behaviour is giving cause for concern, parents will be informed at an early stage.

Where children cannot behave in a reasonable way at dinner time, when under the supervision of Midday Assistants, then we will request that the child goes home for the lunch time period.

Contacting the school and your child's class teacher

We welcome dialogue from parents and operate an 'open door policy'. It is always best to contact us if you have any concerns about your child. School is always open during normal school hours to parents who wish to discuss any matter, or who require information. However, it would be helpful if parents could telephone the school office in advance in order to guarantee that a visit is not wasted. Teachers are not usually available before the start of school. Parents may also speak to teachers at the end of the day.

Parents may also discuss any concerns with the Head teacher.

Many parents maintain regular contact with their child's teacher through the use of the Pupil Planner.

School Council

The School Council at Denton West End plays an active part in school life. The role of the School Council is to promote pupil voice, to enable children to put their views and ideas across about all aspects of school. Children are selected from each class through a voting system to be members of the council. These representatives bring the ideas from their class to regular council meetings where they are discussed and decided on by the members.

The School Council has been proactive in introducing a healthy snack alternative for Key Stage 2 children; purchasing resources and equipment for the playgrounds and for use during wet play times; and for the improvements to our school reward system.

The School Council helps our children to develop responsible attitudes and become active citizens.

Extended School Provision

We value our relationship with parents and carers and we are committed to working in partnership to provide top quality play and care for our children.

Parents have the opportunity to use the wide range of extended services provided at the school. These include Little Lions wrap around care; West End Kids' Club - Breakfast Club and After School Club plus a wide range of after school activities.

Little Lions

Children attending our nursery morning sessions may remain in school until the end of the school day.

Parents may choose to pay for extended provision in our Little Lions setting or be eligible for the Extended Entitlement.

We provide an environment in which children will feel secure and happy. We aim to give parents peace of mind knowing that their children are safe and having fun.

Denton West End Kids' Club provides care before and after school. The children are supervised by qualified staff and enjoy a wide range of activities.

The After School Care Club is available from 3.15 p.m. until 5.30 p.m.

The Breakfast Club operates from 8.00 a.m. until the start of school.

Full details can be obtained from Mrs. Horsfall who manages and runs the service.

After School Activities

During the school year we provide many opportunities for our pupils to be involved in a wide range of activities.

Activities change each half term and have included choir, street dancing, football, basketball, science and healthy eating.

At present we are also able to provide instrumental teaching provided by the Tameside Music Service.

Inclusion

The school seeks to include all children, staff, parents and others connected with its community. To this end we strive to ensure that everyone who enters our school feels welcomed and valued. It is important that people feel consulted and their views are listened to as part of ensuring we are an inclusive school. Through our accessibility plan we ensure children, staff and parents connected with the school have access to its services and the information we have on offer. We always welcome any suggestions from parents on how we can ensure they are able to play an active part in their child's school life.

Pupils with Special Educational Needs

All children at some time or another will have a special need. This may be an area of learning, behaviour, family circumstances or an exceptional ability which has to be addressed. We work closely with parents to help children who are experiencing difficulties and welcome an open dialogue with parents to keep us informed.

The school operates a differentiated curriculum to cater for the needs and abilities of all the children. The school has a policy in line with the requirements of the S.E.N.D. Code of Practice.

The Special Educational Needs Co-ordinators are responsible for implementing and monitoring of the policy.

Occasionally, we need to consult with specialist support services provided by the Local Authority; however, we always consult with parents before requesting such help. We believe it is of the utmost importance to work in partnership with parents.

Attendance

Pupils' attendance is monitored very closely. Any disruption to a child's attendance can adversely affect their progress in school and is usually very upsetting for your child.

You can only allow your child to miss school if either they are too ill to come to school or you have advanced permission from the school.

Parents are asked to inform school initially by telephone on the first day of absence when a child is unable to attend school due to illness.

On the child's return to school parents must inform school of the reason for the absence by letter, or by writing a note in the child's planner. Where no explanation is given the absence will be recorded as unauthorised. Attendance levels are monitored by Ofsted. We also work closely with the Education, Welfare and Safeguarding Officer who will contact parents where there is a concern.

The school encourages good attendance and punctuality. Pupils attaining 100% Attendance receive an Attendance Award.

In Key Stage Two the class with the highest weekly attendance receives an extra playtime on a Friday afternoon. This is a great privilege and eagerly sought.

Parents receive regular information regarding their child's attendance in the Attendance, Effort and Behaviour Record which parents receive each half term.

Leave of Absence in Term Time

The DfE discourage parents from taking pupils on holidays in term time; absence from school can seriously affect a child's progress and social development.

Leave can only be granted in exceptional circumstances. It is unlikely that any holiday taken in term time will be granted. An unauthorised absence may result in a Penalty Notice being issued by the local authority. No parents can demand leave of absence for a holiday as a right and permission must be sought well in advance from the school.

Application for leave of absence should be made to the school giving the dates of departure and return.

Parents should state to the governors to explain why the holiday must be taken in term time.

Punctuality

Punctuality is of the utmost importance. Please ensure that your child arrives in school for registration at 8.55 a.m. but does not arrive earlier than 8.45 a.m. Staff cannot accept responsibility for your child before this time.

Persistent lateness is recorded and reported to parents and is monitored by the governing body. It may lead to a penalty notice being issued if lateness is persistent.

In addition, appointments in school time are also discouraged. Staff may ask for proof of an appointment.

Our School Uniform

The DfE strongly encourages schools to have uniforms. This is because uniforms contribute to the ethos and culture of the school; set the appropriate tone to promote good behaviour and discipline; protect children from social pressures and support cohesion between different groups of pupils. Consequently, school uniform is encouraged at Denton West End and parents are asked to support the school in this. The wearing of school uniform encourages a sense of unity and pride in belonging to Denton West End and ensures that the children are suitably dressed for school.

Children are not allowed to wear jeans, casual wear or clothes bearing logos.

The wearing of jewellery is not permitted except for a small watch or stud earrings. This is for health and safety reasons. School accepts no responsibility for lost items of jewellery. Nail varnish is not encouraged. Long hair should be tied back at all times, again for safety.

Our school sweatshirts are royal blue with embroidery. We encourage the children to wear grey skirts and trousers. In the warmer weather a blue summer dress or grey school shorts may be worn. Sensible school shoes in black are recommended, not trainers.

Various items of clothing may be ordered at the Reception Office.

The following are normally available:

- White or blue polo shirts
- Blue sweatshirts / cardigans
- Tee shirts in House colours for pupils in Key Stage 2.
- Fleeces
- Book bags
- P.E. bags

PE and Games

All children require a pair of pumps for indoor P.E. and trainers for outdoor sessions except for pupils in Nursery.

A navy blue tracksuit is also recommended for outdoor sports. For indoor P.E. activities children change into a T-shirt, shorts and pumps.

P.E. clothes should be kept in a pump bag, which can be hung on the child's coat peg. Jewellery and earrings **must** be removed for P.E.

Due to the restricted space in the classrooms and corridors we do not allow the children to bring large school bags. Book bags should be purchased so that they can fit into children's trays.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY NAMED

Lunches and Snacks

We encourage all our pupils to take a school meal. This ensures they have a well-balanced meal; encourages good manners and helps to develop social skills. It also prevents food and drink being left on the corridors.

The School Catering Staff provides a healthy two-course midday meal, which offers excellent value for money. Payments can be made online or by cheque in advance.

If you are in receipt of some benefits, your child may be entitled to free school meals. Our school Receptionist will be pleased to advise you about how to claim this benefit. All children in reception, year one and year two are entitled to Universal Infant Free School Meals.

Parents are most welcome to visit school to see, or try the lunches. Menus are available on the website.

Facilities are also available for children to bring a packed lunch.

Packed Lunches

Healthy packed lunches should be brought in a suitable container showing your child's name. We do not allow sweets or chocolate bars as part of a packed lunch and only one treat item, such as a wrapped biscuit, is allowed. If children bring more than this they will be offered a piece of fruit instead. Water is always available in the dining room. Vacuum flasks containing hot drinks, cans and fizzy drinks are not permitted. Children must not bring nuts into school. Children must ensure they bring their own cutlery such as spoons.

Please see our website for ideas and our healthy eating policy.

Parents who wish their children to transfer from sandwiches to school meals must inform the Receptionist and this will be arranged as soon as possible.

Keeping your child safe

Denton West End is committed to ensuring that it provides a safe and secure environment for your child. To this end the following procedures must be observed.

School Security

All doors to the building are secured during school hours.

If you need to visit us during the day please report to the main entrance reception office.

Please inform the school if another adult is collecting your child at home time.

Emergency Contacts

It is sometimes necessary for the school to contact parents in the event of an emergency or illness.

It is **essential** therefore, that the school is always up to date on changes of address or telephone numbers.

When your child starts school you will be asked to complete a data collection sheet.

School will need the following details:-

- to see the child's birth certificate to confirm the date of birth
- to know who is the legal guardian of the child i.e. who has parental responsibility.
- be informed of any medical conditions and disabilities
- be informed of any access arrangements required by the parent/carer
- be informed of at least one other local contact name should we not be able to contact you.

It is vital that all sections of the form are completed.

You will be asked to update the details each year at the start of the Autumn Term, or whenever the information requires amendment.

Illness and the Administration of Medicines

If your child is on medication it is best that the course of medicine is completed at home before the child returns to school. If your doctor advises that your child can return to school then the following guidelines for controlled medicines must be observed. This guidance is published by Tameside LA and is advice taken from the Department of Education.

There is no legal duty that requires schools to administer medicines. Short-term prescription requirements must only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. Where possible it is the responsibility of parents/carers to arrange the timing of medication so that it is not necessary for it to be administered during the school day. The parents/carers need to give written consent. A form is available at the school office. Medicines should be in the original container.

All medicine must be brought to school and collected by the parents/carers or nominated responsible adult when no longer required at the end of the school day. It is the responsibility of the parents/carers to dispose of the medicine in a safe manner.

Where possible medicines should be self administered by the child under the supervision of an adult. Throat lozenges are classed as medicine and should not be brought to school by children.

Car Parking

Balmoral Drive is a very busy road and it is advisable to park away from the front of school at the start and finish times of the school day.

The school car park must **not** be used for dropping off or collecting children at any time.

It is an offence to park on the yellow zigzag lines in front of school and police may prosecute offenders.

Please show respect for the school neighbours and do not obstruct drives or park on the pavement.

There are disabled parking bays available. Parents are asked to pre-arrange use of these to ensure they are available for those who need them.

Entrance to the school for children is through the gates at the front of school. Parents are asked to keep gateways clear to ensure that children do not step on to the road. Dogs are not allowed on school premises.

These arrangements are to ensure the safety of all children and accompanying adults.

Child Protection

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required to report the matter to the local Safeguarding Children's Board immediately. Consequently, in such situations, it is possible that the parents will be contacted by a social worker and not just the school. Our Child Protection and Safeguarding Policy is updated at least annually and is available on the school website should you require further information.

Friends of Denton West End

Denton West End has an active Parent, Teacher and Friends Association who work together for the good of our school. Not only do they raise extra finance by organising fund raising events, which benefit all children in the school, but they also present a social medium through which staff and parents can co-operate as partners on ventures of joint concern.

All parents are automatically members and are welcome to attend any of the informal meetings to share concerns, good ideas or just chat and get to know other parents in a friendly atmosphere.

Money raised by school social events goes towards improving school facilities and buying additional educational materials and equipment for our children, such as: Reading books, playground equipment, classroom resources, school visits and so on.

Complaints Procedure

Any parents concerned about any aspect of their child's school life should first discuss their concerns with their child's class teacher.

If the matter is not resolved parents should seek the assistance of the Headteacher.

If, however, the matter is not dealt with to the parents' satisfaction, the complaint should be put in writing and brought to the attention of the Chair of the School Governors via the school.

Should the matter not be resolved it will be referred to the Complaints Committee.

**This information, and much more, is available on the school website.
Please keep this document for future reference.**

Denton West End Primary School complies with the new GDPR regulations.