



WEST CROFT SCHOOL
Discover your leg★cy

**PARENTS' INFORMATION
BOOKLET**
Academic Year 2025 - 2026





Learning and achieving together.





West Croft School
Coronation Road
Bideford
Devon
EX39 3DE

Telephone 01237 473548

admin@westcroft.devon.sch.uk
www.westcroft.devon.sch.uk

Dear Parents and Carers

Thank you for considering West Croft School.

The following information is not intended as an exhaustive checklist; rather it is a brief introduction designed to help children and parents settle quickly and successfully into the routines and to understand the values of our school.

Please share this booklet with your child and contact us about any of the points raised whenever you wish.

We hope that both you and your children will find the contents of this booklet helpful. We look forward to meeting you and working with you to make the time spent with us enjoyable and rewarding.

Yours sincerely

Mrs L Johnston
Headteacher





General Introduction

Built originally in the 1950s, the school benefits from two spacious, well-equipped halls from which the main building rooms extend and a modern new Nursery block.

Our buildings ensure effective teaching space. Classrooms are of a generous size and are well appointed. There are also additional areas for group study and well equipped Libraries.

The school is situated in pleasant grounds. The playground and field areas are large. We have a small arboretum and attractive areas for environmental studies, including our own pond.

The proximity of the Nursery, Lower School (Reception to Year 2) and Upper School (Year 3 to Year 6) facilitates positive liaison as well as allowing the children to move safely between the Upper and Lower Sites whenever necessary.

Discover Your Legacy — our vision statement

Our vision is simple: we want all our children to **enjoy** their time at West Croft. Think of your own learning and you will probably find that your most memorable learning came from

an experience you enjoyed. It's the same for all children: a child who enjoys school is more likely to **learn**. With learning comes achievement. Please note that when we say achievement we do not mean the same as attainment: Attainment is competitive, *achievement* is improvement on personal best.

We set high expectations of our pupils because we want our children to **achieve** and because we want to equip them with the necessary life skills to make decisions and take control of their own destinies in the 'real world'. We want our children to steer their own path through life, not have their lives determined by others.

Safeguarding Children

At West Croft School we take our duty to ensure the safety of all our pupils very seriously. From the security of our site and the rigorous checks we conduct on all staff and volunteers to the lessons that we teach and the training we provide, we are committed to safeguarding and promoting the welfare of our children and expect all staff and volunteers to share this commitment.

West Croft is an inclusive school that actively challenges



discrimination of any kind. We strive to create a happy, caring learning environment where all pupils feel safe and respected.

The policies on safeguarding can be read in full by visiting the school website and clicking on the 'Safeguarding' tab.

Teaching and Learning

At West Croft we encourage children to talk about their learning with adults and peers: if you can articulate your thoughts you are more able to write them down clearly. We place great value on teaching through guided learning: the teacher working with small groups to correct misconceptions and provide support and challenge. Sometimes this work can take

place outside the class with a Learning Assistant.

We set whole school targets for English and Maths. These give children a clear focus for their learning and a clear sense of achievement.

Admissions

Children are admitted between the ages of two and eleven. We plan for 90 for each Year Group. In most cases Nursery admissions are from the term after a child's second or third birthday.

Criteria

West Croft has adopted the county criteria order of priority where there is over-subscription for places.

Where this occurs, priority will be given as follows:



Individual support is provided by skilled Learning Assistants



The West Croft Guarantee

At West Croft, by the end of Year 6, all children will have had the opportunity to experience the following:

- A curriculum which is based on the natural inquisitiveness of children through enquiry led learning.*
- A curriculum which includes and challenges **all** pupils to achieve their very best.*
- A curriculum where pupils feel it is safe to make mistakes and learn from them.*
- A curriculum which encourages creativity and experimentation to find out what strengths and talents each pupil has.*
- A curriculum where learning takes place inside and outside of the classroom.*
- A curriculum which builds confidence by developing the freedom of speech and encouraging questioning.*
- Activities which enrich the learning experiences such as visitors, trips and interactive experiences.*
- Residential to broaden horizons and develop independence.*
- A wide range of extra-curricular activities before, during and after school.*
- Develop positive friendships and relationships across the school setting.*



1. Children in Care or who ceased to be in Care because they were adopted, or made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children for whom an exceptional medical or social need is demonstrated.
3. Children living in the designated area with a sibling on roll at the school at the date of application.
4. Other children living in the designated area.
5. Children living outside the designated area, but with a sibling on roll at the school at the date of application.
6. Other children.

(A child who has an Education, Health or Care Plan or a Statement of Special Educational Needs naming West Croft will be admitted.)

NB: If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school as plotted on Geographical Information System (GIS) (i.e. the shorter the distance the higher the priority).
School area maps can be

viewed on the Local Authority website at: www.devon.gov.uk/schoolareamaps

Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made to allocate places at the same school, including offering places above the Published Admission Number (PAN) wherever possible. Where it is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

More information about admissions can be read on the Local Authority website at: www.devon.gov.uk/admissions

Liaison Arrangements (Infant and Secondary)

Most children join us from our own Little Crofters Nursery and most pupils move on to Bideford College.

Children joining us from Little Crofters Nursery and other settings have specially arranged visits to their intended classes in the term prior to their admission. All children and parents are invited to see around the school as a family before starting. Transition from year to year is very important for us and your child. We have a week long transition period



towards the end of the summer term where you will be invited to meet the new staff.

During Year 6 children make an induction visit to Bideford College, and their staff come here to meet the children. We make alternative transition arrangements for pupils moving on to other secondary schools. We have a policy of curriculum liaison with Bideford College.

Times of Sessions

Registration 8:40 - 8:55am

Upper Site (KS2)

8.55am - 12.00 noon

12.50pm – 3.20pm

Lower Site (Reception/ KS1)

8.55am - 12.00pm

12.50pm - 3.10pm

Little Crofters Nursery offers morning, afternoon and all-day sessions. There is a separate handbook for the Nursery, please ask for a copy.

In the interests of their safety, pupils are expected to arrive not more than ten minutes before the start of the school day, unless they are attending our Breakfast Club. We do, however, expect children to be punctual. Children from Reception to Year 2 can be taken to their classroom from 8.40am where a member of staff will lead planned activities to help them settle for the day.

At the end of the day, parents whose children attend in Years Reception to Year 2 must ensure their child is picked up by a responsible person.





Passwords will be provided if you call the office during the day with a change of person collecting. Please ensure you pass this on as your child will not be released without it.

Those parents who bring children by car are asked not to park in Coronation Road or designated residents' parking in other nearby streets. There is no parking available on the school site.

School Transport

The Local Authority has issued a policy about school transport. It can be viewed at : www.devon.gov.uk/school_transport



Absence

Please ensure that you contact us either by note, in person, by phone or by e-mail at: admin@westcroft.devon.sch.uk on the first day of your child's absence.

In the event that your child does not arrive at school and no message is received from parents the school will use an SMS text messaging service to alert you of this fact and to ask for a reason for the absence.

The school will also use this method to alert parents to the cancellation of clubs or events.

Following current government guidelines we do not authorise any holidays during term time.





We also monitor absence closely and will discuss with the Education Welfare Officer any pupil who is persistently absent with a view to supporting the family to get the child into school more regularly.

Clothing

Uniform

We are grateful to those parents who support our policy of school uniform. We take great pride in how our children present themselves.

West Croft School or plain
sweatshirts - bottle green
Shirts/Polo shirts and blouses -
white

Skirts or pinafore dresses -
grey or black

Trousers or shorts -
grey or black

Summer dresses -
green check

Socks -
grey, black or white

Tights -
grey, black or white

Shoes -
Black

No leggings or jeans

Shoes should be appropriate for class and break times. Sandals and open-toed shoes are not suitable.

The embroidered school

sweatshirts, cardigans and other items are available from the School Office or from directly from Instant Images in Torrington. A price list can be found at the end of this booklet along with the link to purchase items online.

PE Clothing

For indoor use - black shorts and white T-shirts or leotards, plimsolls or trainers.

For outdoor use – suitable warm clothes e.g. track suits in cold weather, plus old shoes or football boots for games on the field.

Schools are busy and active places and, due to the potential for an accident, we discourage the wearing of jewellery and large hair adornment.

Jewellery

If your child is wearing any jewellery, they will be required to remove it for PE. In line with Devon County Council guidance, we do not allow the taping over of earrings for any physical activity. Long hair should be tied back.

Labelling Clothes

Please mark all your child's clothes; it makes it much easier to match lost clothes to anxious owners!



Permissions Policy

Internet – As part of the school's Computing programme we offer pupils regulated access to the internet.

Newspapers – Most newspapers will only publish photographs if they are able to identify the people in them. From time to time we have photos of our children in the newspapers.

We like to celebrate West Croft pupils' achievements in an assembly every Friday. Sometimes this may involve photographs of pupils taking part in an event or showing their work. Obviously we would like to include all pupils in this, but we understand that some of you may not wish an image taken of your child to be published

outside the school. We would, therefore, be grateful if you could return promptly the permissions form which will be issued when your child first starts at West Croft School. This will be updated periodically.





Personnel

Governors

Mr J Ebsworthy - Chair of Governors / Co-opted Governor
Mrs S McGregor - Co-opted Governor
Mrs M Chappell—Co-opted Governon

Senior Leadership Team

Mrs L Johnston - Headteacher, Designated Safeguarding Lead
Mrs C Baldock - Deputy Head
Mr K Paine - Assistant Head, KS2 Lead
Mrs M Hurle - Assistant Head, EYFS and KS1 Lead

Safeguarding Team

Mrs L Johnston - Designated Safeguarding Lead
Mrs K Ebsworthy - Deputy Safeguarding Lead
Mrs C Baldock - Deputy Safeguarding Lead
Mr K Paine - Deputy Safeguarding Lead

SEN & Inclusion Team

Mrs E Letcher - SENDCo
Mrs E Taylor - Assistant SENDCo
Mrs K Ebsworthy - Inclusion
Mrs L Turner - Behaviour Support
Ms A Mathias - SALT Support



Class Teachers:

Nursery

Mrs N Scarrett
Miss R Delmaine

Reception

Mrs M Hurle - EYFS/KS1 Lead
Mrs S Webb
Mrs M Lake

Key Stage 1

Mrs D Ashford
Miss P Harmer
Mr J Whalley

Key Stage 2

Mrs S Ali
Mrs K Bayliss
Mrs J Braddick
Mr T Dorrell
Mrs I Floyd (maternity leave)
Mr C Hassan
Miss A Kempton
Mrs H Martin
Mr K Paine - KS2 lead
Mrs R Van de Bulk

CAIRB

Mrs R Delmaine
Mrs M Sawyer



**“West Croft is a lovely school.
All of the staff and teachers
are very welcoming.”
Parent of Year 6 pupil**





The School Curriculum

West Croft School will base its curriculum on the National Curriculum for England and Wales. The core subjects are Maths, English, Science and Computing.

The foundation subjects are Geography, History, Art, Design Technology, Music and PE. RE is also taught, as it is a statutory requirement.

In Reception, the pupils are based in a specific 'home' class and receive teaching in Maths, Phonics, Reading and Writing as whole classes. They also follow 'free-flow' activities which enable learning around specific themes and skills. They also develop greater independence and resilience.

Key Stage 1 follow the National curriculum in line with the school's curriculum.

At Key Stage 2 our lessons last for, on average, an hour. English and Maths are taught daily, while foundation subjects are taught weekly or blocked (taught for an afternoon, a day, or over the course of a week). In some cases, subjects are combined, or taught in a 'cross-curricular' way; for example a cookery session can involve Maths (weighing and measuring),

English (instructions) and Design and Technology (the preparation and making). Often subjects are taught through enquiry based learning using the natural curiosity of young children to find possible answers to 'Big Questions'.

All our subjects are well planned and resourced. We present the National Curriculum in a challenging format over the appropriate primary age range. In so doing we extend the skills and concepts of our children by accurately matching work to their development at each stage. In all areas emphasis is placed upon gaining the children's interest and building their confidence whilst insisting on progressively higher personal standards.

Access to the Curriculum

We have an equal opportunities policy, which is there to ensure the right of each child to access the National Curriculum at an appropriate level. We work with parents to ensure that children with disabilities are able to join our roll by doing our best to provide for their needs.

Home Learning

There is an expectation that **all** pupils will complete **all** home learning tasks set for them. The number or complexity of learning tasks to be completed at home generally increases as pupils



move up through the school. While we expect pupils to read at home each day, specific homework activities can include the following:

- Reading in preparation for a forthcoming lesson
- Family learning activities
- Research
- Revision of topics (mainly in Year 6)
- ‘Open’ tasks where the child selects the way in which they will present their learning

Occasionally pupils may forget or be unable to complete a home learning task. Where this is the case, opportunities to complete the task in their own time at school may be given.

Special Educational Needs

We recognise that many pupils have special needs during their time at school. For some this could be long term, for others of a more temporary nature. Some needs require help to overcome learning difficulties; some needs are to do with being particularly able. The Governors are committed to the Code of Practice which ensures that pupils in these categories are identified, in consultation with their parents and, where

necessary, other agencies. In planning appropriate work class teachers have the help and support of our specialist teacher, and support where necessary from Learning Assistants. Where appropriate we initiate provision maps and Individual Education Plans; the latter are discussed with both parents and pupils.

Contact with Teachers

Your child’s class teacher should **always** be your first point of contact and at West Croft we welcome and value your interest and support in your child’s learning. There are, of course, afternoons or evenings during each year where we offer specific appointments. Usually one in the Autumn Term, so you can exchange settling in experiences, and one in the second half of the Spring term or early summer. We offer one appointment for each child and expect a parent to attend if they are able to do so. We do not make multiple appointments unless there are legal contracts in place which prevent family members attending together.

Towards the end of the Summer Term you will be sent a written report.



We do, however, want to emphasise that staff will be pleased to see you at any time during the year to discuss the progress of your child or any concerns you may have. They are available at the end of most days.

Class Organisation

Each of our classes contains children of mixed ability who belong to the same year group. Classes within a year group work closely together to ensure equal opportunities between classes in the same year group.

All classes have access to support from Learning Assistants as needed.

Introduction to Classes for the Following Year

We want our children to know that they are the focus of movement from one class to another. In order to achieve this, as well as the liaison arrangements described for children entering Reception and Year 7, we ensure that, each July, children spend time with their teacher for the following September in transition sessions.

Assessment, Records and Reports

The systems we use are in accordance with current national regulations and guidelines.

They are a vital part of the way we tailor teaching to the needs of the learner and secure their progress. Records are passed to successive teachers.

Assemblies

Assemblies, whether whole school or class based, are held every day. Each assembly allows for a period of reflection on the meaning of the assembly.

Religious Education

This is a legally authorised subject and as such is part of the curriculum. It is taught as a separate subject and/or within topics as appropriate. Parents who wish children to be excluded from this area of the curriculum should put their request in writing to the Head Teacher.

Sex Education

Parts of this work are often inseparable from other areas of the curriculum. Teachers are, therefore, expected to deal sensitively with these when they occur. We have specific lessons relating to puberty for pupils in Years 5 and 6. These sessions are delivered by school staff with support from the school nurse. Parents are given advance notice of these lessons. You should see the Head Teacher if you consider it necessary for your children not to attend the specific lessons.



School Health

The Public Health Nursing Service

School nurses are registered nurses who are part of the public health nursing team and regularly visit the school. They are supported in this work by Community Health Workers who are also part of the Public Health Nursing Team.

They promote the health and wellbeing of children and families, both at home and in school, and can give specific support and health advice to young people and their families.

Usually they can offer direct advice and support. Sometimes they may refer to other people with specialist knowledge who can help.

They may also undertake

classroom based health promotion work in areas such as healthy eating, puberty and hygiene. Parents and carers are welcome to contact them if they have any health concerns about their son or daughter.

Contact Details:

School Nursing Team,
Bideford Medical Centre,
Abbotsham Road,
Bideford
EX39 3AG
Tel: 0333 234 1904

Medicines

We are subject to strict regulations concerning medicines in school. We can only consider administering medicine to children after you have been in to school and signed a consent form.





School Policies

We have a wide range of school policies to provide guidance for governors, parents, staff and children. The key policies can be viewed on the school website or you are very welcome to come into school by prior arrangement and see the complete set.

School Meals

Meals of an excellent standard are cooked in our school kitchen which is run by the school to ensure the best possible quality. Children attending the Nursery over lunchtime will need to bring a packed lunch. If they are registered as eligible for free schools meals **and** attending an all day session, a free school packed lunch can be ordered if required.

Under the Universal Infant Free School Meals initiative, children in Reception to Year 2 are currently entitled to a free meal at lunchtimes. Alternatively, children may bring a packed lunch. We would appreciate it if these lunches could offer a healthy range of food and drink. Please see that all containers are clearly marked. Children eat in year group sittings, supervised by our team of mealtime assistants.

School dinners are currently priced at £2.45 per day and are

ordered in class every morning. Dinners **must** be paid for in advance via the school's Parent Pay system. We can not offer credit for dinners so please ensure your child's account always contains sufficient funds.

Parents are encouraged to check their child's eligibility for free school meals as soon as they enter the school or at any time their circumstances change. Eligibility can mean other benefits such as a free Breakfast Club pass, so an enquiry is often worth doing. Free school meal applications are now processed via the citizens portal using the following link—

https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE

If you have any difficulties with this, please see the Administrators in the School Office who will be pleased to help you.

Breakfast and After School Club

We run our own out of school provision which is available for children in Years Reception to Six, this is available term time only.

Breakfast club runs from 7:30am and is charged at £6.50 per child per day.

After school club runs until 6pm and is charged at £10.00 per



child. There is also a 5pm collection option for £7.00.

If you would like any further information please visit our website or contact the office who will be pleased to help.

Parent Volunteers

There is no doubt that those parents who come into school help to improve the quality of our school life. There is a wide variety of ways in which you can help. Please see your child's teacher, Assistant Headteacher or the Headteacher if you wish to find out more.

Parents helping in school will be asked to complete a volunteer application form and undergo a Disclosure and Barring Service check. Visitors should check in at the Office on arrival and out on departure.

Off-site Education

As the opportunity arises, we offer the children the chance to take part in residential visits, outdoor pursuits and appropriate functions in the town and surrounding areas.

Pupil Voice

We have a School Council consisting of fourteen children, one representative from each class, Year 2 and above, elected annually. The Council gives a vital pupil perspective to many aspects of school life, in the

children's school development plan e.g. the Code of Conduct, facilities, resources, work and organisation.

Enhancing the curriculum

We offer a wide variety of extra-curricular activities, where the children are encouraged to discover and extend particular enthusiasms. These also present opportunities to work with a variety of staff and children. This broadens both specific skills and social contacts, as well as improving confidence. All extra-curricular activities are run by staff or external providers arranged by the school.

The clubs timetable is available on the school website. Pupils will be informed about clubs in assemblies.

School Rules and Discipline

The aims of our rules and discipline are to help the children to develop a positive attitude towards themselves, those around them and to the wider community. We expect their energy and enthusiasms to be directed towards that which is good.

We have a Behaviour Policy which is discussed with children to ensure that it is understood.



Our Positive Behaviour Expectations

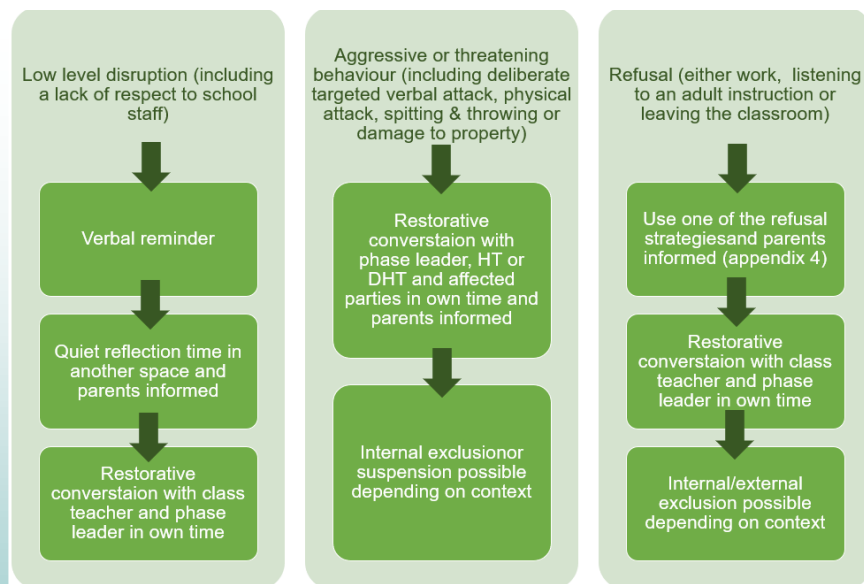
- **Be polite and respectful**
- **Listen to adults and children**
- **Respect the school resources**
 - **Respect others' property**
- **Walk through school calmly and quietly**
 - **Be kind and helpful**
- **Use kind hands and kind words**
 - **Always try your best**



Sanctions

When considering appropriate sanctions, we...

- where necessary, considering flexibility in the application of consequences to suit the individual child and circumstances
- seek to ensure that sanctions imposed in response to the unacceptable behaviour do not damage relationships or pupil's self-esteem
- ensure that sanctions are only applied to those children who need them, not to the whole class
- If a child is not considering the behaviour expectations of the school and their behaviour is challenging in any way, the West Croft behaviour flowchart will be followed:





School Uniform Price List

Uniform is provided by Instant Images Embroidery and can be purchased direct from their website (below), their shop in Torrington, or from the school office (via ParentPay or in cash)

Sweatshirts	24 - 34	£11.95
	36 - 40	£15.45
Cardigans	24 - 34	£13.50
	36 - 40	£17.50
Book Bags		£8.50
Drawstring PE Bags		£6.95
Beanie Hats		£6.95
Water Bottles		£2.50

<https://instantimagesembroidery.co.uk/product-category/schools-and-nurseries/west-croft-school-bideford/>





Football Tournament



Celebrating Numbers

