



Western Primary School

CREATING SUCCESS STORIES



Information For Parents & Carers

Our School Vision

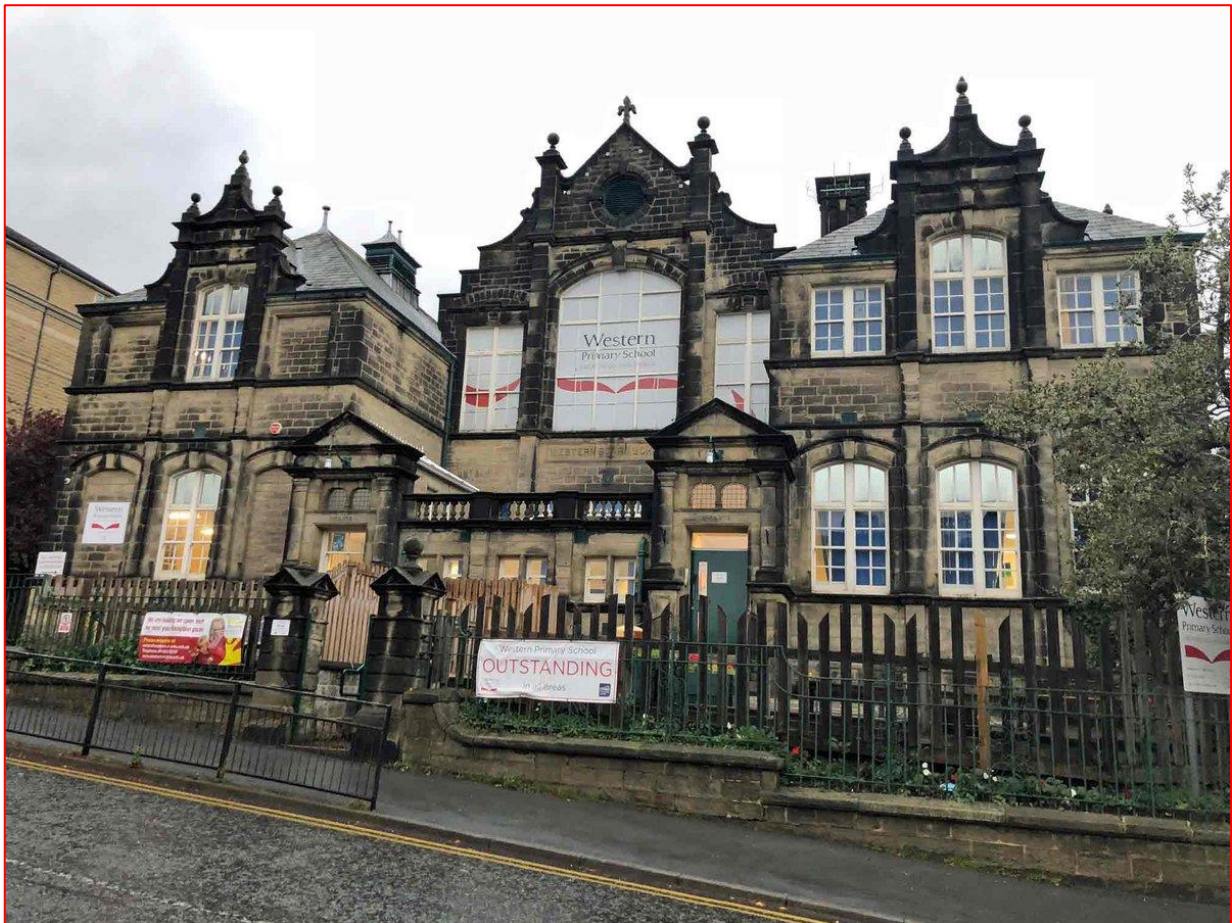
At Western, we aim to develop kind, ambitious, curious, confident and successful young people who are excited about their futures.

Our Values

KINDNESS, HONESTY, RESPECT

Welcome to Western Primary School, part of the Red Kite Learning Trust.

The office and support staff at Western are here to help you. Please call in at drop off or collection if you have any questions. Alternatively, feel free to email office@wes.rkit.co.uk or call us on 01423 502737 (after 9:30am if possible, unless you are phoning to report a child's absence).



APPLE DISTINGUISHED SCHOOL



We are proud to have been recognised by Apple as an Apple Distinguished School.

Apple recognises an ADS as a centre of leadership and educational excellence that demonstrates Apple's vision for learning with technology — Apple believe they are some of the most innovative schools in the world. At Western, we have used technology to complement and enhance the teaching and learning of our exciting and engaging curriculum. Children have harnessed the intuitive flexibility of iPad and, through the use of videos, photos, iMovie, Keynote, Sketches School, Pages, Numbers and Augmented Reality, they have redefined their skills to showcase their creative learning.

All pupils from Year 1 – Year 6 have their own iPad which is funded by the generosity of parents contributing to a direct debit scheme. Further details can be found on the website by clicking [here](#) or by contacting the school office.

Apple Teacher

All Teachers at Western Primary School complete their Apple Teacher badges. We use technology not as a substitute for existing practice, but as an inclusive tool to allow all learners to flourish and to raise their expectations.



FREE SCHOOL MEALS

Please read the information below about Free School Meals, taken from the North Yorkshire website. If you believe that you may be eligible for Free School Meals, please click [here](#) to check your eligibility. Alternatively, we have paper forms in the office.

Additional funding for Western is available for children who are eligible for Free School Meals (if other conditions are met) so it is extremely important to us that you apply, even if your children qualify for the Universal Infant Free School Meals.

Universal Free school meals for all Reception, Year 1 and Year 2 pupils

All children in Reception, Year 1 and Year 2 are entitled to free school meals under the Universal Infant Free School Meal Scheme. You do not need to complete an application form, just get in touch with your school and they can arrange this for you.

Although this is not means-tested, if you do qualify for any financial support shown below, we would encourage you to complete our [online form](#) as this could enable your child's school to claim the Pupil Premium Funding to further support them.

Free school meals for all years for pupils whose families receive financial support

If you get certain benefits, your child could also qualify for free school meals during all school years. To qualify you must be receiving:

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals.

Applying for free school meals

If you meet the criteria, you can apply [here](#) or by using this [application form](#).

You will receive a decision on whether your application is successful. If it is, we will fully process the application in 5 working days and notify the school. Once the school have received this your child can begin enjoying free school meals. You should continue to pay until confirmation comes through. Schools may be able to arrange reimbursement of payment made while your entitlement is being confirmed.

Free school meals claims cannot be backdated. They are awarded from the date we receive the application, once eligibility is confirmed. This is because there is a legal requirement for a request to be made, before a free school meal can be provided. If you are not entitled to free school meals, you will be notified in writing.

Frequently asked questions

- *If my child is at nursery, is he/she still entitled to free school meals?*

Nursery children are entitled to free meals if they meet all the following criteria:

- their parents receive one of the qualifying benefits for free school meals
- the child receives education before and after the lunch time period
- the child is in a maintained nursery provision
- the parents, or another responsible adult, have made a claim for a free meal

These criteria apply whether a child is attending funded or bought hours.

- *My child currently attends a primary school in North Yorkshire and they are due to transfer to secondary school this September. Do I need to reapply for their free school meals?*

If your child is moving from a North Yorkshire primary school to a North Yorkshire secondary school, then you do not need to reapply. The free school meals will automatically transfer to their new school before they start. The only exception to this is when a child is transferring to Rossett School or South Craven School. If your child is transferring to either of these schools, you should contact the school directly to ask if they need you to reapply.

If your child is moving to a secondary school which is within the boundaries of another local authority, please contact that local authority directly to find out about any reapplication process that might be necessary.

GENERAL SCHOOL INFORMATION

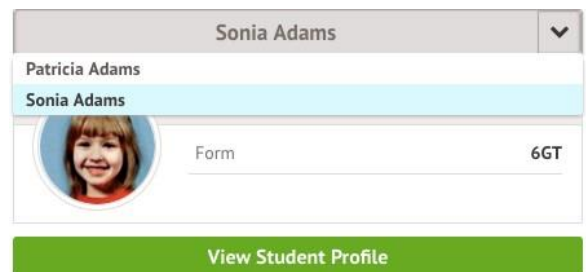
Arbor

Arbor is a cloud-based, completely secure and GDPR compliant, pupil management system. It allows us to hold accurate and up to date information, as well as enabling parents to login from home to update their child's details.

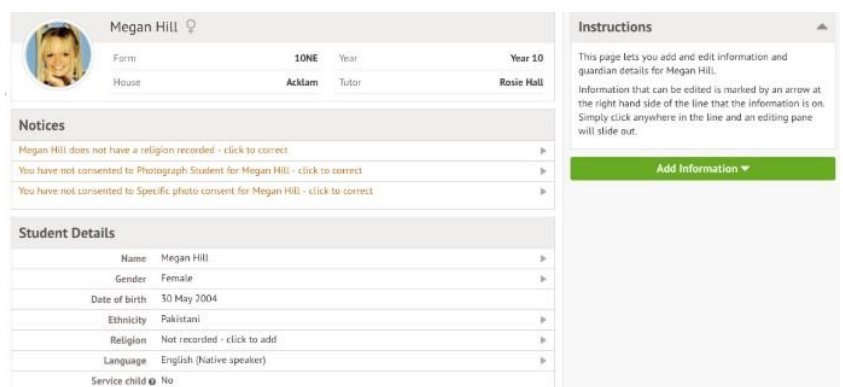


Please follow the instructions below carefully when logging in for the first time:

- It is strongly advised that you use a PC or laptop, in order to display the page correctly. There is then a mobile app for future use.
- You should receive an activation email with a link to Arbor (check your junk/spam folder in case it goes into there). The link will expire after a few days; if you haven't managed to login by then you will need to contact the office to reset it.
- Copy & paste the web link into Google Chrome if this is not your usual browser – this is the most secure and the best for displaying the page.
- For confirmation, Arbor will ask you for your child's date of birth – enter your eldest child's first if you have more than one.
- Your home screen may appear blank when you first login. In the top left corner, you will see your child's name, next to which will be a small downward arrow to toggle between siblings.
- Click on the long green bar to view the student profile.



You will see some notifications at the top of the page, alerting you to any missing bits of information which you can then fill in. Any changes will automatically get sent to the school office for approval, so we will know of any updates as soon as you make them.



The most important areas to complete in full are:

- Emergency contact details
- Medical & dietary information
- Parental Consents

Due to GDPR restrictions, you will be able to see the names of anyone linked to your child, but will not be able to view their personal details. If you need to update details of any parent or guardian other than yourself, please ask at the office.

Your child's dashboard will show various areas of information such as current attendance, lesson planner and any upcoming clubs or trips they may be a part of. This is also where you can make payments and book guardian consultations (parents' evenings).

FAMILY

Famly is the payment system used for Nursery and the Hive Before and After-School Club. If you register for either of these services, then you will be sent login information.



Tapestry (Early Years classes)

Tapestry is an online learning journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us.

This system allows us to work with parents and carers to share information and record the children's play and learning inside and outside the classroom. Website: <http://eylj.org/>



The Hive – Before and After School Care

We now offer our own wrap-around care for children from Nursery to Year 6. Please see the website [here](#) for more information or email the school office for availability.

Uniform

We expect all our children to wear the Western Uniform, which is:

- A red sweatshirt or cardigan with the Western logo (optional)
- White or red polo shirts
- Grey or black trousers, skirts or pinafores
- Grey or black shorts (not sport or cycle shorts) or summer dresses (white and red checks) may be worn in the summer months
- Sensible school shoes (no platforms or high heels)
- No accessories that may be deemed as a health and safety risk (including jewellery, but with the exception of ear studs where these are necessary)

School PE Kit

For PE we expect our children to wear:

- A top, emblazoned with Western's school logo, that corresponds with your child's house colour, or a plain white t-shirt
- Plain black tracksuit bottoms, shorts, leggings, skirt or skort
- Plain white socks
- Trainers suitable for physical activity, or black pumps for indoor PE
- Strictly no jewellery, including watches and ear studs (these should not be brought to school on PE days where possible)
- Thermal base layers, school jumpers and coats are also permissible (and recommended) when appropriate

Uniform Providers (click to visit website) – [Emblazon](#) and [Rawcliffes](#)

Second-hand uniforms are available, please enquire at the school office.



Post Box

There is a post box for the office, attached to the inside of the main front door. Please use this to drop off forms for teachers or the office if there is a queue or if you do not need to talk to a member of staff.

Lunch Times

You can choose for your child to have a packed lunch or a school meal each day on a half termly basis. If you wish to change this, please contact the school office.

Children in Reception & Key Stage 1 (Year 1 & Year 2) are entitled to Universal Infant Free School Meals. You will need to pay for school meals for children in Key Stage 2 (Years 3, 4, 5 and 6) using Arbor payments, unless you qualify for [free school meals](#) (see page 4-5)

Lunchtimes are organised:

Year	End of morning session	Eat Lunch	Start of afternoon session
Reception	11.20	11.20	12.20
Key Stage 1	12.00	12.00	1.00
Year 3/4	12.15	12.30	1.15
Year 5/6	12.30	1.00	1.30

Packed Lunches

Packed lunches should be stored in each pupil's individual locker.

No nut products

Please note that children **must not bring nuts or nut products into school**. Please check labels on all food items sent into school to ensure they don't contain nuts or traces of nuts. There are several children who attend Western who are severely allergic.

This includes all nut, peanut and coconut products.

Start and Finish times

We operate staggered start and finish times to ease congestion in the playground. Gates will open at 8.40 a.m.

	Start	Finish	Details	
			Start of day	End of day
Nursery	8.45 a.m.	2.45 p.m. or 3.15 p.m. (if last 30 mins has been booked)	Gates open from 8.40 and doors at 8.45 a.m. Doors close at 8.55. Parents with older pupils wait with them in the playground after younger siblings have gone in. Queue system.	Parents collect at either 2.45 p.m. or 3.15 p.m. if they have paid for the additional half hour session. Gates open at 2.40 p.m. Queue system.
Reception & KS1	8.50 a.m.	3.20 p.m.	Gates open from 8.40 and doors from 8.45. Doors close at 8.55. Parents with older pupils wait with them in playground after younger siblings have gone in. No ball games. Queue system for EYFS. Separate entrances for Y1 and Y2.	Parents collect as normal in a queuing system. Gates open at 3.10; doors open at 3.20. Teaching staff available. Parents stand on astro in side playground if waiting for older siblings.
KS2	9.00 a.m.	3.30 p.m.	Doors open from 8.55 and close at 9.05. Y5/6 to walk through the main playground to their entrance.	Class teacher to see children out at end of day. Y5/6 to use separate staircase and walk round through playground.

Arriving at School

If your child arrives later than their start time, they must enter school through the front, office entrance and be signed in; this is extremely important should the school have to be evacuated in the event of an emergency.

Pupils arriving after 9.45am will receive an absence mark. This will only be authorised by the school if there is an exceptional reason for the late arrival. The school has a legal responsibility to monitor and investigate lateness. Persistent latecomers will be referred to our Family Support Worker and may be referred to the NYCC Education Welfare Team.

Collection at the end of the day

Teachers in Foundation Stage and Years 1 and 2 will not release children to anyone other than parents if they have not been informed in advance.

If you arrange for someone else to collect your child, please let your child's teacher know or phone the office so that the message can be passed on.

If someone else is collecting your child in Years 3, 4, 5 and 6 who does not normally collect, or if the arrangements have changed during the day and you would like us to let your child know, please phone before 3pm if possible so that we can pass the message on.

If your child in Year 5 or Year 6 has permission to walk home by themselves, you must first ensure you have consented to this on Arbor.

Reporting a child's absence

If your child is unwell and will be absent from school, please inform the office by 9.15am either by popping in or phoning the school and selecting option 1 to leave a message. Please could we remind all parents/carers that if your child suffers from sickness or diarrhoea, they must be kept off school for 48 hours from the time of their last episode of sickness/diarrhoea. This timescale has been set by North Yorkshire Council to help prevent the spread to other children in school.

Appointments – Medical and music/dance exams

If your child needs a medical appointment, we would appreciate it if you could try to arrange for a time outside of school hours. However, we understand that this is sometimes unavoidable. We would like to draw your attention to the fact that legally, if your child's appointment is mid-session, they must be brought for registration first and then signed out for the appointment. If you need to take your child out of school, please complete a Pupil Leave of Absence for Appointment form (click [here](#)).



Leave Requests in Exceptional Circumstances

Taking children out of school is not recommended. However, if there are exceptional circumstances, you need to apply for your child to be absent from school during term time. Please complete the appropriate form, giving as much notice as possible and preferably at least 6 weeks. Please note that there are strict guidelines that are detailed on the back of the form (click [here](#)).

Holidays taken during term time are not recommended and will always be recorded as an unauthorised absence. A fixed penalty notice will usually apply.

Medicine

If your child requires medication in school, please note that we are only able to routinely administer prescribed medication that displays the prescription label. Under exceptional circumstances and with the Headteacher's specific authorisation, we may be able to administer non-prescribed medication. Please contact the office if you have medication that you wish to be administered during school hours. There is a form for you to complete (click [here](#)) and it must be signed by a parent/carer. Any medication found in school that has not been authorised will be kept in the school office until the parent/carer is able to collect it. This includes throat and cough lozenges and cream. If you have any queries, please ask at the office.

If your child has an accident in school

If your child has an accident in school, there are a number of qualified first aiders both in the office and in the playground (at lunchtimes). Staff will treat your child, record the accident and complete a notification form to be taken home. All children who have first aid are given a sticker to identify this and anyone with a head bump has a fluorescent sticker to further highlight the situation. An email is also sent to the first contact on our system notifying them that your child has had a minor injury and advising you to review the injury at home. If your child has a more serious injury, then we will endeavour to call you on the phone as soon as possible.

School Holiday Dates

The school holiday dates and dates for your diary are available to download on our website. Please click [here](#).

School Fund

The Governors of Western School made the decision to invite all parents to contribute to our school fund. This decision puts Western School in line with the majority of schools in this area. We would like to give parents the opportunity to donate to help us to fund developments in Physical and Mental Wellbeing, The Arts, Personal Development Opportunities (e.g. cycle proficiency, countryside day), and to contribute to supporting disadvantaged pupils with school trips and iPad payments.

The School Fund contribution is, of course, entirely voluntary. We hope however, that parents will feel able to contribute between £5 and £10 per year.

We are able to claim the tax back from any donations made by UK taxpayers. If you have not filled in a 'Gift Aid' declaration, please collect a form from the school office or a copy can be downloaded from the website, [please click here](#).

Curriculum and Year Group specific information

Lots of information about the school in general and specific year groups is available on our website. Of particular interest will be the 'Year Group/Curriculum' and the 'For Parents' pages.

We have a dedicated email address for each of the Year Group teams:

All addresses end @wes.rklt.co.uk

EYFS@wes.rklt.co.uk

Year1@...

Year2@...

Year3_4@...

Year5_6@...

Nursery@...

Western Friends and Family PTA



Western Friends and Family is a key element of the Western Community, who work extremely hard to raise money to support the work of the school. Full details can be found by clicking [here](#).