

Western
Primary School
CREATING SUCCESS STORIES



Information
for
Parents



Welcome to Western Primary School.

The office and support staff at Western are here to help you. Mrs Knott, Mrs Mabbott and Mrs Moore work in the office and are happy to help with any school related questions you have. Please call in at drop off or collection if you have any questions. Alternatively, feel free to call us (after 9.30 if possible, unless you are phoning to report a child's absence). Mrs Vardy is the Lunchtime Leader and Mr Martin is the school's Technology Manager.

Important Information


Free school meals and Assistance with Residential Visits

Free school meals and assistance with residential visits (such as Bewerley Park and East Barnby) are available to children whose parents receive certain benefits.

These include one or more of the following:


- income support;
- income-based Jobseekers' allowance;
- income-related employment and support allowance;
- child tax credit with an income of less than £16,190 and not in receipt of working tax credit;
- support under part VI of the Immigration and Asylum Act 1999;
- guarantee element of state pension credit.

Where parents are entitled to working tax credit during a four-week "run-on" period immediately after their employment has ceased, or after they have started to work fewer than 16 hours a week, their children are entitled to free school meals.

If you meet the above criteria, apply by using the  [application form \[56kb\]](#). Or collect a copy from the school office. Applications are usually processed the same day. If your child is entitled to free school meals you will receive a letter confirming the date when the meals will start. We will also be notified. You should continue to pay until confirmation comes through. We may be able to arrange reimbursement of payment made while your entitlement is being confirmed. If you are not entitled to free school meals, you will be notified in writing.

Free school meals claims cannot be backdated. They are awarded from the date we receive the application, once eligibility is confirmed.

If you have moved to North Yorkshire from another authority area, your entitlement to free school meals does not automatically transfer. You will need to re-apply using the above application form.





Free school meals - frequently asked questions (click for the answers)

- If my child is at nursery or sixth form, are they still entitled to free school meals?
- What will my child receive as a recipient of free school meals?
- What do I need to do if my circumstances change?

Packed Lunches

Packed Lunches should be stored in the Packed Lunch Cupboard in the playground.

Uniform

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

A red sweatshirt or cardigan with the Western logo

White or red polo shirts

Grey or black trousers, skirts or pinafores

Grey or black 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)

School Indoor PE Kit

The children should wear:

Navy or black shorts

A plain white t-shirt with no motif, alternatively a Western Logo T-shirt in the appropriate house colour

School Outdoor PE Kit

The children should wear the normal PE kit, plus:

Jogging pants


Trainers or pumps


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.

Payments to school

Once your child has started at Western, we will issue you with a Parentpay activation letter which will give you a login and password to enable you to set up an account for your child. We recommend that you use Parentpay to pay for school dinners, snacks, trips and nursery wherever possible. Staff in the office are happy to help if you need any assistance in getting started or with any problems that occur.





If you need to pay by cash or cheque for any reason, we ask that you hand your payment into the office in an envelope clearly marked with your child's name and class, together with the amount and the trip/event that you are paying for. We do not routinely have change in the office so please pay the exact amount. **Please note that all cheques for school should be made payable to Red Kite Learning Trust.**

Arriving at School

School opens at 8.45 am and registration takes place at 8.55am. It is extremely important that your child is at school by 8.55am. If your child does arrive at school after 8.55am, they must enter school through the front entrance and be signed in at the main office, this is extremely important should the school have to be evacuated in an emergency. Pupils arriving after 9.45am will receive an absence mark. This absence 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 Parent Support Advisor and may be referred to the NYCC Education Welfare Team.

Reporting a child's absence

If your child is unwell and will be absent from school, please let the school office know 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 County Council to help prevent the spread of sickness/diarrhoea to other children in school.


Medicine

If your child requires medication in school, please note that we are only able to administer prescribed medication that displays the prescription label. 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. If you have any queries regarding inhalers or medication in school please ask at the school office.

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](#))

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 and complete an Accident Form for our files and also a notification form that is sent home with the child. All children who have first aid are given a sticker to identify this and anyone with a headbump has a fluorescent sticker to further highlight them. A text is also sent to the first contact on our system notifying them that their child has had a minor injury and advising them to review the injury at home. If your child has a more serious injury then we endeavour to contact you as soon as possible.

No nut products


Please note that children must not bring nuts or nut products into school. There are several children who attend Western who are severely allergic to nuts.


Collection at the end of the day

School finishes at 3.15pm. 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, you only need to let school know if you think your child may have forgotten 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.





School Holiday Dates

The school holiday dates for 2017-18 and 2018-19 are available to download on our website. Please click [here](#).

Dates for the School Year 2017-18 is also on our website, this gives dates for meetings and events coming up in 2017/18. Please click here [here](#).

School Fund

The Governors of Western School made the decision to ask all parents to contribute to the school fund from September 2001. This decision puts Western School in line with the majority of schools in this area.

The main purpose for raising money is to help fund trips, Design Technology equipment, musical instruments and other high cost items, the provision of which will help to ensure that Western remains a very special school.

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

Please give your donations online through Parentpay or hand them into the school office in a sealed envelope, marked with your child's name and class, the amount enclosed and labelled 'School Fund'. If you have not filled in a 'Gift Aid' declaration please collect one from the school office, print from the form (click [here](#)) or a copy can be downloaded from the website.

Curriculum and Year Group specific information

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

