



Western
Primary School

CREATING SUCCESS STORIES



Information
for
Parents





Welcome to Western Primary School, which is 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 call us (after 9.30 if possible, unless you are phoning to report a child's absence).





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 we have 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.

Free school meals are available to all Key Stage One pupils and to children whose parents receive certain benefits.

From 1 April 2018 the Government introduced new regulations for people claiming free schools meals who receive Universal Credit. The change means that if your net annual earnings are more than £7,400 you will not be eligible to claim free school meals.

Pupils who received free school meals before 1 April 2018 and pupils who are assessed as eligible after 1 April 2018 will continue to receive free school meals until the end of the universal roll out period, which is expected to be March 2022. This applies even if they no longer meet the eligibility criteria at a subsequent point during the roll out period.

At the end of the Universal Credit roll out period, any existing pupil who no longer meets the eligibility criteria will continue to receive free school meals until the end of their current phase of education, i.e. primary or secondary school.

Qualifying for free school meals

To qualify for free school meals you must fulfil one of the following criteria:

- 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); or
 - Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.
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Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals.

Apply for free school meals

If you meet the criteria, apply by using the [application form \(pdf / 263 KB\)](#).

Applications are usually processed within five working days. You will be notified in writing, either by post or email, if your child is entitled and we will also let the school know. 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.

Universal free school meals for infants

If your child is in reception, year one or year two they are automatically entitled to a free school meal. Parents who are on benefits and meet the above criteria are still encouraged to [apply for additional funding \(pdf / 337 KB\)](#), known as pupil premium funding. This benefits the school and helps increase your child's attainment. During the current roll out of Universal Credit if your child is approved for free school meals they will gain 'transitional protection' until at least March 2022.

Frequently asked questions

If my child is at nursery are they 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; and*
 - *The parents, or another responsible adult, have made a claim for a free meal.*
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GENERAL SCHOOL INFORMATION

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

Uniform Providers – Emblazon and Rawcliffes

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 Family 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 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 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 and cream. 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 the situation. A text is also sent to the first contact on our system notifying you 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 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 are available to download on our website. Please click [here](#).

School Fund

The Governors of Western School made the decision to ask all parents to contribute to the school fund.. 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.

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.

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/>





Classlist (Early Years to Year 6)

All classes across all year groups use Classlist to communicate with parents. Classlist provides a 'closed community', enabling teachers and parents to communicate directly with each other within a safe environment. Teachers are able to add links and photos and post key information.

To register for Classlist simply go to www.classlist.com and follow the five steps.

Western Friends and Family PTA

Western Friends and Family is a key part of the Western Community. Full details can be found by clicking [here](#).

Additional Information for parents

Please click the links below to access key policies:

[E Safety and Acceptable Use Policy](#)

[Use of Photographs Policy](#)

[Privacy Notice](#)

