



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 email admin@western.n-yorks.sch.uk or call us on 01423 502737 (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 found on the website or click [here](#).

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 known as pupil premium funding. The form can be found on the website or click [here](#). 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.



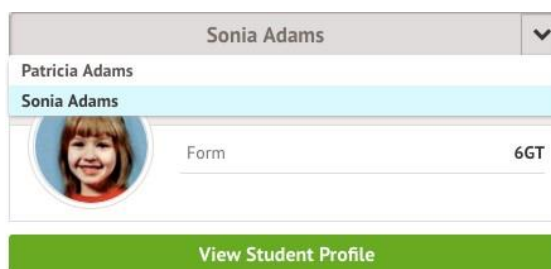
GENERAL SCHOOL INFORMATION

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 logon 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 which you can download 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.
- Please 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 properly.
- 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 logon. In the top left corner you will be able to see your child's profile picture and their name, next to which will be a small downward arrow which allows you 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.

Megan Hill ♀

Form	10NE	Year	Year 10
House	Acklam	Tutor	Rosie Hall

Notices

- Megan Hill does not have a religion recorded - click to correct
- You have not consented to Photograph Student for Megan Hill - click to correct
- You have not consented to Specific photo consent for Megan Hill - click to correct

Student Details

Name	Megan Hill
Gender	Female
Date of birth	30 May 2004
Ethnicity	Pakistani
Religion	Not recorded - click to add
Language	English (Native speaker)
Service child	No

Instructions

This page lets you add and edit information and guardian details for Megan Hill.

Information that can be edited is marked by an arrow at the right hand side of the line that the information is on. Simply click anywhere in the line and an editing pane will slide out.

Add Information ▼

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 the 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 book guardian consultations (parentevenings).

Parentpay

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.**



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.

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/>

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 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 earrings (these should not be sent to school on PE days where possible)

Thermal base layers, school jumpers and coats are also permissible (and recommended) when appropriate

Uniform Providers – Emblazon and Rawcliffes

<https://www.emblazon.biz/>

<https://www.rawcliffesharrogate.co.uk/>





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.

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.

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.

Packed Lunches

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

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.





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.





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.

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](#).

