



West End Primary School

Excellence, Confidence, Compassion, Happiness
Personal Responsibility, Social Responsibility, Environmental Responsibility

Welcome



**West End Primary School
& West End Nursery**

Headteacher: Mrs R Yeadon

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West End Primary School

Our Vision

Working hard together to be **EXCELLENT** in all that we do.

We are **CONFIDENT** and **COMPASSIONATE** children,
who are **HAPPY** and have fun.

Our Values



Personal Responsibility

I will take care of myself.

I will:

- Try my best.
- Keep myself safe.
- Make healthy choices.
- Ask for help when I need it.
- Look after my belongings.
- Take responsibility for my actions.



Social Responsibility

I will take care of others.

I will:

- Be kind.
- Work as a team.
- Celebrate differences.
- Respect others.
- Share.
- Treat everyone equally.



Environmental Responsibility

I will take care of the world.

I will:

- Look after my environment.
- Put things back where they belong.
- Reduce the waste I make.
- Reuse materials.
- Recycle.
- Understand the impact I have on the world.



Admissions

West End is a single form school with an allocation of 30 spaces for Reception starters. As a local authority maintained school, the admission authority is Leeds City Council and they set our admissions policy each year. Before you begin the application process, we recommend you visit Leeds City Council school admission website to gain more information and read the School Admission Policy.

The application process usually opens around mid-November. The confirmed date will be advertised on our website with all the relevant links. You will also receive a letter through the post from Leeds Admissions. This will explain the process and advise you of your nearest 5 schools. The application process closes mid-January and all prospective parents will receive an email from the admissions team on national offer day, which is usually mid-April to advise which school your child has been given.

If you do not get a place in your preferred school, you can contact Leeds Admissions and ask to be put on the waiting list for that school. You **MUST** accept the place you have been offered so that your child does have a school place come September. If you manage to get in to your preferred school, you can then advise the school you were offered that you no longer need that place.

If you have any further questions, please contact Leeds Admissions on Tel: 0113 2224414 or via the Leeds City Council Website.

Attendance

We value good attendance at West End and request that parents inform the school office before 8.50am via Parentmail, if their child is too unwell to attend school.

If your child needs to attend a medical appointment we ask, where possible, that this is arranged outside of school hours. Where this is not possible, please advise school through the Parentmail app.

Getting your child to school on time really matters. Arriving late is upsetting for the child/young person who is late and can be disruptive for the class.

Being regularly late really adds up to a loss of learning time...

5 minutes late every day = over 3 days of learning lost every year
10 minutes late every day = over 7 days of learning lost every year
15 minutes late every day = over 2 weeks of learning lost every year
20 minutes late every day = nearly 3 weeks of learning lost every year
30 minutes late every day = over 4 weeks of learning lost every year

Please don't be late, through our gate.



Our School Day

The School day runs from 8.45am to 3.15pm

Classroom doors open at 8.45am for all year groups and are closed at 8.50am. Any child arriving after this point needs to be brought to the school office to be marked in to school as the classroom registration will have closed at this point. Arriving after 8.50am will mean your child has a late mark on their records. Arriving after 9am will mean your child has a late mark on their records, which will affect their attendance record.

The school day finishes at 3.15pm for all year groups and children will leave via their classroom doors as stated in the school policy.

Please note that the school grounds/playgrounds are not supervised before and after school by staff. Play equipment is not to be used and children should be under the supervision of their parents to ensure safety for all.

The children have allocated morning and lunch play as well as the opportunity for outdoor time with their class as they need it.

At lunch time, the younger children head straight into the dinner hall to eat. They are well supervised and encouraged to eat their meals. The older children head outside to play first and then filter into the hall as the younger children are finishing eating.

We have a range of activities and equipment outside for the children to use and we also have our Nurture Room open every day at lunch time. Here children can choose to sit inside and play with Lego, read a book, colour or draw or chat to each other and staff if they do not wish to play outside.

The children use both the indoor and outdoor space which school has to offer. All classes have designated outdoor learning space to use throughout the day as well as access to the wider school fields and playgrounds.

Internally, all classes have access to the library, IT suite, hall spaces and intervention rooms. We know that children enjoy working in small groups and adults encourage this throughout the day using areas across the school.



Wraparound Care

Wrap around care for Early Years (Nursery and Reception)

West End Cygnets

Cygnets provide extended hours for children in Early Years before and after school. Cygnets run from 8am to 5.30pm (5pm on Fridays) and are based in our school Nurture room.

Wrap around care for Years 1-6

West End Nightowls

Night Owls provide childcare before and after school 7.30am to 5.30pm (5pm on Fridays). This is not a school run provision but is based on our school site. Further information can be found on our school website.

Wrap around care for all ages

There are several child minders close to school who drop off and collect regularly from our school site.

Further information about all of these options can be found on our school website.
<https://www.westendprimary.org.uk/wrap-around-care-1/>



Uniform

School uniform for the school is as follows.

- Royal Blue sweatshirt or cardigan
- White polo t-shirt
- Grey or black school trousers (not joggers) / skirt / pinafore.
In the summer – grey or black school shorts (not lycra) or blue gingham dress
- Black or Navy school shoes
- Black, navy or grey socks or tights



Sports kits are to be worn on P.E days and they are as follows.

- T-shirt – in your child's house colour
- Hoodie – in your child's house colour
- Plain black shorts / skorts / tracksuit bottoms / sports leggings (suitable for school)
- Trainers



Uniform and PE items embroidered with the school name and logo can be purchased throughout the year from school using the Parentmail app.

Preloved items can be collected from the school office (donations to the PTA).

Unbranded uniform can be bought from a wide range of shops and supermarkets at very good prices.

Please make sure that all items of clothing, bags and shoes are clearly labelled with your child's name.

Jewelry – We do ask that children do not wear jewelry to school. If your child has their ears pierced, we ask that they wear studs only to school. If these cannot be removed, they will be covered with tape for your child's safety during physical activity.

Hair accessories - We ask that headbands / hair clips are plain and discreet and do not have distracting features on them such as ears or attachments on springs.



Meals & Snacks

School dinners

All children eat their lunch together in the school hall allowing them to sit with their friends regardless of their meal choices.

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals, which means they can have a school dinner every day, free of charge.

Children in Key Stage 2 (Years 3, 4, 5 & 6) no longer have this entitlement and school dinners do need to be paid for.

School dinners are ordered through the school office. When your child starts with us, you will be sent a welcome email outlining how to order meals. The ordering process is very easy and you will be able to see all of the meal options for your child and help them choose at home. Choices are made a week in advance.

Payment will be made through Parentmail .You will only be charged for the meals your child has. For example, if your child is off poorly and you have selected a meal and forgotten to cancel it, you will not be charged as the system will know they haven't eaten. Payment is made a week in advance.

If you feel you may be entitled to Free School Meals, we would encourage you to claim your entitlement to support you in the health and care for your child and to support their learning in school. Information can be found following the below link:

<https://www.gov.uk/apply-free-school-meals>

Packed Lunches

Healthy packed lunches can be brought to school in a sealed and labelled lunch box. We request that you provide your child with a healthy balanced meal and remember to make sure they can manage the packaging themselves.

Please do not send glass bottles, fizzy drinks, chocolates or sweets.

Due to allergies, we DO NOT ALLOW NUTS in school in any form.

If your child has any allergies, please make sure you let school know.

Snacks

Children in Reception, Year 1 and Year 2 are provided with a piece of fruit or vegetable as a healthy morning snack.

Children in Key Stage 2 (Years 3, 4, 5 & 6) are encouraged to bring their own healthy snack. This should be fruit or vegetables.

Milk

Milk for children is provided through a company called Coolmilk. A link to their website can be found below, you will need to register your child. Milk is free for children under 5 and those entitled to Pupil Premium.

<https://www.coolmilk.com/>

Water is available throughout the school day in classrooms and in the school hall at lunch time.



Teaching & learning

The school's curriculum is mapped out to ensure full coverage of The National Curriculum and to ensure that links to previous learning are made and developed. The children are encouraged to think independently, question the world around them and work collaboratively. The school's values of personal, social and economic responsibility underpin our curriculum and, along with skills that the children learn through their studies, help prepare them for the next stage in their education and enable them to understand and embrace the world they live in. There are many opportunities for children to pursue and develop areas of the curriculum that they are passionate about.

Yearly plans for each group and subject are available on the school's website.

Whole school themes and topics bring children, parents and the community together and regular events to celebrate and share learning are planned throughout the year. Please see the school website for more information around recent events.

Teachers continually assess children's progress against their targets and keep parents informed of this. School results are published on the website.

Extra-curricular activities

The school offers a wide range of additional clubs at lunch time and after school. The range of clubs on offer differ each half term. They are a real strength of the school and a credit to all the staff who are able to run these.

The clubs aim to widen the experiences and opportunities of our children and therefore cover a wide range of interests from cooking to cricket, art to athletics, kickboxing to sewing, performing arts to wellbeing and many more.

We like to think we have a club to suit every child.

The list of clubs is sent out to parents a week before we break up for a half term. This gives parents a chance to discuss with each other which clubs they would like to apply for. Booking for the clubs then go live on the Monday of the final week at 7pm.

A list of the clubs and collection points will be available on the school website.

As a school we pride ourselves on the opportunities we offer the children to partake in sporting fixtures and events.



Educational visits and Visitors

Educational visits and visitors in school enhance the curriculum and enthuse the children. Class teachers carefully plan curriculum topics with educational visits or in house visitors to inspire our children. The school office aim to get the best possible value for money. They will inform parents of upcoming visits or visitors in plenty of time and will endeavor to keep the cost per child below £40.00 per year.

Any families who are eligible for financial support should contact the school office to discuss. All matters of this nature are dealt with in the strictest confidence.

For some visits we will ask for parent helpers to take part in the day to support the class teachers.



In Year 6 the children go to Robinwood for a 3 day residential visit. This is a fantastic experience for the children! They take part in a range of physical and mental challenges, learn new skills and develop resilience and teamwork.



Behaviour

Our School is committed to fostering a positive and inclusive learning environment, where children feel safe, respected and valued. Our restorative approach to behaviour management aims to build and repair relationships, promote accountability and cultivate a sense of community. We reflect on and promote behaviour which has a positive impact on ourselves and others and shows our school values.

Building positive relationships is at the heart of our restorative approach. Children are encouraged to talk about their behaviour choices and the impact it may have on themselves and others. We understand that the cause of poor behaviour can be due to emotional dysregulation. Our whole school focus is to teach children about their feelings and linked behaviours using Zones of Regulation. It prioritises developing children's understanding of emotions and helps support subsequent behaviours

When speaking to children about their behaviour choices, our restorative conversations always begin by helping children regulate their emotions. We have a consistent approach to behaviour for all children. Clear expectations are shared with the children. Positive choices are recognised and praised and where expectations are not met, reminders and sanctions given link directly to the behaviour. Children with specific behavioural needs are expected to demonstrate our school values but may have a bespoke reward and sanction system to support them in demonstrating these.

More information can be found on the school website on our policies page.

The ZONES of Regulation®

| | | | |
|--|---|--|--|
| | | | |
| BLUE ZONE Sad Sick Tired Bored Moving Slowly | GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn | YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control | RED ZONE Mad/Angry Mean Terrified Yelling/Hitting Out of Control |

School Values and behaviour expectations:

Excellence, Confidence, Compassion, Happiness

Personal Responsibility:
I take care of myself.



Social Responsibility:
I take care of others.



Environmental Responsibility:
I take care of our world.



Inclusion

Mrs Helen Dillon is our SEND co-ordinator and she ensures that the school fully includes all pupils. She liaises with parents, class teachers, senior leaders, outside agencies and the school SEND governor to ensure additional provision is implemented as needed. This may be alternative resources, small group work, 1:1 support or additional support in class. If you have any concerns regarding your child, please do share it with us as soon as possible.

We monitor the inclusion and progress of all children as whole class cohorts, specific groups and as individuals. We track children against their individual targets and provide each child with a broad, balanced and relevant education to ensure the highest possible levels of progress and achievement.

Specially trained learning support assistants provide whole class and specific learning support in and out of class. In addition to this, nurture support and pastoral care is provided in school and through an extended support team shared by the Horsforth Schools (Horsforth Children's Services). These roles provide a complementary service addressing the needs of children to overcome barriers to learning both inside and outside of school in order to achieve their full potential. Issues may include bereavement, divorce, low self-esteem. We also monitors lateness, absence due to ill health and unauthorised absence such as holidays taken in school time as these can all have a significant impact on children's learning and their ability to reach their full potential.

Additional information on our schools SEND local offer can be found on the school website or a paper copy can be obtained from the school office.

Medical needs

If your child requires ongoing medical care, please speak to Mrs. Dillon or your class teacher. Our team will work with professionals to ensure that we are equipped to deliver medical care within school. Healthcare professionals will share an Individual Health Care Plan (IHCP) for school and parents to review to ensure needs are met.

If your child requires a short-term course of medication which needs a dosage during the school day, parents are asked to follow the procedures and fill in the paperwork required, as outlined in the school medical policy – please see school website.

West End Primary School
West End Lane, Horsforth, Leeds, LS18 2JF
Telephone: 0113 2342017 Website: www.westendprimary.org.uk

Parental Agreement for West End Staff to administer medicine
Note: Medicines must be in the original container, as dispensed by the pharmacy, labelled with the medication.

This form must be completed by a parent or guardian for our staff to administer medication to a child.

Child's Information

| | |
|-----------------------|--|
| Name of Child | |
| Year Group | |
| Reason for Medication | |

Medication

| | |
|--------------------------------------|--|
| Reason for Medication | |
| Name of Medication | |
| Expiry Date | |
| Dosage - as per Prescription | |
| Method used to administer | |
| What time medication should be given | |
| Any other instructions | |
| Procedure to follow in an emergency | |

Emergency Contact Details

| | |
|--------------------------|--|
| Name | |
| Relationship to child | |
| Contact telephone number | |
| Address | |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ Date _____

West End Primary School
West End Lane, Horsforth, Leeds, LS18 2JF
Telephone: 0113 2342017 Website: www.westendprimary.org.uk

Record of Medicine administered to named child

| | |
|--|--|
| Date | |
| Time given | |
| Dosage given | |
| Name of staff member who administered medication | |
| Staff initials | |

| | |
|--|--|
| Date | |
| Time given | |
| Dosage given | |
| Name of staff member who administered medication | |
| Staff initials | |

| | |
|--|--|
| Date | |
| Time given | |
| Dosage given | |
| Name of staff member who administered medication | |
| Staff initials | |

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|--|--|
| Date | |
| Time given | |
| Dosage given | |
| Name of staff member who administered medication | |
| Staff initials | |



School community

The School community is made up of the following:

School staff – are committed to ensuring the best possible learning environment for our children. Our staff are talented, hard working and approachable for parents, carers and pupils. They are available for meetings to discuss children’s progress and wellbeing to ensure all children have the support they need to thrive.

School governors – the governing body of West End is very proud of the school’s happy, enthusiastic children and the hard working, talented and committed staff. They have three main roles which are outlined in the Governor’s handbook; to ensure clarity of vision, ethos and strategic direction, to hold the Head Teacher to account for the educational performance of the school and its pupils and to oversee the financial performance of the school.

PTA – our PTA works incredibly hard to provide fun and exciting events and activities throughout the school year, enhancing the school experience for our children. They are a registered charity bringing together parents, carers, wider family members, school staff and children to raise funds and strengthen the school community. The money raised is spent on items which enhance learning at school.

Horsforth Cluster – Horsforth Children’s Services bring together the schools in Horsforth and relevant agencies to work effectively in partnership to improve the outcomes for all 0-19 year olds and their families within the Horsforth Community. By working together and drawing on the knowledge, strength and capabilities of all their partners, they are able to effectively to identify the needs of children, young people and families and where appropriate offer support.

Parents and Carers – we regularly survey parents and carers to gather ideas and opinions on school development needs and progression. The school has an open-door policy and encourages parent and carers and the community to liaise with the school to support with development and improvements.

Pupils – Pupil voice is very important within school and there are many opportunities for the children to be involved in decisions we make across school. Our school council is formed with representatives from each class. All pupil representatives are democratically voted in by their peers. The council meet regularly and feedback to their class. They are very involved in the development of the school – choosing the playground markings, writing child friendly policies, making presentations to parents and governors, raising money for charities, setting up composting groups and supporting specific curriculum development. More information can be found on the school website.



Links with Parents

The involvement of parents and carers is important to us and is valued by the whole school team. There are many ways in which you can be involved in your child's journey through school. These include

- Engaging in homework activities (e.g. reading, spelling, projects)
- Attending meetings to inform you of your child's progress and the next steps in their learning.
- Celebrating with children through class assemblies and class/whole school events.
- Enriching the curriculum by coming into class to support learning and share your expertise and skills with the children.
- Accompanying children on school trips and visits.
- Becoming a member of the school PTA (Friends of West End – FoWE) to support with social and fundraising events.
- Becoming a parent governor for the school.



**We look forward to welcoming you
and your children into our school
community.**

