West End Primary School

Excellence Confidence Compassion Happiness

Welcome



West End Primary School

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Horsforth

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Headteacher: Miss R Linton

Deputy Headteacher: Mrs K Odell

Chair of Governors: Mrs R Emmott

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Headteacher's Welcome

It is my absolute privilege to welcome you to West End Primary School. We are a one form entry primary school in Horsforth, Leeds and cater for around 240 children. We pride ourselves on being a nurturing and inclusive community in the heart of Horsforth where every child is valued, supported and encouraged to flourish.

At West End, we are committed to four core values that underpin everything we do:

- **Excellence** – We want to support every child to be the best that they can be, celebrating achievement and encouraging everyone to reach their full potential
- **Confidence** – We build self-belief and resilience, empowering our pupils to take on new challenges with courage and determination
- **Compassion** – We foster kindness, empathy and respect for others, creating a caring community where everyone feels they belong
- **Happiness** – We believe that happy children learn best, and we create a positive, joyful environment where children love to come to school

I am passionate about supporting all children in our school to thrive and do well. Inclusion sits at the heart of our school. We celebrate diversity and ensure that every child, regardless of their starting point or individual needs, receives the support and encouragement they need to succeed. Our nurturing approach means we take time to understand each child as an individual, working closely with families to support their academic, social and emotional development.

I believe firmly in developing well-rounded young people who understand their role in the world. Throughout their time with us, we encourage our pupils to embrace three important responsibilities:

- **Personal responsibility** – Taking ownership of their learning, behaviour and choices
- **Social responsibility** – Being kind, respectful citizens who contribute positively to our school and the wider community
- **Environmental responsibility** – Caring for our planet and understanding the importance of sustainability

At West End, we believe that the strongest schools are built on strong partnerships between home and school. Both the team and I work hard to get to know all our families to best support each child's journey through primary school.

If you have any questions or want to visit our school for the first time, please do not hesitate to get in touch.

Yours Faithfully

Miss R Linton







Admissions

West End is a single form entry 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!

The School Day

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. The children use both the indoor and outdoor space which school has to offer. All classes have a 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.



Wrap Around Care

Wrap around care for Early Years (Nursery and Reception)

West End Cygnets provides 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 The Nest classroom.

Wrap around care for Years 1-6

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.



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









Meals and 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

Our school meals are provided by Horsforth School Catering Team and we cater for allergies and intolerances plus vegetarian, vegan and halal.

HORSFORTH SCHOOL
Opportunity and achievement for all

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 and 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.

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.

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

Extra-Curricular Clubs and Opportunities

We offer a wide range of additional clubs and opportunities. 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 archery, dodgeball to sewing, performing arts to puzzle club 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. Extra sporting opportunities have included cheer dance, cross country, skipping and football matches.







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. They will inform parents of upcoming visits or visitors in plenty of time and will endeavour 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 Peat Rigg 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.



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 worm closely with Mind Mate Support Team.

We 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 and Allergies

If your child requires ongoing medical care, please speak to Miss Linton 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. Any medicines in school must be prescribed.

If your child has allergies please speak to Mrs Broadbent who is our Allergy Lead. She will support you with allergy plans and ensuring children's needs are met in school.

PTA

We have a passionate and committed PTA at West End who always welcomes new members. The PTA have organised and run many wonderful events which have both raised money for the school and also given the children (and grown ups) a range of super experiences. These include discos, fairs, wreath making, sponsored events and much more.



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