



**WEST BOROUGH**  
PRIMARY SCHOOL

# Parents Handbook 2019

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## I. Welcome to the school

I have been Headteacher at West Borough for over 13 years. I am a firm believer that if children feel happy and safe at school they will learn. West Borough Primary School is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

Our aim at West Borough is to provide our children with an exciting, purposeful and challenging curriculum. This includes the provision of real life and globally relevant learning experiences with the development of learning skills that will enable our children to become independent and life-long learners. We believe that our children deserve a broad and balanced curriculum with equality of subjects enabling all learners to be challenged and to achieve.

The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents, the local community and other schools. We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.

I hope that this handbook will give you as much information as possible about our school. If you have suggestions to make about its content and design or would like to see us at work please contact me.

Ashley Crittenden

## 2. Contact details

**School address:** West Borough Primary School, Greenway, Maidstone, ME16 8TL

**Telephone:** 01622 726391

**Email address:** [office@west-borough.kent.sch.uk](mailto:office@west-borough.kent.sch.uk)

**Website:** [www.west-borough.kent.sch.uk](http://www.west-borough.kent.sch.uk)

**Social media:** You can follow us on Twitter @BoroughWest

## 3. Our visions and values

At West Borough Primary School we instil a respect for others and a fascination with the world around us.

Within our creative environment, we foster life skills.

This gives us the opportunity to learn, take responsibility and to become independent citizens.

At West Borough Primary School we have 5 Core Values which underpin everything we do:

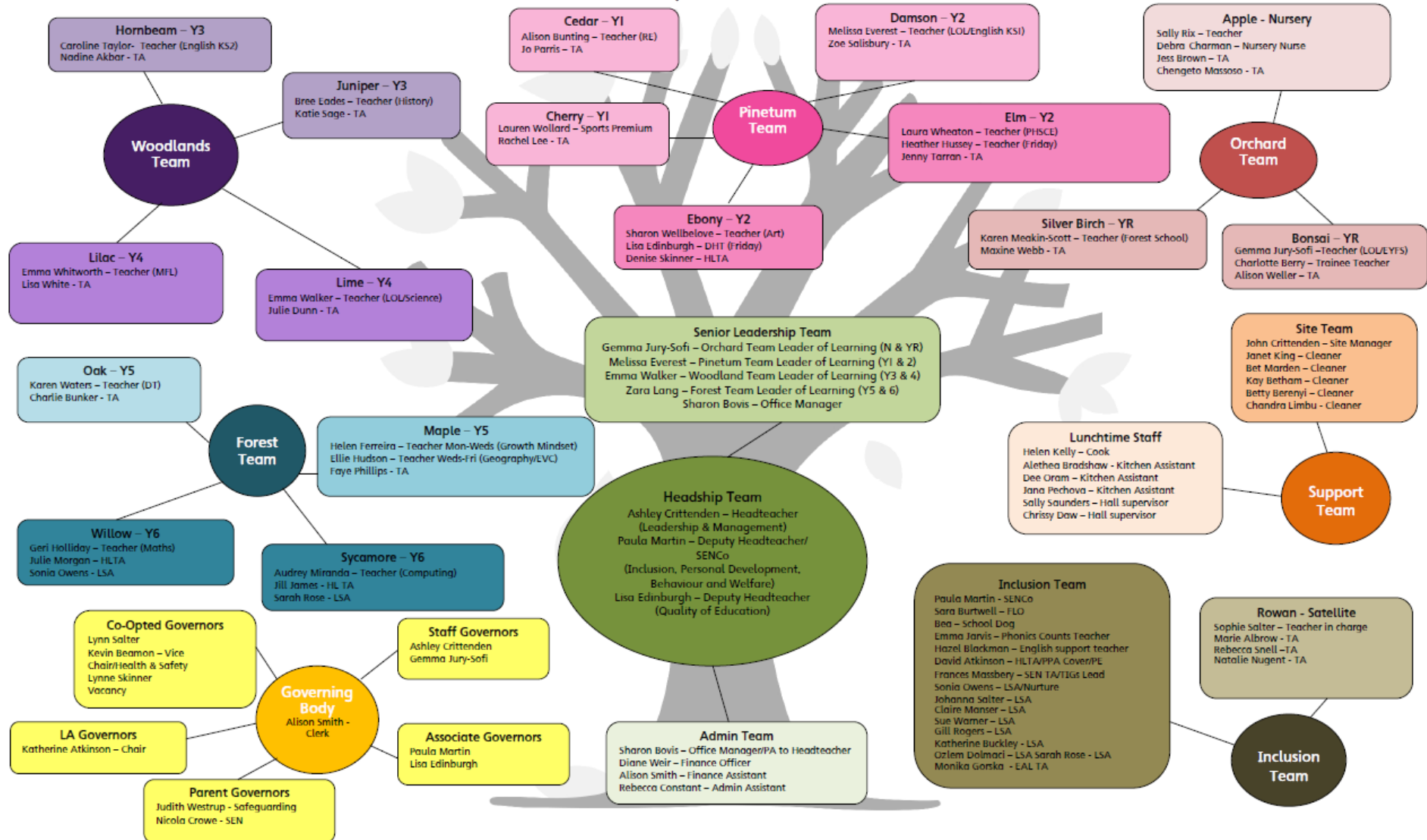
**Equality, Responsibility, Respect, Resilience, Challenge**

Our Core Values are evidenced on a daily basis through our Community Code; the way we expect all community members to behave.

**Be kind, be safe, be responsible and embrace challenge!**

## 4. Staff Family Tree

### West Borough Primary School Family Tree 2019-20



## 5. School dates – Parent Planner (subject to change)

<p><b><u>September 2019</u></b>            2<sup>nd</sup> INSET Day – school closed to pupils  <b>3<sup>rd</sup> First Day of Term 1</b>            12<sup>th</sup> 11+ Tests – Y6            9<sup>th</sup> Parent Briefings            9<sup>th</sup> YR KM Photo            9<sup>th</sup> – Y4            10<sup>th</sup> – Y5            11<sup>th</sup> – Y6/Y2            12<sup>th</sup> – Y1            13<sup>th</sup> – Y3            16<sup>th</sup> Clubs Start            W/C 23<sup>rd</sup> Target Setting            24<sup>th</sup> PTFA AGM Meeting            25<sup>th</sup> Harvest Assembly in school            26<sup>th</sup> Macmillan Bake Sale – after school            26<sup>th</sup> BBC Music Day            27<sup>th</sup> INSET Day – school closed to pupils</p>	<p><b><u>October 2019</u></b>            2<sup>nd</sup> Yr R Phonics Workshop            3<sup>rd</sup> School Photographs            18<sup>th</sup> Proud of You – reward event  <b>18<sup>th</sup> Last Day of Term 1</b>  <b>28<sup>th</sup> First Day of Term 2</b>            28<sup>th</sup> Flu Immunisations – Yrs R-6</p>	<p><b><u>November 2019</u></b>            W/c 4<sup>th</sup> TLCs            11<sup>th</sup> Bikeability – Year 6            11<sup>th</sup> Remembrance Event in school            13<sup>th</sup>/14<sup>th</sup> Prospective Parents Open Day (for YR Sept 2020)            13<sup>th</sup> - 15<sup>th</sup> Y5 Carrot Wood Residential</p>	<p><b><u>December 2019</u></b>            2<sup>nd</sup> Christmas Art Week in school            W/c 9<sup>th</sup> Christmas Productions            13<sup>th</sup> PTFA Christmas Gift Shop            16<sup>th</sup> Proud of You – reward event            17<sup>th</sup> Christmas Dinner            17<sup>th</sup> Christmas Jumper Day  <b>17<sup>th</sup> Last Day of Term 2</b>  <b>18<sup>th</sup> INSET Day</b>– school closed to pupils</p>
<p><b><u>January 2020</u></b>  <b>6<sup>th</sup> First Day of Term 3</b>            9<sup>th</sup> Pupil of the Term</p>	<p><b><u>February 2020</u></b>            4<sup>th</sup> Language Fair            13<sup>th</sup> Class Photographs  <b>14<sup>th</sup> Last Day of Term 3</b>  <b>24<sup>th</sup> First Day of Term 4</b></p>	<p><b><u>March 2020</u></b>            W/C 2<sup>nd</sup> TLCs            5<sup>th</sup> World Book Day            W/c 9<sup>th</sup> Science Week            13<sup>th</sup> -20<sup>th</sup> Y6 Wick Court Residential            23<sup>rd</sup> Mother’s Day Assembly – Year R</p>	<p><b><u>April 2020</u></b>  <b>1<sup>st</sup> Last Day of Term 4</b>  <b>16<sup>th</sup> First Day of Term 5</b>            16<sup>th</sup> Pupil of the Term            23<sup>rd</sup> Proud to Be British Day</p>
<p><b><u>May 2020</u></b>            Whole of May – Year 2 SATs            8<sup>th</sup> Bank Holiday            W/c 11<sup>th</sup> Year 6 SATs Week            20<sup>th</sup> Music Concert 7pm  <b>22<sup>nd</sup> Last Day of Term 5</b></p>	<p><b><u>June 2020</u></b>  <b>1<sup>st</sup> INSET Day</b>  <b>2<sup>nd</sup> First Day of Term 6</b>            2<sup>nd</sup> Year 5 Sec school Meeting 7pm            4<sup>th</sup> Sports Day            W/c 8<sup>th</sup> Year 1 Phonics Screening/            Multiplication check            8<sup>th</sup> Assessment Week            13<sup>th</sup> Summer Fair            22<sup>nd</sup> Father’s Day Assembly – YR            25<sup>th</sup> New Intake Evening for YR parents</p>	<p><b><u>July 2020</u></b>            3<sup>rd</sup> INSET DAY– school closed to pupils            13<sup>th</sup> Reports Out to Parents            13<sup>th</sup> Yr R – 5 Discos            w/c 13<sup>th</sup> Y6 Production            15<sup>th</sup> Transition Day – Meet your new teacher            20<sup>th</sup> Pupil of the Term            21<sup>st</sup> Year 6 Prom            22<sup>nd</sup> Year 6 Leavers Service 10:00am  <b>22<sup>nd</sup> Last Day of Term 6</b></p>	

## 6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email [office@west-borough.kent.sch.uk](mailto:office@west-borough.kent.sch.uk)
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails within 24 hours.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homelearning	Your child's class teacher
Payments	School office/Mrs Smith
School trips	School office/Mrs Smith
Uniform/lost and found	School office
Attendance and absence requests	If you need to report your child's absence, call: 01622 726391 and leave a message. You can also message via ParentMail  Please put any absence requests in writing to the Headteacher, Mrs Crittenden
Bullying and behaviour	Your child's class teacher or Leader of Learning
School events/the school calendar	School officer
Special educational needs	Mrs Martin – Deputy Headteacher/SENCo
Before and after-school clubs	School office
The PTFA	Email West Borough PTFA <a href="mailto:westboroughptfa@gmail.com">westboroughptfa@gmail.com</a>
The governing body	Contact the clerk – <a href="mailto:clerk@west-borough.kent.sch.uk">clerk@west-borough.kent.sch.uk</a>
Catering/meals	Principals Catering - <a href="http://www.principals-catering.com/contact/">www.principals-catering.com/contact/</a>

## 7. Timing of the school day

Start of day	All year groups	8:50am (Gates open 8:30am for Y1-6 for children to enter the playground. Parents are welcome from 8.40am)	
Playtimes	Year R	10:20am – 10:35am	Small Playground
	Pinetum Team – Yrs 1 & 2	10:20am– 10:35am	Y1 - Small Playground Yr 2 - Big Playground (from T2)
	Woodland Team – Yrs 3 & 4	10:20am– 10:35am	Big Playground
	Forest Team – Yrs 5 & 6	10:40am – 10:55am	Big Playground
Assemblies	Orchard Team - Yrs N & R	Tuesday 2:40pm (Singing)	Small Hall
	Pinetum Team - Yrs 1 & 2	Tuesday 9am-9.20 am Thursday 9am-9.20 am	Small Hall
	Woodland Team – Yrs 3 & 4	Tuesday 10.40-10.55am Thursday 10.40-10.55am	Big Hall
	Forest Team – Yrs 5 & 6	Tuesday 10.20-10.35am Thursday 10.20-10.35am	Big Hall
	Whole School Assembly	Monday 8:55am – 9:15am	Big Hall
	Whole School Assembly	Friday 8:55am – 9:20am	Big Hall
Lunches	Year R	11:45am – 12:45pm	
	Years 1 & 2	12:00pm – 1:00pm	
	Years 3, 4, 5 & 6	12:15pm – 1:15pm	
End of day	Years R, 1 & 2	3:10pm	
	Years 3, 4 & 5	3:15pm	
Nursery AM	8:35am – 11:35am		
Nursery PM	12:20pm – 3:20pm		

## 8. Breakfast and after school clubs

We offer a Breakfast Club which opens at 7.30am and costs £5 per day. It is run by West Borough staff in the Small Hall. You can contact Mrs Owens via email [breakfastclub@west-borough.kent.sch.uk](mailto:breakfastclub@west-borough.kent.sch.uk)

We also have an **after school club** provided by 'Harlequin' which runs until 6.30pm in the Main Hall. For details call 01622 749773 or email [enquiries@hosc.co.uk](mailto:enquiries@hosc.co.uk)

The school also runs a number of clubs after school. A letter comes home each term and children have an opportunity to select the clubs they wish to attend. There is a small charge per child; this is used to contribute towards additional staffing and materials.

## 9. School meals information

- At West Borough Primary School, our school meals are cooked on site and are priced at £2.25 a day.
- All meals must be paid in advance. Our Caterers are [Principals](#) and more information about payment options can be found on their website.
- School meals are free for children in Years R, 1 and 2
- If your child wishes to bring packed lunch, as a Healthy School please ensure it only contains **one** of the following:
  - Crisps
  - Biscuit
  - Cereal bar
  - Cheese string
  - Pepperami
  - Cake/cake bar
  - NO SWEETS
  - Children are also only permitted to bring in water to drink with their lunch.
- Children may bring a bottle of water in to school in a named bottle
- Fresh fruit is provided daily at morning playtime
- We can cater for many allergies and dietary needs

### Free school meals

Your child might be eligible for free school meals if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

### How do I register?

You only need to register once at the school.

To register, please contact Mrs Bovis, Headteacher's PA

## 10. Uniform list

Our uniform comprises of the following:

- White collared t-shirt or shirt
- **Navy blue sweatshirt or cardigan with school logo**
- Grey school trousers or skirt
- Grey or white socks or tights
- Black shoes or boots
- **House coloured round neck T-shirt and navy shorts for PE**
- Navy checked/striped dresses for Summer Term and Autumn Term 1
- Grey shorts in the Summer Term and Autumn Term 1
- Long hair tied back
- **Book bag**

Our Policy states that 'school uniform promotes a sense of pride in the school, engenders a sense of community and belonging towards the school, is practical and smart and makes children feel equal



to their peers in terms of appearance'. Items in **bold** can be ordered via the school office. Payment is on collection and can be paid in cash or via ParentMail.

## 11. Illness and absence

West Borough Primary School has a 96% attendance target for all children. Taking your child on holiday during term time means they will miss out on vital parts of their education. All holidays taken in term times are **UNAUTHORISED**. You may be fined by Kent County Council.

If your child is ill and cannot attend school, you must notify the school office on the 1<sup>st</sup> day of absence. You can do this by telephoning the office (01622 726391) and select option 1. You can also message the school via the ParentMail App. Please ensure you state your child's full name and class.

### Medication

Medicines should only be brought to school when essential. However, if it would be detrimental to a child's health if a medicine was not administered, the school will administer a medicine under certain conditions.

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

All medicine should be brought to the school office by the parent/carer where it will be stored out of reach of children. You will also need to complete and sign a form. At no time should children keep hold of any medication whilst in school. The exception to this will be asthma inhalers which need to be handed to a teacher so they are readily available if the need arises.

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

### Lateness

Your child will be marked late if they arrive after 8.50am. If your child arrives later than 9.30 am this will be marked as unauthorised absence. This then affects their attendance in school and may involve the attendance officer.

## 12. Communication with Parents

Communication between home and school is vital – schools and families should work in partnership. We will communicate with you in a variety of ways. Teachers are available on the door in the mornings. There is a member of the senior team on the gates too. Our website contains all sorts of information about what your child is learning (Children, Class Pages) and each class has their own blog. You can also telephone or email the school.

TLCs – The Learning Conferences. Twice a year we invite you to a conference with your child to discuss their learning. These sessions are booked via our ParentMail App. If you have a query, please do not wait until the conference to discuss it with your child's teacher. Please raise it straight away.

The Headteacher sends home a newsletter about once a fortnight. This is an important way to keep you up to date with things that are happening in school.

### 13. Home Learning

Home Learning expectations vary depending on the age of your child. More information can be found on the Parent Briefing notes for your child's year group. As a minimum, children should be reading with an adult at least 3 times a week. We also ask that they learn their times tables and spellings as appropriate. Each child (from Y2-6) will receive a login to Times Table Rockstars, where they can practice their tables in a fun and challenging way.

You can find hints and tips for reading and home learning in the front of your child's Contact Book/Reading Record.

There are sanctions for children in the Juniors if Home Learning is not completed. We believe that this helps prepare them for Secondary School.

### 14. Governing Body

Our Governors play a large role in the strategic direction of our school.

**Chair of governors:** Katherine Atkinson – LA Governor

**Vice Chair of governors:** Kevin Beamon – Co-opted Governor

**Clerk to the Governors:** Alison Smith

**Other Governors:** Judith Westrup, Nicola Crowe, Lynn Salter, Lynne Skinner, Gemma Jury-Sofi

More information about our Governors can be found on our website – About Us

### 15. Complaints

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. West Borough Primary School takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, Mrs Crittenden (Headteacher), will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, Mrs Crittenden will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, West Borough Primary School will attempt to resolve the issue internally, through the stages outlined within its complaints procedure. This can be found on the school's website in the Key Information section under policies.

A concern may be defined as '*an expression of worry or doubt over an issue considered to be important for which reassurances are sought*'.

A complaint may be defined as '*an expression of dissatisfaction however made, about actions taken or a lack of action*'.

### 16. Behaviour

- We recognise that our children come from a wide range of backgrounds and may experience conflicting expectations between home and school. At school we have a shared responsibility with parents/carers to prepare our children to be good citizens, encouraging them to behave well towards each other, their staff, parents/carers and other adults.
- We recognise a clear connection between behaviour and progress.
- We have high expectations for behaviour, which must be worked towards with parents/carers, staff and children. We believe that showing children the value of good behaviour in school will lead to increased self-esteem and greater self-discipline in adult life. We recognise the need to identify positively and reinforce good behaviour wherever possible.
- We recognise the need to provide our children with a positive, caring environment where they are able to develop the knowledge attitudes and skills needed to grow emotionally and socially and to thrive in the world outside school.

Behaviour at West Borough Primary School is very good.

- Where a child presents an unwanted behaviour, reminders about expectations and praise for the correct behaviours are used.
- Where reminders have to be used, a warning system may be implemented, possibly leading to a timeout.
- Where behaviours continue, it may be necessary to issue a slip and a consequence. There are 3 levels of slip, depending on the severity of the behavior. Consequences include loss of playtime/lunchtime and possibly a strike against our termly reward event – Proud of You.

As well as sanctions, we of course, reward good behaviour.

- Children are noticed for demonstrating good Behaviour for Learning
- They are awarded a star on their individual reward card.
- When a card is filled with golden stars, your child will be recognised for their exemplary Behaviour for Learning and awarded a coloured star pin badge in our Friday Celebration Assembly.
- As children move through the school, they will have the opportunity to earn up to seven different levels of reward star badges, with a GOLDEN STAR being the ultimate recognition.

More information can be found in our Behaviour Policy on our website.

## 17. Health and safety information

As a school there are many measures in place to ensure the health and safety of pupils, parents, staff and visitors.

**Passwords** – We operate a password system when children are collected. If someone different is collecting your child, please ensure you inform your child’s teacher or the school office (by 2.30pm). If this person is not known to the school or has not collected before, they will be required to use the password.

**Riding a bicycle to school** - Only Year 5 and 6 children should be cycling to school and these children MUST wear a helmet.

**Scooters** - Scooters are NOT permitted to be ridden on the school site at any time, though children may scoot to school. They can be left in the scooter pods around the site.

**Parking** - Our school is lucky enough to be surrounded by residential housing with plenty of roads in which to park safely and walk your child into school. Please be considerate to neighbours when parking and do not block driveways. There is limited space in the drop-off zone.

**Severe Weather** - Please be aware that in the unlikely event that the school needs to close because of severe weather, we will always announce closures on our website first or via ParentMail. Please look out for it on: [www.west-borough.kent.sch.uk](http://www.west-borough.kent.sch.uk). Your child’s education is paramount and we will only close the school if it is absolutely necessary.

## 18. Relationships and sex education (RSE)

We are currently in the process of updating our RSE Policy. This will be available on our website in the Policy section.

## 19. Pupil premium

Pupil Premium funding is allocated to schools by the Government in order that support is given to those pupils who may be vulnerable to underachievement. The amount received is dependent on the number of pupils who are known to be or have been eligible for free school meals (FSM), the number of children in Local Authority Care (LAC) and the number of pupils for Service families. We check a pupil’s eligibility on entry to the school. If your circumstances change and you believe your child may be entitled to free school meals or additional funding, please speak to Mrs Burtwell, the school’s FLO.

## 20. Special educational needs (SEN)

West Borough Primary School is committed to providing an appropriate and high quality education to all the children at the school. We believe that all children, including those identified as having special educational needs have an entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

Our SEN policy (available on our website) lays out how we meet our Statutory requirements. Should you wish to discuss your child's needs please speak to your child's Class Teacher or an appointment can be made with our SENCo, Mrs Martin, via the school office.

## 21. School Dog

We are lucky enough to have a school dog, Bea. She is in school Mondays and Tuesdays. We will seek your consent about how your child can interact with her. We are also happy to talk to you about any worries or allergies.