

West Green Primary School



Dear Parents and Carers,

Welcome back and a belated Happy New Year to you all.

The big news for the school recently is that we finally had our HMI monitoring visit following our Ofsted inspection in June 2016. This is not a full inspection and will not change the grade of the school. However, it is very useful preparation for the full inspection that is likely to occur in June 2018 or shortly after. I cannot share the inspectors comments yet as they are still confidential. However, I can say that we are very proud of the children, who really did shine on the day. I would also like to thank you all for your support and positive comments to the HMI inspector.

Important Information About Free School Meal Eligibility

If you are entitled to certain benefits you may be able to claim for free school meals for your child, please pop into the office for an application form.

If your claim is successful, as well as a free school meal, we can offer you **reduced cost school trips, money towards school uniform** and **free enrolment to after school clubs**, such as football and karate. You can also apply online <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals>. The school will also receive additional funding for each eligible child, which helps to pay for extra activities and support in school. If you have any queries you can discuss them in confidence, with our Business Manager, Mrs Tomsett. **Please apply even if your child is in infants (Reception, Year 1 or Year 2) and receives Universal Infant Free School Meals**, or if you do not wish to take them up. We only get funding if you apply.

Unauthorised Absences

Children's absences from school will only be authorised in exceptional circumstances or where the child is ill, has a medical appointment or Religious Observance that cannot be arranged for outside of school time. Should a child obtain more than 10 unauthorised absences over a 10 week period, parents/carers will be eligible to receive a Fixed Penalty Notice. This is a Government policy and the school has to follow this guidance. We are working with local schools to ensure that there is a consistent approach to this across Crawley.

Congratulations

Congratulations to Mr Noble on the arrival of Alfie and to Mrs Whitlock on the arrival of Lilly Grace. We wish both families all the best.

Attendance

Attendance and punctuality are important for your child's learning. We would just like to remind you all that children should be in their classroom for registration at 8:55am. If your child is unable to attend or is late for school please inform the office.

Administration of Medicine

In order for the school to give your child medicine a **Consent to Administer Prescribed Medication** form must be completed and handed into the office along with the medicine. The medicine must be in the original container with the original prescription label, which must include name of medicine, child's name, dosage, expiry date and other relevant instructions. Please ensure that medicines are stored in the correct way at all times.

Sports Kit Reminder

School sports kit is non-branded white t-shirt, black shorts and black plimsolls. If your child does not have P.E. kit they may not be able to take part in P.E. lessons.

Earrings

Please ensure that your child does not come to school with earrings in on their P.E. day. If this is not possible please supply micro-pore tape so that the earrings can be covered to prevent any accidents.

Uniform Orders

School uniform orders, placed via the school, will be ordered once a term. The order dates are as follows:

- 23 February 2018
- 25 June 2018

Alternatively, you can order West Green Primary School uniform from

Patrol Crossing Update

West Sussex County Council have still been unable to employ a crossing patrol person for outside the school. If you have any concerns please contact West Sussex County Council. If you are interested in this role, or know of someone who would be, please contact West Sussex County Council.

Car Park

A polite reminder that the car park at the front of the school is for the use of visitors to the school. Please can we ask that parents/carers do not use this car park during drop-off/pick-up times to wait for children.

Online Safety

The internet is a fantastic invention and can have a wide variety of benefits to children including helping with homework and research, socialising, improving aspirations and developing logical thinking and problem solving. With children being more technologically aware and having access to more devices and applications than ever, it can sometimes be hard as parents to keep up with what children are doing on their tablets, computers and phones. There are several websites that can offer advice to parents including the NSPCC and cbbc.

It is important that children are trusted and given the freedom to explore technology, but this must always be done with an appropriate level of guidance. There are a number of ways to keep your child safe:

- Filter – Use parental controls on devices/applications.
- Monitor – Try to be aware about what your child is doing and set limits for their online use.
- Education – Use your child as your expert. Ask them to explain what they are doing online. Speak to them about their online profile and how to keep safe, for example not giving out personal information.
- Communication – Encourage an open dialogue about e-safety and cyber-bullying. Let them know that they can talk to you about anything that makes them upset or uncomfortable.

It is important to remember that social networking sites such as Twitter, Instagram, Snapchat Musical.ly and Facebook are **NOT** designed for young children and have a minimum age limit of 13.

Email Communications

As a school it is important that we keep you informed and up-to-date with the latest information relating to school life. In order for us to do this as efficiently as possible we will be sending out more of the communications between the school and parents/carers electronically (via email). You will shortly be receiving a letter asking you to provide us with an up-to-date email address that you will need to return to the office so that we can up-date our records, so that this change is effective and reliable. We are aware that we have trialled this in the past with mixed success. However, it does seem like the best way to ensure all parents receive school communications, so please bear with us while this is set up.

Bikes and Scooters

It's great to see so many children opting to ride their scooters and bikes to school. However, many children are cycling and scooting up the path and this can be quite dangerous with lots of other parents and children walking about. Therefore, we would like to remind all children that just before they get to the school gate they should get off and walk scooters/bikes up the path to the bike shed. The same rules apply after school as well.

Staffing News

The school welcomes some new staff this term.

- Miss Weldon is our new Year 6 Teaching Assistant.
- Mrs Khan is joining us as a mid-day meal supervisor.
- Miss Sutton is replacing Mr Wanstall in the office as a member of the administration team.

Brighton Science Festival

The Brighton Science Festival is back again this half-term (10–17 February) for lots of hands-on fun and learning. For more details please visit www.BrightonScience.com

Spring Term Dates

5 th February	Year 4 Hindu Temple visit
7 th February 9–10am	Come and Share our Learning, all parents welcome
Half-Term: 12th-16th February (school closed)	
19 th February	INSET day (children not in school) In Service Training day – developing maths reasoning
20 th February	Children return to school
26 th February	Year 5 Buddhist Temple visit
27 th March	Year 5 Class Assembly (parent/carer invite)
27 th March	Year 3 Wilderness Wood visit
30 th March	Bank Holiday (school closed)
2 th April	Bank Holiday (school closed)
Easter Break: 3rd–13th April (school closed)	
Advance Notice: Year 6 SATS 14 th –17 th May 2018	

Yours sincerely
Mr A Hodgson - Headteacher