

# Westcott Primary School

## New Parent Information Pack



This information is reviewed annually and aims to provide key information about our school. It is hoped that this document provides a useful reference point for all members of our shared community.

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***"My child is happy at this school."  
"I would recommend this school to  
anyone."***

# Welcome to Wescott Primary School

Welcome to Westcott Primary School, where we believe that education is not limited to the confines of the classroom. We highly value the collaborative effort between parents, carers, and the school in providing an effective education for our children.

As a proud member of the Hull Collaborative Academy Trust (HCAT), Westcott Primary School is part of a progressive community of schools that embraces innovation and forward-thinking approaches to education.

Our school prides itself on our pupil-oriented ethos that focuses on nurturing self-belief, confidence, and independence. Our aim is to inspire every child to unlock their potential in a secure and joyful environment. We celebrate the accomplishments and achievements of all individuals within our school community. Inclusivity is at the heart of our values, where everyone is respected, valued, and cared for. We strive to cultivate motivated learners who demonstrate self-respect and respect for others.

Westcott Primary School is dedicated to safeguarding and promoting the welfare of our children, young people, and vulnerable adults. All staff and volunteers share this commitment, ensuring a safe and supportive learning environment.

We are proud of our school and the remarkable children who fill our classrooms. We believe this pride will become evident from the moment you step inside and receive a warm welcome from staff and students alike.

We hope that this information pack effectively conveys the significance we place on our relationship with you as a valued member of our Westcott family, and above all, as a partner in our children's education

Mrs D Prescott  
Executive Head

Mrs L Waldron  
Head of School

# The School Aims

In the pursuit of excellence, it is essential for every school to establish a clear set of aims and ethos. Here at Westcott, we strive to achieve the following:

- Be an inclusive school that values and celebrates individuality and differences.
- Support children to be independent, confident, well-educated and successful.
- Provide relevant experiences which are positive, enjoyable, enriching and memorable.
- Promote an ethos of respect, enthusiasm, self-motivation and success.
- Provide a safe and happy environment.
- Provide dedicated and supportive staff who will work very hard to provide the best opportunities for all pupils.
- Value and appreciate the support of parents and the wider community.





# The School Day

Start of the school day 08:45am

Lunch is 45 minutes and is staggered throughout the day.

Reception - 11:30 - 12:15pm

Key Stage 1 - 12:00 - 12:45pm

Lower Key Stage 2 - 12:15 - 13:00pm

Upper Key Stage 2 - 11:30 - 12:15pm

End of the school day 3:15pm

Westcott Primary School provide 32.5 hours of schooling during the school day as compulsory



## Breakfast Club and After School Club

At Wescott we take great pride in our commitment to supporting working parents, and one of our most popular initiatives is our breakfast club and after school club. Each day, we welcome an average of over 50 children who attend the clubs.

We understand the significance of providing children with a nutritious start to their day and offer a selection of cereals and toast. At our After School Club, light snacks and a choice of drinks are provided. We ensure that the children have an enjoyable time by providing various games and activities for them to engage in.

The cost for attending our breakfast club is £1.50 per day, which covers the expenses associated with food and staffing. As part of our inclusive approach, we also extend the opportunity for children receiving free school meals to attend the club free of charge.

After School club is £3.50 per hour and £2.00 for half an hour. Breakfast club starts from 07:30am and After School club is from 15:15 until 17:15pm.

If you would like to learn more about our Breakfast Club and After School Club or reserve a place for your child, we encourage you to get in touch with our school office. Our staff will be delighted to provide you with further information and assist you with the booking process.

## Term Dates

Please refer to the website for the most up-to-date term dates for the current and upcoming academic years.

# Uniform



***"When I wear it, I feel part of the school team."***

Westcott Primary School has a strict uniform policy and all pupils must wear the correct clothing. This policy is strongly supported by the stakeholders and parents of the school. The school colours are white and blue.

## **School Uniform**

- Blue sweatshirt
- White or light blue polo shirt
- Black or dark grey trousers or shorts
- Blue cardigan
- Dark grey pinafore or skirt
- Blue summer dress
- Black Shoes / Trainers

It is important that children also wear the appropriate PE kit. On PE days, children come to school in their PE kit.

## **PE Uniform**

- House colour T-shirt
- Black shorts / Black jogging bottoms/  
Black t -shirt  
tracksuit bottoms/ Black leggings
- Appropriate sports footwear
- Blue Sweatshirt

*All uniform with the school logo is available to order direct from the supplier  
<https://steadyschoowear.co.uk>*

***We ask that all clothing is labelled with your child's name.***

**For reasons of health and safety the wearing of jewellery must be kept to a minimum. A wristwatch (not a smart watch ) and stud type earrings may be worn at parents discretion: these must be removed for PE.**



## Safeguarding / Child Protection

Our first priority is your child's welfare and it is a legal requirement that child protection issues are reported to the appropriate authorities. More information is available on our website .

**Miss R Sergeant is our designated Child Protection / Welfare lead in school.**

## Special Educational Needs / SEND

In life, there may come a time when a child requires extra support to fully engage in their education and embrace the opportunities life presents to them. Whether this support is temporary or ongoing throughout their school years, at Westcott Primary, we uphold the values of inclusivity, ensuring that every child has equal access to education, irrespective of their additional needs.

At Westcott Primary, we maintain strong connections with various external agencies, seeking their assistance whenever necessary. By collaborating with these agencies, we aim to provide comprehensive support tailored to the unique requirements of each child. Additionally, we actively support parents in accessing and providing the necessary assistance for their child, recognizing the crucial role they play in their child's development.

Our commitment is to meet the individual needs of every student, fostering an inclusive environment that promotes learning, growth, and overall well-being. At Westcott Primary, we strive to empower all children to thrive academically, socially, and emotionally.

***For further information, access our SEND policy on our school website or contact our Special Education Needs Coordinator Miss K Thompson: [Katie.Thompson@hcat.org.uk](mailto:Katie.Thompson@hcat.org.uk)***

## Policies

All of our key policies are stored on the school website.

***[www.westcottprimary.org.uk/school-policies](http://www.westcottprimary.org.uk/school-policies)***

# Keeping you informed



## **ClassDojo**

Class Dojo is the main communication system that the school uses. It serves as an instant connection between teachers, children, and families.

It offers various features, including a feed where teachers can share photos and videos from the school day, as well as messaging capabilities that can be translated into more than 35 languages. Additionally, it allows teachers to provide feedback on students' skills and creates portfolios to keep families informed about school activities beyond traditional meetings with teachers.

Class Dojo is also used as part of the school reward system.

In our effort to become more eco-friendly, we also use this system regularly to electronically distribute school letters and upcoming events and important information.

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You can stay updated with our latest news and view real-time snapshots of our work by following our successful Twitter feed at @WestcottPrimary.



## **Sway**

Each week, we send out a weekly newsletter (Via Sway) . This newsletter covers various important aspects, including upcoming events, weekly attendance updates, highlights of the Westcott weekly STAR and workers, as well as brief updates from each class teacher.

It provides a convenient and efficient way for parents and carers to stay informed about the latest happenings at Westcott, ensuring they are up-to-date with their child's school activities and progress.

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At Westcott Primary School, we have adopted a cashless system, ParentPay is the designated platform for making payments related to various school activities. Whether it's for school meals, wraparound clubs, discos, trips, or any other event taking place within the school, ParentPay is the convenient method of payment. The school office will provide you with login details for ParentPay and can assist you in setting up your account if needed.



**ParentPay**



# Attendance

In the event that a pupil is absent from school, we kindly request parents or carers to notify the school before the start of the school day or no later than 09:30 am. It is important to provide a reason for the absence during this communication.

Please note that minor ailments such as coughs, sniffles, mild headaches, or feeling slightly unwell do not necessarily require a child to be absent from school. However, if a staff member believes that a child is not well enough to remain in school, parents or carers will be contacted.

To ensure the safety and well-being of our students, in accordance with our safeguarding policy, the school may attempt to reach you via phone or make a home visit if we have been unable to establish contact.

Please avoid making dental/doctors/ optician appointments during the school day; if an appointment is absolutely necessary we ask that you provide the office with your appointment letter as evidence for the absence. It is preferable to share the appointment letter in advance, allowing us to keep accurate records.

All holidays in term time will be considered unauthorised. If a holiday in term time is unavoidable due to extenuating circumstances please request this in writing to the headteacher.



## Medicine

If your child needs medication during the school day, we kindly ask you to visit the school office and complete a "Request to Administer Medicine" form. Please provide the dosage and the specified time for administration. It's important to note that all medications kept in school must be prescribed by a healthcare professional. For additional information, please refer to the medical needs policy available on our website.

# Lunch Times

Extensive research indicates that the provision of healthy school meals can yield significant improvements in various aspects, including health, behaviour, motivation, and academic achievement.

At Westcott Primary, our school meals are provided by HCAT Catering. You can find the menus available for viewing on our school website under the 'Parents' section, and they are also regularly shared via Class Dojo.

Children have the option to either have a school lunch or bring a packed lunch from home. If you prefer, you can also take your child home for lunch. However, it's important to note that lunchtimes are limited to 45 minutes, so please consider this when making arrangements.

Our school meals align with the government's guidance on promoting healthy eating habits. We have our own school kitchen, which offers a diverse range of hot and cold meals. Children have the opportunity to choose their food from the menu, and our lunchtime staff are available to assist them with their choices and meals. The menu is regularly updated to provide a variety of options.

## **Packed Lunch**

We kindly request your support in promoting healthy eating and ensuring safety when packing your child's lunch. To foster a healthy environment, please avoid including fizzy drinks, glass containers, or sweets in their packed lunch. Additionally, we have children in our school with nut allergies, so we kindly ask that you refrain from sending peanut butter sandwiches or any nut-related products to prevent potential allergic reactions.

## **Dinner Money**

At present, the cost of school meals for students who are not eligible for Free School Meals is £1.50 per day. This must be paid through our electronic system ParentPay. If you believe you are eligible for Free School Meals you can obtain a form from the office.

## **Snacks**

Free Fruit (and milk in Reception ) are given to the children in Key Stage 1 as part of the National Fruit and Vegetable Scheme. Children have access to these at break times. We also encourage children to drink water throughout the day. All children must have their own labelled water bottle which must be taken home each day for cleaning.

Children in Key Stage 2 are welcome to bring a healthy snack from home, which they can eat at break time.

## **Allergies**

If your child has an allergy to any food product, please inform the school office.

# Other information

## Friends of Westcott

We are immensely proud of our dedicated and accomplished friend within the Westcott PTA group. At Westcott, all parents, carers, and grandparents are considered "ordinary" members of the PTA, fostering a sense of inclusivity. We strongly encourage further involvement and support from the community as it greatly benefits our school community. The main objective of our group is to raise funds for the school through various engaging events like fairs, raffles, discos, and more. These funds are crucial in supporting school visits, additional activities, and providing extra resources for our students. If you are interested in joining and contributing, please feel free to reach out to us via email at [friendsofwestcott@outlook.com](mailto:friendsofwestcott@outlook.com)



## Parking

The on-site car park is exclusively designated for staff and visitors to the school. For the safety of everyone, parents and carers are required to park outside the school gates. However, individuals holding disabled badges are permitted to enter the car park after communicating through the intercom system. In order to prioritize the safety of our parents and pupils, we kindly request that you refrain from parking on the yellow zig-zag lines outside the school gates. Please also note that the car park gates cannot be used as access for pedestrians due to Health and Safety reasons.

## The School Site

With the exception of guide dogs, dogs are not allowed on the school premises. To ensure the safety and well-being of everyone, it is a requirement that all bicycles and scooters be dismounted and walked onto the school site. This policy helps maintain a secure environment for our students and staff.

## Arrivals and departures

We have two entrances to the school Westcott Street and Lee Street. Both entrances are open from 7:30am. The Lee Street pedestrian entrance is closed between 9:10am and 3:10pm. Access can be gained by using the intercom. The playground gates are closed between 9:10am and 3:00pm.

# Behaviour

At Westcott Primary School, we prioritise restorative practice as an integral part of our ethos. This approach encompasses our way of being, emphasising the importance of building positive relationships with all members of our community. In addition, it guides us in effectively addressing conflicts by involving everyone who has been affected. By embracing restorative practice, we strive to create a supportive and inclusive environment for all.



## Key Contacts

Executive Headteacher:	Mrs D Prescott
Head of School:	Mrs L Waldron
Assistant Headteacher:	Mrs C Vickers
Office Manager:	Mrs C Barnnett
SENCo:	Miss K Thompson
Safeguarding Lead:	Miss R Sergeant

*Please don't hesitate to reach out to us if you have any further questions or require additional information. We are always delighted to assist you. To ensure that the staff member you wish to speak with is available to meet you, we recommend visiting the school office, contacting us via email, or giving us a call. Our dedicated team will be more than happy to accommodate your needs.*