



Willow Farm Primary School, Willow Lane,
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Willow Farm Primary School Welcome Pack 2022-2023



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Welcome to Willow Farm Primary School

We are looking forward to your child starting at Willow Farm Primary School. Please read this booklet as there is some information about our school that we would like to share with you.

Further information can also be found on our website: www.willowfarm.notts.sch.uk and our School App – Piota. See page 9 for more details.

For those of you who are new to Willow Farm Primary School, I would like to warmly welcome you to our school. We feel excited and privileged that you have chosen us to support you with your child's next steps in their education and learning journey. I know that this will be an exciting (and perhaps daunting) time for your family as your child starts at our school. If you have older siblings at Willow Farm you will already know that our school is a supportive learning community. If this is your first child to join us, we want you to know that we seek to give each of our pupils excellent outcomes, in the widest sense, and the opportunity to develop skills they will need throughout their lives.

The school actively seeks effective partnerships with our parents and carers. We firmly believe that together we can help every child reach their personal goals across a varied and colourful curriculum, while encouraging each child to share an enthusiastic responsibility in their learning and achievement.

This welcome pack contains general information about the aims of our school, its organisation and general procedures.

If there is anything you are unsure about, please do not hesitate to ask.

Lindsey Jamson

Headteacher

The School Day

It is really important for your child to arrive at school on time. This teaches them the importance of punctuality and ensures they do not miss important information shared at the beginning of the day. Our times are,

8.50am	Doors Open/ start of the school day
9.00am	Morning register
12.00pm – 1.00pm	Lunchtime
3.30pm	School Ends

Please ensure you collect the children **promptly** and make sure your child's class teacher knows if someone else will be collecting them.

If there are last minute changes, unexpected delays or if someone else is collecting your child please telephone the school office as early as possible. Telephone number 0115 9878 501

For the safety of everyone and to avoid congestion, we ask that parents park considerately in the streets surrounding school and avoid parking on the yellow zig zag markings at the front of the school. The council mobile camera unit does occasionally make visits to the school to enforce fines. If possible, we encourage walking to school – it's much healthier.

Help From Our Parents

Parents are always welcome at Willow Farm Primary School. The following are some of the ways you can help at school:

- Hearing children read.
- Playing language games.
- Playing number games.
- Cookery.
- Sewing.
- Craft/art work.
- Mounting work.
- Giving talks to small groups to support topic work or RE.
- Offering a skill or talent e.g. art, dance, PE, music, computers, design and technology.
- Helping with transport to sports fixtures or special events.
- Making costumes, props and scenery.

If you would like to help with any of these or have any other talents to share with us we would be delighted to hear from you. Please contact your child's teacher or the school office.

All parent helpers are required to complete a Risk Assessment for volunteers. We hold a short meeting for volunteers to complete the assessment, go through procedures and answer any questions you may have about volunteering in school. Both of these must be completed before parents can help in school.

School Uniform

- Bottle green sweatshirt/cardigan or jumper with or without school logo
- Bottle green or white polo shirt/blouse with or without school logo
- Black or grey pinafore dress/skirt/trousers/shorts. No jeans, leggings or jogging trousers.
- Black shoes (no logo and flat, no trainers)
- Boots/wellies if bad weather.
- Plain grey/black tights or grey/black/white socks.
- Warm/waterproof coat.
- Pull on headscarves/hijab: These may be worn for religious reasons but must be in school colours – grey, green, black, white.
- Hair bands to be in school colours only – novelty hair accessories are not permitted
- **OPTIONAL:** Green fleece for outdoor use

All uniform can be purchased and ordered from www.just-schoolwear.co.uk. We also have a large selection of pre-loved uniform in school which is available for a small donation. Please ask at the office.

FOR PE:

- White or bottle green t-shirt
 - Black/navy shorts and tracksuit bottoms
 - Trainers/Plimsoles
 - Black tracksuit top/ hoodie with or without school logo
- Hair should be tied back for PE

PLEASE NAME ALL YOUR CHILD'S CLOTHES CLEARLY- PREFERABLY WITH NAME TAPES- INCLUDING THEIR COATS.

JEWELLERY

The only jewellery permitted in school are watches (excluding smart watches) and jewellery worn for religious reasons.

Earrings (including stud earrings) or other jewellery items **are not** permitted to be worn in school at any time.

Wrap around Childcare

Our popular breakfast club is available to all pupils between 7.45am and 8.50am and an after-school club between 3.30pm and 6.00pm on school days and the daytime during school holidays. Pupils take part in fully supervised leisure activities. The club is provided by a private contractor, JPAC, more details are available on their website at www.jpacschoolclubs.co.uk

Lunch Time

At Willow Farm Primary School, the children have a choice of staying for a school meal or bringing in a packed lunch.

School meals are cooked on the premises with a varied and balanced menu through the week. The menus are on a 3-week rota and can be found on the information section of the school App.

Meals are charged at £2.45 per meal, £12.25 per week. Children in Foundation, year 1 and 2 are entitled to a Universal Infant Free school meal (UIFSM). We ask that you choose your school meals on a termly basis where possible. We will assume your child is having a school meal unless you inform the office otherwise.

Packed lunches may be brought from home, but we ask parents to maintain a good nutritional base to these. We do not allow the children to bring in hot food in flasks nor fizzy drinks. Water is the only drink allowed in class. Please also avoid pottery or glass containers because of the obvious breakage issue. We are a nut-free school, so please make sure that children do not bring nut products in their packed lunches.

Special diets and allergies

We aim to ensure all pupils have access to healthy school dinners regardless of any special requirements.

If your child's diet does not suit our menus due to any food allergies or intolerances, religious or ethical beliefs please let us know so we can make alternative arrangements.

Please complete an EC46 pupil dietary/food allergy request form available from the school office.

Any allergies and intolerances must be accompanied and supported by medical documentation from the child's GP or other medical professional. We have several children in school who suffer severe allergies which can result in serious reactions such as difficulty breathing. We therefore ask that you do not send any nuts or nut-based products into school.

Claiming for Free school meals

We want to make sure that as many eligible pupils as possible are claiming their free school meals - even if your child is currently receiving a UIFSM. Registering for free school meals will enable your school to claim their 'pupil premium allocation'. Pupil premium is additional funding that can help support your child in school.

Qualifying benefits

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Registering for Free school meals

Registering for free school meals can be done online via www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

The information you will need to register includes:

- Personal details (including national insurance number and date of birth) for the parent/carer
- The child's full details including their date of birth and the school they attend.

Parents unable to apply online should contact Nottinghamshire County Council on 0300 500 80 80

Milk and Fruit

Free milk is provided for all children under the age of 5 and for those children receiving free school meals.

Milk can also be provided for all children at cost of around £15 per term, this is paid directly to Cool Milk.

All children who wish to have milk in school must be registered on the Cool Milk website, www.coolmilk.com

Registration and payments must be made by Tuesday evening to receive milk the following week.

One piece of fruit is available to all children in Foundation and KS1. This may be an apple, banana, pear, carrot or something similar.

Payments to school

School operates a cashless payment system and all payments for school meals and trips are to be made on the Eduspot, School money website, <https://eduspot.co.uk/product/schoolmoney/>



School meals can be booked and paid for in advance and trips will be added to the payments area when applicable.



Further guidance and login details will be issued when your child starts school.

Piota - The School App

We use this App to communicate important information and messages. We post school news, events, curriculum information, updates and school letters.

To download the App you can search for 'Piota Schools' in your App store. Once you have downloaded the App you can then search for 'Willow Farm Primary School'. Once Willow Farm has been selected you can set up alerts for your child's year group. Please also set up alerts for 'Whole School' and 'Urgent' to ensure you receive the school notices. Each school year you will need to change the selected year group to receive the relevant messages.

Attendance

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%:	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to best possible start in their secondary education.
95%:	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education
90%:	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%:	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%:	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

Absences

If your child is absent from school, please contact the school office of the first day of absence and every subsequent day before 9.30am. Absence can also be reported by using the school App – Piota

If your child is absent from school without notice, the school will text/telephone the parent on every day of absence if the school have not been notified.

Children returning to school after illness should clearly be fit to do so and free from infection. If your child suffers from a bout of sickness or diarrhoea then you should keep your child off school for a minimum of 48 hours after the last episode.

Holidays During School Time

New government regulations state that 'head teachers may not grant any leave of absence during term time unless there are exceptional circumstances'. As a consequence, holidays taken during school time will be recorded as unauthorised and may lead to a fine. These regulations have come into place because of the negative impact non-attendance has on the progress and learning of children.

It is strongly advised that holidays are only taken during school holiday times, thereby ensuring the minimum disturbance to your child's education.

If you do find it necessary to request a leave of absence during term time, it will continue to be necessary to complete a leave of absence form. These are available from the school office and the request will be considered in line with the government's guidelines.

Please take the completed form to the school office. The form recommends that you hand it in to school, giving at least 4 weeks notice.

Medicines

If your child needs to receive medication during the school day, the medicine should be taken to the school office in the original container and a medicine form should be completed giving written details regarding dosage, time etc.

Children who use inhalers will have them stored in the classroom. These must be clearly named.

School Closures

On very rare occasions the school may be unexpectedly closed due to very severe weather or internal problems (e.g. flooding, no heating). Parents will be contacted by text/email/Piota (please ensure we have your up to date mobile number/email address).

If severe weather occurs overnight, please do not telephone school, but listen to Radio Nottingham or GEM FM. All school closures are broadcast at regular intervals when we have unexpected weather conditions.

If the weather deteriorates during the day, and you are concerned about travelling, you may collect your child from school early, but they will not be allowed to make their way home unaccompanied.

Your Parent Teacher Association Information

Friends of Willow Farm

The [Friends of Willow Farm](#) is the PTA for the school. Throughout the year they organise and run events to raise funds to provide equipment to enhance the children's time at school. Our Friends group has had great success over the years and has contributed in excess of £30,000. This money has been put towards travel costs for school trips, activity days, additional resources such as iPads, and sports equipment.

They are always looking to expand our membership and would be grateful for any spare time you can give to help organise events. It is a great opportunity to meet and get to know other parents at the school.

If you are interested in joining us please email the school at office@willowfarm.notts.sch.uk who will then forward your information on.



Dear parent/carer,

Welcome to Willow Farm Primary School, which is a member of **Equals Trust**. We hope you and your child will be very happy with us and that we will be able to work together to achieve the best we possible can for you.

Equals Trust is a multi-academy trust comprising 12 primary schools in the Rushcliffe and Gedling areas. Being geographically close means that the schools can work together on developing good practice, sharing ideas and school improvement priorities. It also means we can provide excellent cost-effective services for the schools through joint commissioning. The Leadership Group of Head Teachers organise school improvement and is involved in the strategic direction of the Trust. This is unique to **Equals Trust** and means that decision making is consulted on at all levels, with school leaders, local governing bodies and their communities maintaining their school's ethos and unique identity. They also have a wider perspective through mutual accountability and a strong collaborative approach. This enables everyone to have ownership of the strategic direction of **Equals Trust** and a strong sense of belonging. We hope you will enjoy being part of the **Equals Trust** family.

Everyone involved with **Equals Trust** believes passionately that collaborative working raises educational standards and improves life chances for the children within the trust partnership. Teaching and Learning are at the centre of all we do, providing an exciting curriculum and enrichment opportunities that challenge and excite them; for example each of our schools is part of a British Council global education project 'Stories of a lifetime' linking and exchanging with schools in Tanzania. We share expertise and great practice, providing professional development and the resources to achieve this; for example through joint curriculum INSET days.

The schools work on curriculum development together, but they retain the essence of what is distinctive to their school and local community. We strongly believe in providing a wide range of enrichment activities to the children in our care in addition to a national curriculum to ensure that children make the best possible progress and social development. Through our EQT Improvement Planning process we are always looking for innovative ways to enhance our pupils' experiences; for example an e-safety project that produces a regular e-magazine, a maths hub with Southwell Minster Teaching School and an iPad maths project organised by our Distinguished Apple Educator. We hope your child will be involved in our inter-trust activities including storytelling, football, Boccia and frisbee competitions and a whole Trust singing extravaganza at the Albert Hall.

Our Governance Structure ensures there is support and accountability in all areas at all levels. This includes Local Governing Bodies and Head Teachers at a local school level through to overall Board Level and ultimately the Members who ensure the principles of our philosophy are the basis for all decisions. As parents you will be asked for your views on your school and consulted on areas of your child's education. On occasion we will also ask for your support in shaping the direction of **Equals Trust**.

We hope this has given you some insight into **Equals Trust** and the exciting advantages for your school of being a member. Please see our website : www.equalstrust.org for any further information or contact our office in Keyworth.

Best Regards

A handwritten signature in black ink that reads "Phil Palmer".

Phil Palmer
(CEO)

A handwritten signature in black ink that reads "Peter Foale".

Peter Foale
(Chair of the Board)

