



West Acton Primary  
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Head Teacher: Ms K Kondo

17<sup>th</sup> January 2019

Dear Parents/Carers,

Here is the Spring 2019 housekeeping booklet including key dates. Please do make a note of the dates – in particular parents' consultations. These will happen on the last week of term, this term on Monday and Wednesday. Further information will go out shortly about booking. At this parent meeting you will be given the recent Reading, Maths and spelling tests to take home and be told how your child is progressing towards the end of year expectations.

I would also like to encourage you to attend the parent workshops that we have on offer during the Spring term as it will give you more information about what and how children learn at West Acton as well as how you can support your child at home. Over the course of this year, I hope to run meetings/ workshops about most subjects and topics.

We endeavour to communicate *all events with all parents/carers*: this is quite a challenge! Some people prefer paper, others email, some like to be told in person etc. I counted that there are nine different ways that we inform parent/carers about events. If you feel you are being told too many times please do remember that we are catering for everyone. To ensure that you are informed of what is happening please do look out for the Life Channel display (looks like television screens) and noticeboards in the playground in addition to letters, texts, emails and newsletters. We hope to keep to the dates and times given on here but occasionally circumstances could mean dates change at short notice.

My staff and I are looking forward to working with you and your children over the coming term.

Yours faithfully,

**Karen Kondo**

**Headteacher**

## **Spring 1 dates for Parents/Carers**

**Reception stay and learn maths workshop** – Monday 21<sup>st</sup>, Tuesday 22<sup>nd</sup> and Wednesday 23<sup>rd</sup> January 2019. Parents will be given a letter with their allocated date and time

**Coffee Morning with School Counsellor Lia** ‘Fill your Bucket & Parent Self-Care’ is the theme – Monday 28<sup>th</sup> January at 9.00am, in the conference room (all year groups welcome).

**Drop in Sessions with Pupil and Family Worker Ruth** – Friday 1<sup>st</sup> February 2019 9.00am in the conference room: sign up to attend at the school office (all year groups welcome).

**Healthy Eating Workshop with Pupil and Family Worker Ruth** – Friday 15<sup>th</sup> February 2019, 9.00am in the Conference Room (all year groups welcome).

**Mental Health Workshop with Ealing Health Team** – Friday 8<sup>th</sup> February 9.00am (all year groups welcome).

**Writing and Grammar Workshop** with Miss Kondo – Tuesday 12<sup>th</sup> February 9.00am (all year groups welcome).

**Parent/Carer Consultation Evenings** (all year groups): Monday 11<sup>th</sup> February 3:30pm to 6.00pm & Wednesday 13<sup>th</sup> February 3:30pm to 7.00pm

**Lunch Box Policy** will also be launched this term – look out for the Lunchtime champions and Miss Kondo giving information about this at the end of January.

### For pupils

**NSPCC Number Day – Friday 1<sup>st</sup> February**

**Mental Health Week: w/c 4<sup>th</sup> February**

**Safer internet day: Tuesday 5<sup>th</sup> February**

**World Book Day – Thursday 7th March - Pupils Dress Up as a book character day**

**Science Week: w/c 11<sup>th</sup> March**

**Sing Up Day- Wednesday 13th March**

**Life Bus visiting school week: w/c 11<sup>th</sup> March**

## **Spring 2 dates for Parents/Carers**

**Occupational therapy fine motor skills to support handwriting with Occupational therapist** - Friday 1<sup>st</sup> March 9:00am (all year groups welcome).

**Reading workshop with Mrs Langston** – Wednesday 6<sup>th</sup> March 9.00am, 2.30pm and 6.00pm on (all year groups welcome).

**Speech and language-promoting speech and language skills Part 1 with speech and language therapist** - Thursday 7<sup>th</sup> March 9:00am (all year groups welcome).

**Life Bus for Parents** – Tuesday 12<sup>th</sup> March 9.00am (all year groups welcome).

**Speech and language – Part 2 with speech and language therapist** - Thursday 14<sup>th</sup> March 9:00am (all year groups welcome).

**Building Self-Esteem workshop with Pupil and Family Worker Ruth** – Friday 15<sup>th</sup> March 2019, 9.00am in the Conference Room (all year groups welcome).

**The Book People Book Fair in school every day:** w/c 18<sup>th</sup> March

**PSHE Workshop with Ealing Health Team** - Tuesday 19<sup>th</sup> March 9.00am (all year groups welcome).

**Drop in Sessions with Pupil and Family Worker Ruth**–Friday 29<sup>th</sup> March 2019, 9.00am in the conference room: sign up to attend at the school office (all year groups welcome).

**Online Safety workshop** with the Cybermentors - Thursday 28<sup>th</sup> March 9.00am (all year groups welcome).

**Parent/Carer book look:** Tuesday 2<sup>nd</sup> April 3.30pm-4.00pm, 6.30pm -7.00pm and Wednesday 3<sup>rd</sup> April 8.30am -9.00am (all year groups welcome).

**Parent/Carer forum with Senior leadership team:** Tuesday 2<sup>nd</sup> April 2.45pm-3.15, 6.30pm -7.00pm and Wednesday 3<sup>rd</sup> April 9.00am – 9.30 (all year groups welcome).

**KS2 Spring Sing and KS1 /EYFS Easter Bonnet-** in the last week of term TBC

**Last day of term finish at 1.30pm:** Friday 5<sup>th</sup> April

From January 2019 Halal option is available daily.

<http://www.westactonprimaryschool.org/parents/school-dinners>

### School Dinner Debt

At the end of the last academic year, the total debt for Ealing Schools was approximately **£31,878.18** and

West Acton's school debt was approximately **£520.90**. School funds had to be used to cover this cost and could not be used to support learning.

So far this academic year we currently have a debt outstanding of approximately **£410.75**

To ensure school funds are used for the purpose of giving the children as much support needed to enhance their potential and have a rich learning experience, **we will no longer allow accounts to go into arrears of more than £2.30 effective from Monday 25<sup>th</sup> February.**

This will help you to manage your school lunch account more effectively, eliminating the possibility of a debt you are unable to pay.

**Remember: school meals must be paid for in advance.** The best way to manage your account is by registering on the Harrison website so you can see when your child has had a school meal and whether you need to top up your account.

<http://www.westactonprimaryschool.org/parents/online-payments>



## Is my child eligible for free school meals?

If you are in receipt of benefits and do not receive working tax credit, we may be able to help you claim for free school meals. Please collect a form from the school office to complete so we can check for you.

<https://www.gov.uk/apply-free-school-meals>

If you are **not eligible for free school meals**, but are still struggling to keep afloat with the new universal credit and working tax credit system, please speak to Miss Marie in the office who will try to assist you and if needed book you an appointment with myself.



## West Acton Mobile App

As you know cuts are being made to the education system and schools are having to tighten their belts and manage budgets accordingly furthermore we would like to work towards becoming more environmentally friendly. To help reduce costs and become more 'tree friendly' we want to move over to sending individual and whole school notifications via the mobile app and email.

Just like parent pay, you will need secure login details to set up your 'behind the scenes' access to the app in order to receive personal and whole School notifications. Login details will be sent later on this term. Newsletter, information and letters will be sent electronically to help reduce the amount of paper we waste.

As always the office staff will be able to assist families with setting up login details as well as quick tutorials to help you navigate around the app for quick access to areas such as online payment systems and the school calendar.

Please sign up to our school app so that you can be kept up to date with events and news.

 Never miss any school information again



Download the **School Jotter** mobile app from the Apple App Store or Google Play

Open the app and select your school from the drop down list

Learn more on [www.schooljotter.com/school-jotter-mobile-app/](http://www.schooljotter.com/school-jotter-mobile-app/)

Get it on Google Play



Download on the App Store







### **Parking on Noel Road**

As you may remember, I sent information out about child safety and parking on Noel Road for drop off and collections. From 7<sup>th</sup> January 2019, the 10 minute grace period which allows you to park in residence parking bays will stop. The local authority will be issuing warning letters for the first two weeks and then penalty fines will be issued from 21<sup>st</sup> January for any parking contraventions.



### **Safeguarding reminders – Drop off and Pick up**

Please remember not to enter school grounds before 8:40am and 3:15pm (11:50am for collecting from morning Nursery). In the past there have been incidents where staff cars were damaged. We do not want this to happen again furthermore, we need to ensure the safety of the children.

**Children should not be left alone outside the school gate and parent/carers should hold onto their children at all times.** All children should be supervised, by parents/carers, in the playground before and after school – especially if they are using the play equipment. Pre-school age children in particular should be held onto at all times so as to avoid getting separated from parents/carers during this busy time. Only children in Year 5 and Year 6 are allowed to walk home without an adult – however this requires permission from parents/carers – please complete the separate form about this and hand it in to the office. Children in Nursery, Reception and Year 1, 2, 3 and 4 must be collected by an adult. We must have up to date contact details for you - please ensure that we have numbers that are current and working, as well as names and numbers of alternative emergency contacts. We will not release a child to someone that we don't know unless you have given us prior permission.



## Attendance & Punctuality

Our overall attendance for the Autumn term was 95.7%. Our attendance target set by the Local Authority is 96%.

If your child is absent from school, please remember to let the school office know before 8:30am. This can be done by telephone – 020 8992 3144 (voicemail can be left or email [admin@west-acton.ealing.sch.uk](mailto:admin@west-acton.ealing.sch.uk)), clearly leaving your child's name, class and the reason for absence. If they are sick, please let us know what their symptoms are so we can accurately record the absence.

Hopefully we have seen the last of the horrible viral bugs going around, but while it's still cold please remember to make sure your child has suitable outdoor clothing (coats and hats) to reduce colds and flu which can result in long term sickness.

The school bells goes at 8:55am, please make sure you arrive before this time to make sure your child doesn't miss any learning. Our updated Attendance Policy will be made available to parents via the school website and email shortly.