



Westlands Primary School

A member of Swale Academies Trust



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Friday 13th September 2024

Dear Parents and Carers,

We are now at the end of the first week back to school and it was lovely to welcome the children back after the summer holidays.

We are pleased to share with you that our year R pupils started with us full time this week and have settled in well - albeit slightly tired.

We just wanted to share some information with you regarding the school to aid a smooth start for all.

Behaviour

We launched a new behaviour policy last year and it was very successful. Please ensure you are signed up to Dojo to track your child's progress in school. Our celebration assemblies started this week and it was wonderful to see golden certificates for different subjects.

Attendance and Punctuality

We have recently shared with you information regarding changes made by the Government regarding attendance. If you need any clarification around the information shared, please do contact our Attendance Officer, via the office.

Please remember that all pupils should be in school by 8:40am for the register to be taken. Our doors open at 8:30am to allow a 10 minute window for children to arrive and to give children a softer and calm start to their day. Pupils arriving after this time will be marked as late. If children arrive after this time it will be marked as an 'unauthorised absence' for that session. Children should be collected at 3:10pm.

Our attendance policy can be found on our website [here](#).

Uniform

It has been wonderful to see so many of our pupils looking so smart in full uniform and PE kit on their return to school. Please can we remind you of the following - if your child doesn't have the correct uniform, your child's class teacher may approach you.

- Tracksuits/hoodies for PE must be **plain** navy or black
- PE T shirts must be plain or the badged PE T-shirts
- Children must wear school shoes - we do not allow trainers
- Earrings must be studs only
- No smart watches
- Hairbands and bows should be blue, white or grey

Communication

If you need to speak to somebody regarding your child or have any queries, there are several routes available. You may email the school office or contact the school office via WEDUC. You can speak to staff on the doors at the start or the end of the school day. Should you feel your query hasn't been answered by your class teacher you can speak to Mrs Oswald, Miss Rowson, our lead teachers, or Miss Arthurs our EYFS lead. Your next point of contact would be one of our Assistant head teachers, Mrs Clifton for year 1,2,3 and Mr Colbran, for year 4,5 and 6 followed by Mrs Burr, our Deputy Headteacher and then Mrs Pettett, Headteacher.

If you wish to speak with our FLO Mrs Meyrick, then you can contact her via the school office or visit her in the Hub in the mornings at the start of the school day.

If you have an SEND query and would like to speak to the SENDCO, Mrs Spillard, please contact the school office in the first instance.

There will always be somebody available to speak to you and help, however can we remind you that we will not tolerate aggression or bad language towards staff. If this does happen, we may have to end a phone call - or ask you to leave. All interactions should remain calm, kind and courteous.

Reminders

We would like to take this opportunity for some polite reminders as we start a new school year.

Please remember the school is surrounded by local residents. No one should be blocking driveways, or parking on zigzag lines. This is to ensure the safe arrival of all pupils into school, whilst adhering to the highway code.

Dogs should remain off site at all times, even during after school clubs.

Thank you for your continued support, we look forward to working with you and your children over this academic year.

Kind Regards,



Mrs Petett
Headteacher



Mrs Burr
Deputy Headteacher