

Welcome to West Hill

*No Limits, Only
Possibilities*



- **Parent Handbook:**
- **Taking you step-by-step through starting school**

Katy Ward, Head Teacher

We are delighted that your child will be starting with us at West Hill Primary Academy. We look forward to working in close partnership with you, to ensure your child has the best possible start to school life.

On the following pages you will find our key information such as uniform, term dates, attendance and absence reporting, breakfast and afterschool provision. If you find you have any questions that are not covered in this handbook, please do contact the school office who will be very happy to help!



Reception and In-Year Admissions

- As part of our admissions process, we ask all parent(s)/carer(s) to complete an online admissions form in preparation for their child's enrolment. The online form provides us with important information such as parent emergency contact details, medical information, SEN, ethnicity, dietary needs and parental consents.
- Our Admissions Officer will send you a secure email link for you to be able to complete this document. The online system is very user friendly. If any steps are missed, it will gently remind you to go back and complete the necessary information. You will also be asked to provide your supporting documentation, and you will be able to upload this to the form.
- Should you experience any difficulties using the site, please contact the Admissions Officer at clare.sommerville@golden-thread.org or by telephone on 01322 226019.

Key Information

The School Day

What are our school times?

- Reception & KS1:- 8:30am-3:10pm
- KS2: - 8:30am to 3:15pm
- We operate a soft start in the morning where children can come into school from 8:30am. The school day officially starts at 8:50am and this is when the children should be in class and when the register is taken. The register is a legal document, and it is crucial that this is taken promptly so that we know which children are in school. Therefore, if you arrive after this time, then we will ask you to go to the school office where your child can be marked present. You will be kindly asked to leave your children to walk across the playground if you arrive after 8:45am.

Arrivals and departures

- The school gates open at 8:30am and registration is at 8:50am. We would prefer that you walk with your child to school to promote healthy lifestyles, however if you do have to drive then we would ask that you park a few streets away to keep the congestion outside the school to a minimum. For safety reasons, no vehicles should be driven into school grounds by parents, carers or relatives of the children unless the child is registered as disabled. We also ask that bicycles and scooters should not be ridden on the school grounds at the beginning and end of the day when the paths are busy. Dogs are not allowed in school, either on or off the lead, unless assistance dogs or by approval.
- Smoking/vaping is strictly prohibited on the premises, both inside and out.

A large red speech bubble graphic with a white outline, pointing downwards. It contains the text 'Key Information Attendance' in white. The bubble is positioned on the left side of the page, overlapping the background's curved lines.

Key Information Attendance

Absence

- If your child is away from school for any reason, you should report the absence via the Arbor parent app or telephoning the school office by 8.30am the same day. If we do not receive this, then we will have to mark the absence as unauthorised. If absence falls below 95% then we will request a meeting to support an improvement in the situation. If this is unsuccessful then our Educational Welfare Officer may become involved with the possibility of penalty notices and/ or prosecution resulting in fines/ community service.
- If your child has a contagious infection, please report this to the school office. All information will be treated with confidentiality.

Poor attendance

- The government has stated that once a child's attendance figure reaches 90% or less, they are classed as persistently absent. This is equal to just 30 school days, so please help your child by ensuring they are in school unless there is a valid reason for their absence. A copy of our attendance policy is available on the school website.

Key Information Attendance

Punctuality

- It is important children arrive on time. If they are persistently late, the matter will be discussed with parents. If the situation does not improve, we may involve our Family Support Team or the Educational Welfare Officer. If there is a reason for the lateness, please let the office know, especially if your child has a medical appointment. Proof of medical appointments will be requested.

Term-Time Leave

- Children will only be allowed term-time leave for extenuating circumstances, at the discretion of the Head Teacher. All other leave will be unauthorised and may incur a fine. Any request for term-time leave must be submitted in writing, using a Term-Time absence request form (available from the school office). The Head Teacher will review the request, and you will be notified of the outcome. Any trip should not be booked until you have received written permission from the Head Teacher.

Key Information

Illness/First Aid at School

Illness

- If a child is taken ill or is injured whilst at school, he/she will be put in the care of a staff member who is first aid trained. The seriousness of the condition will be assessed, and the staff member will act accordingly, either by treating the injury, or in a more serious case, contacting the parents. It is therefore essential that we have a current emergency contact number.
- We use Medical Tracker to log all first aid incidents, allowing us to record and track these incidents as well as medication administration that involves your child. Should your child require first aid treatment or receives medication, you will be notified immediately by email.

Medicine in school

- Only prescribed medicine can be administered in accordance with DfE guidelines, and as agreed by the Trustees. The relevant permission form is available from the office and needs to be completed and signed by the parent.

Paediatric Paracetamol in School (Calpol)

- In line with recently updated guidance, we can, if necessary, administer paediatric paracetamol (Calpol or generic brand) as part of our first aid response to managing a high temperature in a pupil. Before doing so, parents must complete the Paediatric Paracetamol consent form which can be obtained from the school office. Once the paracetamol has been given, you will receive a notification of this via Arbor, giving details of the time that the paracetamol was administered and the dosage.

Key Information School Uniform

Uniform List – EYFS & KS1

- White polo shirt
- Red crew sweatshirt/v neck jumper/cardigan
- Black/grey tailored/pleated trousers/shorts
(no leggings, Lycra-based trousers or other types of trousers)
- Grey skirt or pinafore
- Grey/black/white socks
- Sensible black/brown shoes with flat soles or very low heels
- Summer: red/white checked dresses or red/white narrow striped dresses

Uniform List – KS2

- White shirt/blouse with collar & school tie
- V neck jumper/cardigan (KS2)
- Black/grey tailored/pleated trousers/shorts
(no leggings, Lycra-based trousers or other types of trousers)
- Grey skirt or pinafore
- Grey/black/white socks
- Sensible black/brown shoes with flat soles or very low heels
- Summer: red/white checked dresses or red/white narrow striped dresses

PE Kit – KS1 & KS2 only

- Blue/Black shorts
- Plain White T-Shirt
- Plimsolls
- Trainers
- For outside PE pupils can wear a Navy blue Tracksuit
- All pupils should wear PE kit to school on their allocated PE day.

Key Information

School Uniform

School Uniform Suppliers

- The school has partnered with TFS School & Dancewear who can provide branded school uniform for West Hill pupils eg school jumper, book bag. They are based at 45 Spital Street, Dartford. Tel: 01322 291838 www.tfsclothing.co.uk. Non-branded uniform can be purchased from other high street retailers. A selection of preloved uniform can be purchased from the playground every Wednesday.

Lost Property

- Please ensure that your child's uniform is clearly labelled with their name, which will allow for lost items to be returned to your child promptly.
- If an item of clothing is mislaid at school, please inform the class teacher as soon as possible so that your child can be helped to find it. Any unnamed property is collected in a lost property container. Any unclaimed property at the end of term is disposed of through Bag2School Charity or sold as second-hand uniform, following reminders to parents.

Mobile Phones

- If a pupil brings a mobile phone to school, it must be presented to the class teacher first thing in the morning to be kept securely in class until the end of the school day.

Jewellery

- Jewellery is not appropriate for health and safety reasons and should not be worn for school, unless for religious reasons. Small stud earrings can be worn, but children need to remove them for PE. The school does not accept responsibility for damaged or lost jewellery. Children may wear a watch, but the school similarly does not accept any responsibility for damage or loss.

Key Information

Food in School

School Dinner

- The school's in-house catering provides healthy cooked meals, with vegetarian options, including dietary requirements. Currently, the cost of a school dinner is £2.90 per day, and this can be paid for via your Arbor parent account. If your child prefers, they may bring a packed lunch to school.
- West Hill is a food allergy/nut aware school. To maintain the safety of **ALL** pupils, we ask that all food brought into school from home is **NUT FREE (including nut derivatives)**. **This includes Nutella and most supermarket chocolate spreads. Sweets, chocolate, chewing gum, nuts etc are not permitted in school**

Healthy snacks and drinks

- There are a range of options for all pupils to receive free or paid for milk and fruit, depending on the age of the child. The office will be pleased to provide further information. Fresh drinking water is available all day at school; pupils are encouraged to purchase a water bottle to keep in school for use during the day.

Key Information Food in School

Universal Free School Meal for pupils in EYFS & KS1

- The government funds schools in England to provide every child in Reception, Year 1 and Year 2, with a free nutritious meal at lunchtime; parents/carers do not have to sign up for this, just inform us that you wish for your child to have a school lunch.

Paying for school meals in KS2

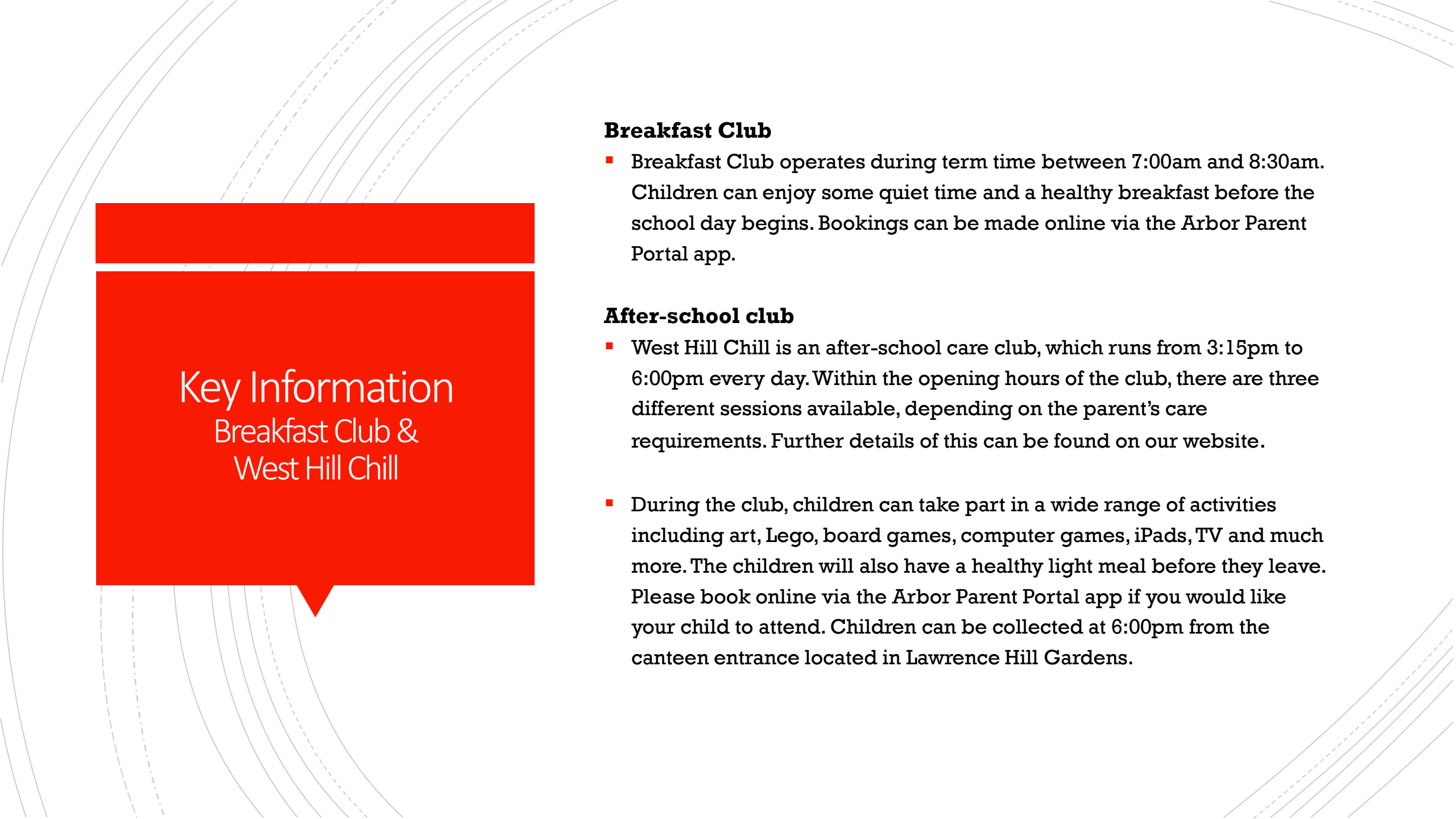
- After Year 2, parents/carers need to pay for school meals, and this can be done online via the Arbor parent portal.

Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits, helping establish good eating habits for life and improve pupils' readiness to learn. Registering for free meals could also raise an extra £1,345 for your child's school to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the benefits listed below:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Applications can be made at the school office or online and decisions are usually notified immediately.



Key Information Breakfast Club & West Hill Chill

Breakfast Club

- Breakfast Club operates during term time between 7:00am and 8:30am. Children can enjoy some quiet time and a healthy breakfast before the school day begins. Bookings can be made online via the Arbor Parent Portal app.

After-school club

- West Hill Chill is an after-school care club, which runs from 3:15pm to 6:00pm every day. Within the opening hours of the club, there are three different sessions available, depending on the parent's care requirements. Further details of this can be found on our website.
- During the club, children can take part in a wide range of activities including art, Lego, board games, computer games, iPads, TV and much more. The children will also have a healthy light meal before they leave. Please book online via the Arbor Parent Portal app if you would like your child to attend. Children can be collected at 6:00pm from the canteen entrance located in Lawrence Hill Gardens.

Key Information Afterschool Clubs & Activities

Club & Activities

- At West Hill Primary Academy, we offer a range of after-school clubs, details of which can be found on our school website.
- There is no charge for a club run by the school, however, clubs run by external providers incur a cost and should be booked directly via the provider concerned. For clubs run by the school, places can be booked on Arbor, and these are allocated on a first-come, first-serve basis.
- Parents should be aware that clubs are normally year group related and usually last for one term.

Seek permission

- We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school, but it is the parent's responsibility to ensure that appropriate arrangements are made for your child to get home from school.

Charging policy

- We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution to pupils' personal and social education. It is hoped that parents will be prepared to make contributions towards these activities. If this causes difficulties, we hope you will contact the school.

Key Information Working with Parents

Parental involvement

- Our school is well established in the community and has a reputation for good quality education. We enjoy a great deal of parental interest and support. This is borne out by the day-to-day co-operation of parents with school routines, good levels of communication through Class Dojo, popularity of school events and very high attendances at parent/teacher consultations.

Class Dojo

- As a school community we use an app called Class Dojo to better communicate with our families. It's simple, secure, and gives you a window into your child's school day! We like all families to join by signing up for a parent account on ClassDojo! You can use it on any device: it's a simple, free mobile app for iOS and Android, and can also be accessed from your computer at [classdojo.com](https://www.classdojo.com).
- Class Dojo is an avenue that many schools are already using, and it has proved very successful. To enable your child to access Class Dojo activities and to communicate with the class teacher, you will be provided with a login code. If you misplace your code or do not receive it, please email the teacher so they can send you the code.

Homework

- We recognize that the effective use of homework can enhance the overall level of achievement of our pupils. We therefore ask you to read with your child every evening, help them to learn their weekly spellings and complete tasks set on our maths platforms. Curriculum homework is a wonderful opportunity to work together with your child. The tasks are a range of ideas from across different curriculum areas. It should be fun to do together and a good opportunity for the children to apply some of the knowledge they have been learning in class.

Key Information Working with Parents

Contacting parents

- In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address (if appropriate) but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Email services

- In addition to contacting parents by telephone, we also use Arbor, enabling us to contact you quickly in case of illness, absence, cancellation of an after-school activity due to bad weather etc. Letters, leaflets and a fortnightly newsletter are also sent via this service, making it very important for you to keep us informed of your current email address.

The PTA

- The Parent Teacher Association is run by local parents and carers. The focus of the group is to help to raise money to provide additional equipment for the children and their classes. Fundraising helps the school buy items and activities that the school does not have sufficient funds for. All parents and members of the school community can get involved if they choose, even if they only have a small amount of time. For further information please ask at the school office or email the team whoffice@golden-thread.org.

Voluntary helpers

- Many parents give practical help in school, working with a particular teacher and class, performing a variety of jobs such as listening to the children read or helping them with craft work etc. If you would like to help in school, then please get in touch with the School Business Manager for a Disclosure and Barring Service (DBS) check to be completed.

Key Information Special Educational Needs

Special educational needs

- The school has an assistant head with responsibility for Inclusion, who manages the provision for children in school with special educational needs. In liaison with a range of outside professionals, parents and teachers, the Inclusion Manager ensures that children receive the support they require to make progress and achieve their best. Full details of the school's core offer for SEN can be found on the school website.

Access

- Children with a physical disability are fully supported in accessing all parts of the school.

Gifted and talented children

- We recognise that all children are individuals with specific needs, gifts and talents. Children who are exceptionally able or talented are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Key Information Policies

Why do we need policies?

- For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

- Policies are also useful to parents. For example, a prospective parent might wish to view the school's behaviour policy or special educational needs policy before deciding whether to apply for their child to attend the school.

High standards

- At West Hill Primary Academy, we believe policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.west-hill.kent.sch.uk and click on Key Information and then scroll down to Policies to read some of our policies. Below are some of our key policies:-

Parent conduct policy	Health and Safety	Asthma care
Charge and remissions	Computing	Data protection
Finance	Special Education Needs (SEND)	Behaviour
Online Safety		

Term Dates 2025-26

TERM ONE

- 2nd September to 17th October 2025

TERM TWO

- 3rd November to 19th December 2025

TERM THREE

- 6th January to 13th February 2026

TERM FOUR

- 23rd February to 2nd April 2026

TERM FIVE

- 20th April to 22nd May 2026

TERM SIX

- 1st June to 23rd July 2026

INSET DAYS

- 1st September 2025, 29th October to 31st October 2025 & 5th January 2026

BANK HOLIDAY

- 4th May 2026