



**Westbury-on-Severn  
CE Primary School**

# **Westbury-on-Severn CE Primary School Parent and Carer Handbook**



**2026 - 2027**

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This handbook contains all the information you should need as a parent of pupils at our school. This handbook is reviewed yearly and we hope you find it useful and informative.

For more information visit our website: <https://www.westburyceschool.co.uk/web>

## Staff

Headteacher & Designated Safeguarding Lead

**Mrs Anna-Mai Armstrong**



Assistant Headteacher and Deputy Designated Safeguarding Lead

**Mr Tom Boyle**



School and Finance Administrators

**Mrs Nichola Keidel- Doggrell and Amy Barnes**



## Early Years and Key Stage 1

**Chestnuts:** Early Years Preschool- Open Mondays/Tuesdays/Wednesdays/Thursdays (3-4 years)

***Mrs Jo Trigg***



**Willow Class:** YR Y1 Y2 (4yrs- 7yrs)



***Mrs Zoe Walls***  
Class Teacher  
Monday- Wednesday



***Mrs Anna-Mai Armstrong***  
Class Teacher  
(Thurs/Fri mornings)



***Mrs Sally John***  
Class teacher  
(Wed/Thurs/Fri afternoons)



***Mrs Jess Henry***  
Teaching Assistant



***Mrs Jane Boulton***  
Teaching Assistant



***Mrs Cassie Betteridge***  
1:1 SEND Teaching Assistant

## Key Stage 2

In the mornings there are two key stage 2 classes- Sycamore (Y3/4) and Redwood (Y5/6). In the afternoons all of Key Stage 2 come together into one class, called Oak Class. (Y3/4/5/6)

### Sycamore Class: Y3 and Y4 (mornings)



**Mrs Sally John**  
Class Teacher

**Redwood Class** - Y5 and Y6 (mornings) and **Oak Class**- Y3/4/5/6 afternoons



**Mr Tom Boyle**  
Assistant Headteacher/  
SEND/CO/Class teacher



**Mrs Michaela Noad**  
Teaching Assistant/ELSA



**Mrs Helen Cracknell**  
Teaching Assistant



**Mrs Sally Smith**  
Teacher (Fridays)



## The School Day

### Mornings

The doors are open between **8.30am- 8.40am** and pupils are encouraged to walk straight into their classrooms, ready for registration at 8.45am. Chestnuts also opens at 8.30am and the preschool children are welcomed at the Early Years gate by the member of staff on duty that day.

We ask that parents wait with their children and take responsibility for their safety before the start of the school day.

There is always a member of staff on the gate, available to take any messages to class teachers. If a longer conversation is required, please make an appointment to meet with the appropriate member of staff. The office is open **from 8.30am** if you need to hand anything in or make an enquiry.

Every class offers a slice of wholemeal **toast** before break time as a mid-morning snack (20p per day or £1 a week. Please pay via Parent pay). Pupils in YR/Y1 and Y2 are entitled to **free fruit** snack. If your child brings a snack in from home, we ask that it is healthy (no sweets, chocolate, crisps or biscuits).

**Break time is at 10.40- 10.55am** daily with two members of staff on duty.

### Lunchtimes

**Lunch** is at **12 noon** and everyone eats together in the hall. Children can go out to play from 12.20pm or when they are ready. Lunchtime play ends at **1pm** and teachers collect their classes from the playground.

### Afternoons

There is a daily Worship in the hall at **2.40pm** most days. On days when there is no Worship, teachers hold a classroom based worship. On Fridays we hold a Celebration Worship where we celebrate achievements and awards with the whole school. Parents are warmly invited to attend, just turn up at 2.30pm and we will welcome you.

### End of the Day

The school day ends at **3.10pm** for all classes except Chestnuts. Teachers bring their classes out to the school gate and ensure they are met by their parent or carer. Staff do not allow pupils to leave with another adult, unless permission has been given in writing or the school office has been notified in advance. The children who travel on the bus are walked down to the bus stop by a member of staff. We keep a daily register of pupils who travel by bus after school so please keep us updated of any changes to their usual timetable.



## Free After school clubs

Teachers, Teaching Assistants and Volunteers (Parents and/or Members of the school community) run free after school clubs. Examples of these include but they vary from year to year, term to term:

- Drama
- Cheerleading
- Singing
- Gardening
- Crafts
- Kindness
- Crochet and Knitting

We also run a Sports club on a Monday after school that is free.

You will be sent a termly letter with the range of free after school clubs available to join via email. There may be an age range specified or a cap on numbers so please sign up as soon as possible. These clubs run on certain days from **3.10- 4.10pm**. We ask parents and carers to collect at the school gate promptly and inform us of any changes to club attendance or pick up ASAP.

## Paid for After school clubs

Every Thursday, we host a Karate Club after school run by Roweena and Brian for ages 4- 11 years.

(Ji Shin Do Karate part of **The Dojo Karate Academy**)

**Tel no:** 01452 539680 or 07776 455417

**E-mail** [jishindo@blueyonder.co.uk](mailto:jishindo@blueyonder.co.uk)

Please contact them directly to book a place. This is very popular and parents are invited in for skills displays.

We also offer other clubs that are paid for directly to the organiser. More details will be in the first clubs letter.

Clubs run all term, unless you are informed otherwise. We will inform you in good time via email of any club closures ASAP.

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## Holidays, Lateness and Absence

95%	=	40 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	80 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	120 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	160 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

We take school attendance seriously at Westbury.

Missing lessons repeatedly can seriously impact a child's progress and it is almost impossible for us to reteach a lesson to pupils on their return to school following a holiday taken in term time. We ask parents and carers to make any medical appointments after school or during the school holidays for this same reason.

Should you need to take your child out of school *for any reason* other than illness, we ask that you submit "*Request for a Leave of Absence*" form beforehand. Please ask for this form at the office or find on our website. The Headteacher is only able to authorise an absence in "exceptional circumstances". Any **unauthorised absences** that amount to **10 sessions (5 full days)** will be referred to the Local Authority, who then may implement a separate fine to both parents.

A child will receive an official **LATE** mark in the register if they arrive at school **after 8.55am**. If there is no reasonable explanation for the lateness, this will be recorded as Unauthorised.

If your child is not well enough to attend school, please email or phone the school office **before the registers open at 8.45am** so that we can record this. If we do not hear from parents or carers regarding their child's absence, we will attempt to phone you or your contacts to ascertain why they are not in school. This is part of our safeguarding duties.

We monitor attendance regularly. If your child's attendance falls below 96%, you may be contacted by the Headteacher. If your child's attendance falls below 90%, you will be asked to meet with the Headteacher to make a plan for improving their attendance.

For more information, our Attendance policy is on our website and is reviewed yearly.

## School meals

All pupils in Year R, Y1 and Y2 are entitled to a **free school meal**. From Y3- Y6 parents have to pay for these, unless you claim any of the following:

- Universal Credit (this is a change- the criteria now includes any claim)
- 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 are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

If so, please register your child for **Free School meals. This benefits the school financially.**

Follow the link below:

<https://www.gloucestershire.gov.uk/education-and-learning/free-school-meals/apply-for-free-school-meals/>

The school receives money to support pupils who are eligible for Free school meals and once your child is registered, free school meals are **guaranteed for their whole primary career**, even if your financial circumstances change.

**Meals are cooked offsite** at a local Primary school and arrive freshly cooked with a member of staff from Caterlink, the company that we purchase our meals service from. There is a daily choice of three options and children are offered fresh bread, salad and fruit as extra on the side. The food is excellent quality and very popular. You will be emailed a form on a three-week rotation to submit your child's lunch choices. There is always a vegetarian option. If you would prefer to send them in with a **packed lunch**, we ask that this is as healthy as possible, with no fizzy drinks/squash or sweets/chocolate bars. If you opt for school meals, you can choose certain days if you like according to the menu, you do not have to sign up for all of them.



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## School uniform

Pupils wear school uniform to look smart, to give a sense of community and pride in our school. It also differentiates school days from holidays and stops pupils from the distraction of competing with logos and the pressures of fashion.

All school uniform can be ordered from the school office. We are phasing this service out long term and replacing it with a more convenient "Direct to Parent" service. Alternatively, supermarkets sell good value uniform without the school logo, which is perfectly acceptable in the school colours.

We ask for pupils to wear

- dark trousers/shorts or a knee length grey skirt/pinafore/culottes.
- a white or red polo shirt
- a red sweatshirt or red cardigan
- red gingham summer dress (in warmer weather)
- sensible black shoes
- white/grey/black/neutral socks

On PE or Sports days pupils must wear

- black shorts or jogging bottoms
- white t shirt or polo shirt
- trainers or sports shoes
- School jumper or fleece
- Sports kits/football kits/hoodies/clothing with logos are **not acceptable**

We sell red school **fleeces** with the school logo on from the school office. These are optional but smart to wear over the sweatshirt on colder days.

Long hair must be tied back and only small stud earrings are acceptable (covered in PE). No makeup or jewellery is allowed. We ask that every child has a named pair of **wellies** in school for muddy/wet playtimes. They need a **coat every day** because we always try to get outdoors for playtime. Some children bring over trousers during the wetter months.

***PLEASE make sure all uniform is named. This is so important!***

*Some pupils may have sensory or a medical issue that requires certain clothing that supports their needs.*

*Please speak to the Headteacher about this and your request will be considered.*



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## School Bus Service

A school bus (run by Newent Community Transport) transports some pupils to and from school every day. This is a minibus and pupils wear seatbelts. The bus stops at certain locations to collect and deliver pupils within the catchment and this is a **FREE** service to pupils who qualify.

You may be eligible for free school travel assistance if your child goes to the nearest, or nearest available school to your home address, and is:

- 2 miles or more for pupils aged under 8 years
- 3 miles or more for all pupils aged 8 and over

There are extended rights to transport for children over 8 if you are on the following:

- you are getting the maximum award of Working Tax Credit
- your child is eligible for free school meals (see above)

We can only provide travel assistance to and from one address and this should be the child's main, permanent address.

If you think you are eligible, apply for a seat as soon as you get offered your school place. Here is the link to the application for bus transport form:

<https://forms.gloucestershire.gov.uk/FreeSchoolTransportApplication>

The Local Authority also run a "Spare Seat" scheme for pupils who do not live within the mile radius as above.

<https://www.gloucestershire.gov.uk/transport/school-transport/spare-seat-scheme/>

is the link to enquire about costs and procedures.

As a school we walk pupils to the bus stop every afternoon to ensure they get on the bus safely and are wearing their seat belt. The bus drops them off at 8.30am prompt daily and they walk into the school foyer so they are often the first to arrive in school. If for any reason the bus is delayed, pupils will not receive a LATE mark in the register.



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## Other ways of travelling to and from school

### Cars

Most parents drive their children to school, parking up by the dentist, church or water gardens and then walking them down the lane into school. We also ask that parents park with consideration for other drivers and pedestrians, not blocking anyone's access or inconveniencing other families. We ask for consideration of pedestrians at the start of the school day and the end of the school day when there are many children and families about. We request that parents and carers do not drive up the lane during busy times (8.30-8.45am and 3.00- 3.20pm) or park in the lane to minimise the risk to children who are walking.

### Bikes

We actively encourage pupils and parents/carers cycling to school for health reasons, reduce traffic and because it's fun! There are cycle routes alongside the A48 you can use. We have cycle parking outside school for bike storage in the day if you need it. Every year children in Year 6 receive Bikeability training to help them learn how to ride a bike safely.

### Walking

Families who live nearby walk to and from school. The roads are narrow but there are safe routes from further away and you can take a short cut through the churchyard if you choose. In the winter it is a good idea for pupils to wear hi vis coats or have hi vis reflectors on their bags so they can be safely seen.



## Communication with parents and carers

We write a fortnightly **newsletter** which is emailed out to all families and uploaded to our website. This is sent out every other Thursday and gives you information on what your child is learning that week, dates for the rest of term, items of interest from the past few weeks (special events for example) and local events in the community. It's a great way of keeping in touch with what is happening in school. You are welcome to request a hard copy if you prefer. We also keep a hard copy in the school lobby for people to read.

We often **email** parents and carers about class specific information. These might come from the office or from the teacher's class email address. At other times we email the whole school community, or send letters attached to emails.

We celebrate exciting events in school as well as certificate winners via our school **social media**. Do follow us!



@westburyonseverncofeprimary



@Westbury-on-Severn C Of E Primary

We hold twice yearly **Parents evenings** which give you time with your child's class teacher to discuss their progress and discuss any concerns. These are held over two days after school and you are able to book your time slot in advance via the office. We open the hall for parents and siblings to enjoy before their appointment with their class teacher where you can look at your child's school books in all subjects and chat with other children. We also serve tea and coffee for the adults.



If your child attended our Preschool you will already be signed up for the Early Years app **Tapestry**, which you can download to your phone or access via a laptop. This is a wonderful way to see what your child is learning in the Early Years and we continue this into Willow Class. If you do not have a login please talk to the class teacher. Teachers in Chestnuts and Willow update this regularly to keep you informed of their progress in school.

Teachers are always available at the gate at the end of the day for an informal chat. If you have anything that requires a longer discussion, please arrange an appointment with either the class teacher or the Headteacher via the office. We prefer face to face meetings but are also happy to communicate on the phone or via email.

Our website is the most comprehensive information resource about the school and is regularly updated. Do pay a visit!

<https://www.westburyceschool.co.uk/website>



Westbury-on-Severn C of E School

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## Medicines /Accidents/ Illness

Sometimes children might need medicine administered in school, following an illness or due to an ongoing condition or allergy. Please ask for a *Medicine Consent form* in the office which you can sign, giving permission for us to administer any medication. If your child is asthmatic, we ask for an inhaler (name on box) to be kept in school during term time. We can support your child to use this if necessary.

If your child has an accident during the day and needs medical attention, you will either be informed via a "bump note" at the end of the day (if it is not serious) or we will ring you on the phone, if it is more serious. In the event of an emergency we will ring 999 and then inform you straightaway.

If your child falls unwell during the day, we will contact you and discuss the best approach. It might be that you visit and give them medicine, or that we agree that they can go home to recover. If we suspect that your child is unwell or has a contagious illness, we will contact you to come and collect them.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child has regular toileting accidents, please ensure that they have a change of underwear and school uniform in their school bag so that they can be comfortable. We will send home any wet or soiled clothes home in a sealed bag.



## What should my child bring to school?

We ask that your child brings a **named water bottle** to school, filled with water (not squash) daily, which they will have access to throughout the day and during lunch. Please do not permit your child to bring toys or comforters to school, since they can get lost or damaged. If your child is struggling to detach from a comforter (teddy or blanket for example) you might arrange with the class teacher that they keep it safely somewhere in their bag for the first term of school. Most children have a backpack for school.



We supply all stationery, such as pencils, pens, rulers and glue, in school so there is no need for your child to bring in a pencil case or any stationery from home. If they have earned their pen license in Oak Class, they may bring in a pen from home if they wish.

Each child has a personal locker in school, where they can store their bag, lunch, coat and other items. Please make sure they have a coat every day during the colder/wetter months since we try to have very few "wet plays" indoors.

## Parentpay

Once your child is registered at our school, parents will be given a login and password details for their **Parentpay account**. Please activate as soon as possible. This allows you to pay for school trips, school meals and other school events.

Please do check your Parentpay account regularly. We ask that you keep your account topped up. If we require funds and they are not there, we will try to send a reminder email. If you are ordering school meals and there are no funds in your Parentpay account, we will email you to ask for this to be addressed. If it is not rectified within a week's time, we will stop school meals for your child until they are paid for.

We are moving towards being a cashless school and Parentpay is helping us make paying for school services easier and more convenient.

## Opportunities and Responsibilities

Each Reception child is assigned a **buddy** from Y6 to support them, particularly in the early weeks of the autumn term. These Y6 pupils play with them at playtime, sit with them at lunch and often meet at the gate and walk in with them. The Y6 pupils love this responsibility and children remember their buddies for a long time. The Reception children will receive a letter from their new buddy in the post, welcoming them to school before they start.

We have four school **house teams** based on animals in the locality.



Every child is assigned a house and siblings belong to the same houses. We run a house point system- pupils earn these for being helpful, kind or working hard. In Y6 we assign **House Captains**, whose job it is to count up the weekly totals and report them to the school in Celebration Assembly. The winning team have the bell ringing duty at playtimes for the following week.

At the start of each academic year, the pupils vote for their **School Council**. One child from each year group is selected so there are seven pupils representing the school. These pupils have particular responsibilities and meet regularly with Mrs Noad to discuss school issues.

Our playtimes are extremely good fun. We follow a programme called OPAL and have designed specific play areas- some for quieter play, some for risky play, others for den building, role play and much more. We assign **Play Champions** yearly, who support this approach and they often help the younger pupils.

<https://outdoorplayandlearning.org.uk/opal-programme/introduction/>

Once pupils are in Y6, they can volunteer to be part of our **Worship Team**. This involves helping set up the hall for Worship, planning and delivering a Worship weekly, and reading in our Church services.

We also nominate three children a year to be our **Kindness Ambassadors**. They deliver Worships on Kindness and across the year plan kind acts in school and the community. We are a Kind School and follow the *52 Lives of Kindness*. <https://www.52-lives.org/>



### **And Finally.....**

As Parents and Carers, once your child joins our school, we consider you part of our school community- we call it the Westbury Family. This is your school and we want you to be a part of it, to feel welcome and included. We have many events in school when parents are invited in to visit.

For example- Nativity Play, open classrooms (8.30-9am) three times a year, Parents evenings, Music recitals as part of our Music Curriculum, Dream Big Worships (which are delivered by individual children- parents are invited in), Sports Day, OPAL afternoons plus all of the Friends events in school- Christmas fetes, special occasions.

Alongside the daily responsibilities of supporting your child(ren) at school, you might want to get more deeply involved in school life and the school community. This is so valuable to both staff and pupils.

You can volunteer to support **The Friends of Westbury School** with fundraising events or apply, offer an after school club, or have a role on the **Governing Board**, taking a key strategic role in leading the school into the future.

Please find out more below if you are interested in any of these roles:

[admin@westbury-on-severncofe.gloucs.sch.uk](mailto:admin@westbury-on-severncofe.gloucs.sch.uk) –School Office

[h.cracknell@westbury-on-severncofe.gloucs.sch.uk](mailto:h.cracknell@westbury-on-severncofe.gloucs.sch.uk): Chair of Friends of Westbury

[chair@westbury-on-severncofe.gloucs.sch.uk](mailto:chair@westbury-on-severncofe.gloucs.sch.uk): Jen Sigournay- Chair of Governors

**This handbook is intended as a practical guide for Parents and Carers of Westbury pupils and all information is correct at the time of publishing.**

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## School dates for 2026-2027

SCHOOL TERMS AND HOLIDAYS		2026/27		Gloucestershire COUNTY COUNCIL	
<b>SEPTEMBER</b>		<b>OCTOBER</b>		<b>NOVEMBER</b>	
Mon	7 14 21 28	Mon	5 12 19 26	Mon	2 9 16 23 30
Tues	1 8 15 22 29	Tues	6 13 20 27	Tues	3 10 17 24
Wed	2 9 16 23 30	Wed	7 14 21 28	Wed	4 11 18 25
Thur	3 10 17 24	Thur	1 8 15 22 29	Thur	5 12 19 26
Fri	4 11 18 25	Fri	2 9 16 23 30	Fri	6 13 20 27
Sat	5 12 19 26	Sat	3 10 17 24 31	Sat	7 14 21 28
Sun	6 13 20 27	Sun	4 11 18 25	Sun	1 8 15 22 29
<b>DECEMBER</b>		<b>JANUARY</b>		<b>FEBRUARY</b>	
Mon	7 14 21 28	Mon	4 11 18 25	Mon	1 8 15 22
Tues	1 8 15 22 29	Tues	5 12 19 26	Tues	2 9 16 23
Wed	2 9 16 23 30	Wed	6 13 20 27	Wed	3 10 17 24
Thur	3 10 17 24 31	Thur	7 14 21 28	Thur	4 11 18 25
Fri	4 11 18 25	Fri	1 8 15 22 29	Fri	5 12 19 26
Sat	5 12 19 26	Sat	2 9 16 23 30	Sat	6 13 20 27
Sun	6 13 20 27	Sun	3 10 17 24 31	Sun	7 14 21 28
<b>MARCH</b>		<b>APRIL</b>		<b>MAY</b>	
Mon	1 8 15 22 29	Mon	5 12 19 26	Mon	3 10 17 24 31
Tues	2 9 16 23 30	Tues	6 13 20 27	Tues	4 11 18 25
Wed	3 10 17 24 31	Wed	7 14 21 28	Wed	5 12 19 26
Thur	4 11 18 25	Thur	1 8 15 22 29	Thur	6 13 20 27
Fri	5 12 19 26	Fri	2 9 16 23 30	Fri	7 14 21 28
Sat	6 13 20 27	Sat	3 10 17 24	Sat	1 8 15 22 29
Sun	7 14 21 28	Sun	4 11 18 25	Sun	2 9 16 23 30
<b>JUNE</b>		<b>JULY</b>		<b>AUGUST</b>	
Mon	7 14 21 28	Mon	5 12 19 26	Mon	1 8 15 22 29 30
Tues	1 8 15 22 29	Tues	6 13 20 27	Tues	2 9 10 17 24 31
Wed	2 9 16 23 30	Wed	7 14 21 28	Wed	3 10 17 24 31
Thur	3 10 17 24	Thur	1 8 15 22 29	Thur	4 11 18 25
Fri	4 11 18 25	Fri	2 9 16 23 30	Fri	5 12 19 26
Sat	5 12 19 26	Sat	3 10 17 24 31	Sat	6 13 20 27
Sun	6 13 20 27	Sun	4 11 18 25	Sun	7 14 21 28
<b>Term Time</b>		<b>Holidays</b>		<b>Christmas Bank Holiday</b>	25 <sup>th</sup> December 2026
<b>Bank Holiday</b>		<b>INSET</b>			26 <sup>th</sup> December 2026
<b>Term 1:</b>	Tue 1 <sup>st</sup> Sept – Fri 23 <sup>rd</sup> Oct 2026		39 days	<b>New Year Bank Holiday</b>	1 <sup>st</sup> January 2027
<b>Term 2:</b>	Mon 2 <sup>nd</sup> Nov – Fri 18 <sup>th</sup> Dec 2026		35 days	<b>Good Friday</b>	26 <sup>th</sup> March 2027
<b>Term 3:</b>	Mon 4 <sup>th</sup> Jan - Fri 12 <sup>th</sup> Feb 2027		30 days	<b>Easter Monday</b>	29 <sup>th</sup> March 2027
<b>Term 4:</b>	Mon 22 <sup>nd</sup> Feb – Thur 25 <sup>th</sup> Mar 2027		24 days	<b>Early May Bank Holiday</b>	3 <sup>rd</sup> May 2027
<b>Term 5:</b>	Mon 12 <sup>th</sup> April – Fri 28 <sup>th</sup> May 2027		34 days	<b>Spring Bank Holiday</b>	31 <sup>st</sup> May 2027
<b>Term 6:</b>	Mon 7 <sup>th</sup> June – Wed 21 <sup>st</sup> July 2027		33 days	<b>Summer Bank Holiday</b>	30 <sup>th</sup> August 2027