

ALL YOU NEED TO KNOW ABOUT

Park Spring Primary



Message from our Headteacher

Dear Children and Families

A very warm welcome to our school! We are excited for you to join our Park Spring Family.

A special welcome to new pupils, families and staff to our school; I hope you will be very happy here. I would like to say how proud I am to be your Headteacher.

At Park Spring it is our Vision, Mission and Values to 'Achieve Together' and for us all to be 'Inspired to be Successful'. With this in mind we include everyone of our pupils, family members and staff as part of our Park Spring Family and we hope you embrace this and enjoy your journey through the school.

Your sincerely



Mrs R Horan
Headteacher



OUR SCHOOL DAY

As you will see below the official start of the school day for Reception to Year 6 is at 8.45am. However, we believe that opening our doors ten minutes earlier creates a more pleasant atmosphere for our children.

This 'softer' start allows our staff to connect with the students as they arrive, providing the opportunity to comment on a new haircut or to share the latest news from home. It's a lovely way to ease into the school day and ensure that every child feels welcomed and valued.



School day from September 2024	
Start time	8:45am
Finish time	3:15pm

All children and families to use the **Swinnow Lane entrance at the beginning and the end of the school day**. We will not be using any other entrances, and they will be shut. This has been reviewed following our recent Health and Safety audit that it is safest to have one entrance into school and out of school to ensure all pupils and families are welcomed by members of staff.

This will also mean that the Swinnow Lane Car Park will be closed to staff and families from 8:20am (unless you have been provided with a school Parking Permit or have a government issued Blue Badge displayed).

***For Nursery children who attend the morning session on a Wednesday and finish at 11:45am or attend the afternoon session and start at 12:45pm we will continue to use the gate on the Wellstone Avenue entrance, which will be manned at these times. ***



School entrance doors will open at 8.35am. Class registers will be taken at 8.45am and will close once the register has been taken. Any children arriving after 8.45am will need to go to the school office to sign in and will receive a Late mark on the register.

Our School Car Park

Staying Safe in the School Car Park

Please help us keep everyone safe. The school car park is for authorised users only. Entry is permitted with a valid school car park pass, which must be clearly displayed in your vehicle at all times. For the safety of our children and families, please avoid using the car park without a pass and follow all signage and instructions.



New One-Way System in the Car Park

From September, the school car park will operate as a **one-way system** to improve traffic flow and safety. Please follow the directional signage and staff instructions. Thank you for helping us keep our site safe and efficient for everyone.

Changes to the School Car Park Pass System

From **October**, all existing car park passes will be **reissued** and families must reapply during **September**.

You may be eligible for a pass if you hold a valid **Blue Badge**, or if school agrees there are other exceptional circumstances. Please note:

- All passes must be **displayed clearly** in your vehicle
- School reserved the right to **issue** or **withdraw** passed at any time, depending on need and use
- The car park WILL be closed when we are awaiting coaches for school trips.

We thank you for your cooperation as we ensure the car park remains safe, accessible, and fair.

Attendance

If your child is going to be absent for the day then please text this number: 07891274260 or call 0113 2552526. You can also let us know via Arbor. Please see page 8.

Please state your child's name, class and reason for absence.

**** Please note that this mobile number will not be answered for phone calls.****

Please ensure you let us know about any planned medical appointments to avoid confusion.



Medication and First Aid

If your child needs to take any medicine and it can be taken less than 4 times a day, they **must** take this at home before and/or after school.

Medicine will not be kept in the school office and will be given to your child in their classroom. If you have an inhaler this will also be kept in your classroom. Epi-pens will still be kept in the school office to keep them safe.

It is the responsibilities of families to update us with any medical information possible. If there is a change to your child's medical information please contact the school office to inform us and we will take the appropriate steps.

If your child uses an inhaler during the school day please complete and asthma plan form from the school office.



SCHOOL GRID—LUNCH ORDERING



Following the successful transition to our SchoolGrid for ordering lunches we will continue to use this application and families MUST pre order their child(ren)'s lunch at least 24 hours before the following day. All families should have a log in for this (please check you emails if you are new to our school).

Children in Reception, Year 1 and Year 2 receive Universal Infant Free School Meals, while other pupils/families are entitled to receive Income Related Free School Meals, which is means tested by the government. Pupils who are moving in to Year 3 will no longer automatically get Free Meals unless you qualify for Income Related Free School Meals

In 2025 the threshold for qualifying for the Income Related Free School Meals has been reviewed and for some families who have not previously been entitled to this, you may now qualify and we encourage you to re-apply even if your child is in Reception, Year 1 and Year 2 as you may also qualify for other benefits which will help support you and your family. Please use the link below to apply:

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



Packed Lunches

All children are entitled to bring to school a healthy packed lunch instead of choosing a lunch provided in school.

To see our Healthy Packed Lunch Guidance, please visit our website [here](#)



Meal Charges



School Meal Charges are payable via the SchoolGrid account. Meals must be paid for in advance. We understand that there may be situations which this is not always possible and we urge families to contact us as soon as possible to discuss any work around which we would be able to offer. Please refer to our Dinner Money Debt Policy on our website [here](#)

The cost of School Meals as set by the Catering Leeds are as follows:

Nursery meals	£2.90 per meal
KS2 paid meals	£2.90 per meal

****All other year groups and Income related Free School Meal pupils will not be charged.****

To view our NEW School Menu please click the link below to our website [School Menu](#)

Or go to Pages 6 & 7 to view our menus

***** Prices for school meals are subject to change by Catering Leeds *****

DRINKS THROUGHOUT THE DAY

It is important that children remain hydrated throughout the day and we will continue to allocate time for pupils to get a drink of water in between learning. Pupils will need to bring their own water bottle in to school with them.



Bottles will be returned home each Friday for a deep clean and will need to be brought back to school the following Monday. Please note that the ideal size for water bottles is 500ml maximum. Please ensure bottles are clearly labelled.

Your child will require a separate drink for their packed lunch or if they are school meals they will have water available in the dining hall.

Personal Belongings











To ensure a smooth and productive school day for all our students, we ask that students do not bring any personal items to school. We understand that some students may have certain comfort items, such as blankets or toys, which can help ease their transition into the school day. Where these items have been approved by the school, it is always with the intention of gradually reducing students' reliance on them. Things can get lost or broken and this causes distress.

Uniform

Please make sure you read our uniform policy on our website [here](#)

“Uniform that is made to move”

We now have ONE uniform

Plain Navy or Black jersey jogging bottoms or plain black or navy leg-gings				
Plain Navy or black nylon/ jersey shorts or				
Plain white or light blue t-shirt or polo shirt.				
Plain Navy or Black jumper or hoodie (overhead or zipped)				
Trainers	Any Suitable for outdoor use.			

Please note that the Croc Wearing season is over and was for the summer term only. Crocs will not be accepted as suitable footwear from September.



!!!! PLEASE LABEL ALL UNIFORM, COATS AND CLOTHING !!!!

Reading Books

Your child will bring a reading scheme book home every Monday and this should be returned to school the following Monday.

The reading record will be checked by your child's class teacher to ensure your child is reading three or more times a week at home.

Your child will also bring home a book to read for pleasure, they will have chosen from either their class or key stage library. When finished, this too should be returned to school on a Monday.



If either book is lost/not returned a charge will be added to your Arbor Account.

Your child will be provided with a plastic book bag to transport their book in.

Mobile Phone Policy

As a school we understand that mobile phones are a vital piece of technology for many families and children to ensure they are safe and to keep in contact. We ask that:

- Pupils in years 4, 5 and 6 **only** are allowed to bring a mobile phone to school.
- Phones **MUST** be handed in to the class teacher for safe keeping during the school day and switched off.
- If pupils are late into school, they must leave phones with the school office for safe keeping.
- Mobile phones will be returned to each pupil at the end of the school day and **MUST NOT** be switched on until they have left the school site.
- Pupil Mobile Phones are not permitted of School Trips and will be left in school for collection at the end of the school day/after the trip.
- For overnight stays, school discos and other school events, mobile phones are **NOT** permitted at all. If found these will be confiscated.
- Pupils must adhere to the school's acceptable use agreement for mobile phone use.

Our Mobile Phone Policy can be found on our website [here](#)



Holidays

We would like to remind families that, as from September 1st 2024, the law gives **no entitlement to parents to take their children on holiday during term time.**



Headteachers will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Schools are expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.



Thank you for your understanding and support in implementing this change to the law.

Contacting My Child's Class Teacher

It is not always possible for your child's class teacher to meet with you face to face or take a call from you at the beginning or end of the school day due to other school commitments/teaching. Nor is it always appropriate for your message to be passed on via the office. We would suggest that the most direct and efficient way to contact your child's teacher is via email.

Class	Email Address
Beginning of the Week Nursery	nbeginning@parkspringprimary.co.uk
End of the Week Nursery	nend@parkspringprimary.co.uk
Reception	reception@parkspringprimary.co.uk
Year 1	year1@parkspringprimary.co.uk
Year 2	year2@parkspringprimary.co.uk
Year 3	year3@parkspringprimary.co.uk
Year 4	year4@parkspringprimary.co.uk
Year 5	year5@parkspringprimary.co.uk
Year 6	year6@parkspringprimary.co.uk

How Can You help Your Child?



Homework

Children may receive passwords for any websites they can access at home to assist their learning.

Additionally, your child will come home with weekly set homework from their class teacher in paper form.



Reading

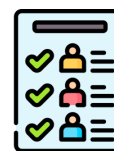
Children will bring a reading scheme book home every Monday and this should be returned to school the following Monday.

Expectations are:

3 x Reception and KS1

4 x Years 4 & 5

5 x Years 5 & 6



Attendance

Please ensure your child is in on time and comes to school everyday.

100% attendance will be rewarded regularly.

Persistent lateness or absence will be supported by our Attendance Team

Checklist for a Successful Day



Water Bottle — Please send your child to school with water bottle to keep in school. This will keep them hydrated and ready to learn



Uniform — Please send your child to school in the correct uniform. This will give them pride and a sense of being a major part of our Park Spring Family



Lunch — Please send your child with a packed lunch or opt for a School Meal via SchoolGrid. You should have had a link sent to you from their email address.

Our Safeguarding Team



Rachel Horan
Head Teacher



Claire Thorson
SENCO + Inclusion
Manager.

Designated
Safeguarding Lead.



Wendy Holl
Family Liaison
Officer.

Safeguarding



Kath Doran
Family Support Work-
er

Behaviour Support
Worker



Samantha Brook
Behaviour
Support Worker



**Lianne
Glastonbury**
Behaviour
Support Worker

Park Spring Primary is fully committed to safeguarding the children in our care. We do this in a variety of ways through policies, procedures and actions. School policies are in place to ensure that there is a consistent approach to practices throughout school and that they are adhered to by staff, governors and volunteers.

All of our staff work hard to ensure school provides a secure environment in which children can flourish.

If you have any concerns to do with safeguarding, please speak to a member of staff or one of our Safeguarding Team.

Your Arbor Account/App



Following lots of research, we have looked at the different systems that we are using for our communication and have been looking at ways to streamline the process and therefore make it easier for you as parents and carers.

We have already started using Arbor as our main pupil management system, which has been very successful! This new platform is crucial for our processes for attendance, communication, assessment, school trips, clubs, calendar and parents evening as well as providing us with an excellent tool for reporting.

Our new Arbor Parent App is now available for you to download and register. Please follow this useful guide below.

Park Spring Primary will be using Arbor Parent App for the following:

- Overview of your child's attendance.
- To report your child's absence.
- Overview of your child's personal information including medical and dietary requirement.
- To update the school if any details around your child's medical and/or dietary requirements have changed.
- To update your contact details or details of any other contacts or persons collecting your child.
- Parents' Evening bookings (Guardians' Consultations).
- To view your child's class trips information.
- To view your child's club information.
- To provide a consent for your child's photograph, local outing, walking home alone, etc.

In the future, we will also be using it for payments, assessment results, and more. We will keep you updated!

<https://support.arbor-education.com/hc/en-us/articles/360020147458-Log-into-the-Parent-Portal-and-the-Parent-App>



Lunch Menu



Please note that the school menu is a set menu and takes into consideration allergies. If there is something which you know your child will not eat on a set day, you will be required to provide them with a packed lunch. The kitchen will not be able to make them a special meal in place of what is on the menu.

If your child has an allergy, you must provide medical proof of this to the school office.

SCHOOL: **Park Spring**

Week 1 w/c 01/09/2025 22/09/2025
13/10/2025

LUNCHTIME MENU

Menus are subject to availability



(V) = VEGETARIAN
(VE) = VEGAN



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Jacket Potato with Chicken Curry Seasonal Vegetables	Pork Sausage Mashed Potatoes Seasonal Vegetables	Vegetarian Shepherd's Pie (v) Seasonal Vegetables	Roast Chicken Yorkshire Pudding Mashed and Roast Potatoes Seasonal Vegetables	Battered Fish Chips Seasonal Vegetables
Margherita Pizza (v) Jacket Wedges Seasonal Vegetables	Vegetarian Sausage (ve) Mashed Potatoes Seasonal Vegetables	Cheese and Onion Roll (v) Jacket Wedges Seasonal Vegetables	Vegetarian Sausage (ve) Yorkshire Pudding Mashed and Roast Potatoes Seasonal Vegetables	Cheesy Topped Ravioli (v) Chips Seasonal Vegetables
Cheese Salad Wrap (v) Jacket Wedges	Wholemeal Tuna Bap Jacket Wedges	Wholemeal Cheese Sandwich Jacket Wedges (v)	Hot Roast Chicken Bap Roast Potatoes Seasonal Vegetables	Wholemeal Egg Mayonnaise Sandwich (v) Chips
Jacket Potato Cheese (v)	Jacket Potato Cheese (v)	Jacket Potato Tuna Mayonnaise		Jacket Potato Baked Beans (v)
Ice Cream Sliced Peaches	Chocolate Sponge and Chocolate Custard	Apple Flapjack	Strawberry Jelly	Shortbread Cookie Fresh Fruit

SCHOOL: **Park Spring**

Week 2 w/c 08/09/2025 29/09/2025
20/10/2025

LUNCHTIME MENU

Menus are subject to availability



(V) = VEGETARIAN
(VE) = VEGAN



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Mediterranean Pasta Bake (v)(H) Seasonal Vegetables	Roast Gammon Roast Potatoes Seasonal Vegetables	Veggie Balls in a Mediterranean Tomato Sauce (ve) Pasta Seasonal Vegetables	Roast Chicken Yorkshire Pudding Mashed Potatoes Seasonal Vegetables	Breaded Salmon Bites Chips Seasonal Vegetables
Omelette (v) Jacket Wedges Seasonal Vegetables	Vegan Sausage Roll (ve) Roast Potatoes Seasonal Vegetables	Margherita Pizza (v) Baby Baked Potatoes Seasonal Vegetables	Vegetarian Sausage (ve) Yorkshire Pudding Mashed Potatoes Seasonal Vegetables	Cheesy Bean Wrap (v) Chips Seasonal Vegetables
Tuna Mayonnaise Wrap Jacket Wedges	Wholemeal Egg Mayonnaise Sandwich Roast Potatoes (v)	Wholemeal Cheese and Tomato Sandwich Baby Baked Potatoes (v)	Hot Roast Chicken Bap Jacket Wedges Seasonal Vegetables	Tuna and Sweetcorn Wrap Chips
Jacket Potato Cheese and Crunchy Slaw (v)	Jacket Potato Cheese (v)	Jacket Potato with Tuna Mayonnaise		Jacket Potato Baked Beans (v)
Vanilla Ice Cream Fresh Fruit	Chocolate Cookie Fresh Fruit	Lemon Sponge and Custard	Banana Oaty Slice	Butterscotch Cookie Fresh Fruit

SCHOOL: Park Spring

Week 3 w/c 15/09/2025 06/10/2025

LUNCHTIME MENU

Menus are subject to availability



(V) = VEGETARIAN
(VE) = VEGAN



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Crispy Chicken Bites with Tomato Dip Jacket Wedges Seasonal Vegetables	Margherita Pizza (v) Baby Baked Potatoes Seasonal Vegetables	Sausage Casserole Mashed Potatoes Seasonal Vegetables	Roast Gammon Yorkshire Pudding Mashed and Roast Potatoes Seasonal Vegetables	Golden Fish Nuggets Chips Seasonal Vegetables
Vegetarian Sausage in a Finger Roll (v) Jacket Wedges Seasonal Vegetables	Vegetarian Bolognese (v) Pasta Seasonal Vegetables	Vegetable Curry (V)(H) Rice Seasonal Vegetables	Veggie Balls in Gravy (ve) Yorkshire Pudding Mashed and Roast Potatoes Seasonal Vegetables	Quorn Nuggets (v) Chips Seasonal Vegetables
Tuna and Sweetcorn Sandwich Jacket Wedges (v)	Egg Mayonnaise Bap (v) Baby Baked Potatoes	Cheese Bap Rice Salad (v)	Hot Roast Gammon Bap Roast Potatoes Seasonal Vegetables	Tuna Mayonnaise Wrap Chips (v)
Jacket Potato Cheese (v)	Jacket Potato Vegetarian Bolognese (v)	Jacket Potato with Tuna Mayonnaise		Jacket Potato Baked Beans (v)
Ice Cream with Summer Fruit Sauce	Marble Sponge and Custard	Orange Jelly	Sprinkle Cookies Fresh Fruit	Flapjack Fresh Fruit Wedges

* All cookies and cakes are baked on site. If you require any information regarding Allergens please contact Catering Leeds Head Office - 0113 3782321

School Calendar academic year 2025/2026

Holiday	School Closes	School Opens
Summer Break		Monday 1 September 2025
Autumn mid-term	Friday 24 October 2025	Monday 3 November 2025
Christmas Break	Friday 19 December 2025	Monday 5 January 2026
Spring mid-term	Friday 13 February 2026	Monday 23 February 2026
Easter break	Thursday 2 April 2026	Monday 20 April 2026
Summer mid-term	Friday 22 May 2026	Monday 1 June 2026
Summer Break	Wednesday 22 July 2026	

Bank Holidays Include

25 December 2025	Thursday	Christmas Day
26 December 2025	Friday	Boxing Day
1 January 2026	Thursday	New Year's Day
3 April 2026	Friday	Good Friday
6 April 2026	Monday	Easter Monday
4 May 2026	Monday	Early May Bank Holiday
25 May 2026	Monday	Spring bank holiday
31 August 2026	Monday	Summer bank holiday

Training Days

1. Monday 1 September 2025
2. Friday 24 October 2025
3. Wednesday 28 January 2026
4. Monday 20 July 2026
5. Tuesday 21 July 2026



FOPS
needs you!!

**We are looking for parents to join our
FOPS team in September!**

**FOPS hold regular events in school to raise money
for the children of Park Spring. We need
volunteers to help run these events.**

**If you would like to volunteer - please contact
Mrs Slape - cslape@parkspringprimary.co.uk or pop
into the school office**



