

# Westbrook Lane Newsletter

## Staffing News

We are pleased to announce that Miss Reasbeck and her fiancé Matt were married during the Christmas holidays. Fortunately for us, she is keeping her surname and therefore is now Mrs Reasbeck. We are sure that you will want to join us in sending congratulations and best wishes to them both.

On a sad note, we are saying goodbye to Mrs Fowler who will be leaving us this Friday. Mrs Fowler has been a lunchtime supervisory assistant with Year 5, and will be missed by us all. We would like to send her all our best wishes for the future.

## Bad Weather Procedures



Just a reminder about the procedures for informing parents about any changes to school opening times.

In the event that school is having to open later, or closing altogether, a text message will be sent to all parents who have registered their mobile number with our text messaging provider.

If you have recently changed your mobile number, please make sure you have told the office.

As it sometimes takes a while for text messages to be delivered, it is always advisable to check the school website "[www.westbrooklaneprimaryschool.co.uk](http://www.westbrooklaneprimaryschool.co.uk)". A red banner will be displayed across the home page showing the relevant information for that day. The information will also be posted on the Leeds City Council website "[www.leeds.gov.uk](http://www.leeds.gov.uk)" and the local radio stations will be informed. On the Leeds City Council website you need to click on "Residents, See Our Services, Schools and Learning, School Calendar, School Closures". The schools that have any changes to opening hours are listed alphabetically.

Parents are welcome to telephone school directly but please be aware that the phone gets very busy and it can take a little while to get through.



Please be assured that, if at all possible, we will keep the school open; we will only close if there is a health and safety concern. Your co-operation is much appreciated. Thank you

## First Aid Procedures

Please note that schools have a duty to inform parents and carers if their child has sustained a head injury at school. As you will be aware, we send home bumped head notes; however, it is considered good practice to phone parents and carers as there is always the possibility that notes may be mislaid. I would like to remind you that the phone calls are made so that staff can ensure that you have received important information. We thank you for your support.

## Thank you

A big thank you for your generosity this Christmas. The collection at the end of the Christmas concerts amounted to a fantastic £544.61.

The amount raised for the Candlelighters from the Christmas jumper day, the KS1 Christmas baubles and staff collection in lieu of Christmas cards was a brilliant £273.40.

A huge thank you for all your support for this superb charity which is currently supporting one of our families.

# Westbrook Lane Primary School

## Lunchtime Assistant Vacancy

<b>Post Title</b>	Lunchtime Supervisory Assistant
<b>Contract Type</b>	Permanent
<b>Hours</b>	1 hour 10 minutes per day 11.55am - 1.05pm 5 days per week term time only
<b>Pay Scale</b>	£8.01 per hour plus retainer during the holidays
<b>Vacancy Details</b>	<p>Westbrook Lane is a happy, caring and successful school with friendly children and a supportive staff team.</p> <p>We require, as soon as possible, a Lunchtime Supervisory Assistant to work as part of our lunchtime team supporting children in the hall and outside in the playground over the lunchtime periods.</p> <p>Westbrook Lane is committed to safer recruitment, and appointments are made subject to satisfactory references and a successful enhanced DBS check.</p> <p>We support diversity and want a workforce which reflects the population of Leeds.</p> <p>Application forms and further details can be obtained from the school (please include a SAE) or downloaded from our website <a href="http://www.westbrooklanepriaryschool.co.uk">www.westbrooklanepriaryschool.co.uk</a></p>
<b>Start date for post</b>	asap
<b>Closing date</b>	20.01.17

### **Apply to: Head Teacher**

Mrs Amanda Turner  
Westbrook Lane Primary  
Westbrook Lane  
Horsforth  
Leeds LS18 5AH

Tel: 0113 2587913 Fax 0113 2587945

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