



Willow Lane
Community Primary School

Willow Lane CP School

Willow Lane,
Lancaster,
LA1 5PR
bursar@willow.lancs.sch.uk
0152465880

Headteacher: Lucy Naylor
head@willow.lancs.sch.uk



Appletree Nursery

Milking Stile Lane,
Lancaster,
LA1 5QB
bursar@appletree.lancs.sch.uk
0152464132

25.04.2025

Dear parents/ carers,

Hello and welcome to our school!



I am **Lucy Naylor**, I have over twenty years experience in education across Lancashire and I am proud to now be the **Headteacher of the Willow Tree Federation** (Willow Lane Community Primary School and Appletree Nursery School).

We are a federation that prides ourselves on our curriculum, high standards of behaviour, teaching expertise and the personal development of our children. All of our staff work hard to give our children amazing experiences through an inspiring curriculum and ensuring our children are at the heart of all we do.

No doubt you will be a little worried and anxious about your child starting school. They still seem so small! Please trust us that we are there to support you and your child with every step. We have a team of people working behind the scenes to help us do this together.

The Team

Miss Frankland

Reception Teacher

With over 20 years' experience, Miss Frankland leads the EYFS team to give your child the best possible start to their school life.



Chloe Turner
Higher Level Teaching Assistant

Mrs Turner has a wealth of experience in Early Years and helps lead the class with Miss Frankland.



Duncan Webster
Deputy Headteacher

Mr Webster works alongside Miss

Naylor to ensure that the children and staff in school thrive. He is the Curriculum and Assessment lead and works closely with Subject Leaders to continuously review and enhance the curriculum and provision in school.



Kirsty Banks
Pupil Support Manager

Mrs Banks works across the Federation to support children and families. She has over twenty years' experience of how to access support and advice. She can support and signpost families at their point of need and is always there to listen.



Kirsty Birdsall
Special Educational Needs Co-ordinator

Mrs Birdsall ensures that children with

additional needs can access learning and make progress. She works closely with families, children, agencies and the team to ensure needs are identified, assessed and planned for so that children make progress.





Vicky Ball
Clerical Assistant

Vicky is our front of house member of staff. She helps to keep us all organised! She is your port of call for all information.



Alison Brennan
Office Manager

Alison oversees school finance and our after school/ morning club. If you have financial related queries or WOOSH queries, Alison is the person you need to speak to.

Other Key Information

Induction Meeting

Tuesday 10th June from 4:30-5:30pm

Here, we would like to meet you and tell you a bit more about our Reception class. This is also an opportunity to sort out any paperwork or speak to us about any concerns.

*For any parents that may not have visited our school prior to placement or may like to visit again, we will have a tour of the school before the meeting @approx **4:00pm** or you can contact the school office to organise a tour of the school on a day that suits you.*

If you cannot attend the induction meeting, the induction PowerPoint and any supporting information will be available on our website afterwards. The school office will contact any parents for information we are missing.

Teachers2Parents App (Eduspot)

Over the next month, you will be sent messages and forms to fill in using our app- Eduspot- teachers2parents. This is our main form of fast and effective communication and we will be messaging the numbers given on your application. **If you are having any problems accessing this or your number may have changed, please contact the school office.**

Uniform

At Willow Lane, we have an active uniform. Please see our website for details. If your child is due new trainers, it may be an idea to get them a pair of black ones so that they can also wear them to school. <https://www.willow.lancs.sch.uk/mums-dads-carers/uniform/>

Free School Meals

Pupils whose parents are in receipt of certain benefits receive **benefit related Free School Meals (FSM)** throughout their time in school, and school receives extra funding based on the number of pupils on FSM. We encourage all parents who think they may be eligible for FSM to apply as soon as possible, even if their child is getting Universal Free School Meals given until year 2 or they bring a packed lunch. This is so that school receives the correct funding.

You can apply here:

<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=3>



If you have applied for Free School Meals, please could fill in the attached form and return via email to clerical@willow.lancs.sch.uk or hand in/ fill it in at the school office as soon as possible.

Key Dates

Please see the overview of the key dates. You will be able to choose certain options via the app. Please make a note of your choices in the boxes attached and retain these. We will have copies of your choice at the Induction Evening should you have any queries.

Once again, thank you for choosing our school and welcome to our Willow Lane Community! We look forward to getting to know you and your child and supporting them to develop into unique and confident children with a love of life-long learning.

Kind regards,
Lucy Naylor
Headteacher

Make a note of your key dates/ times that you have selected on Teachers2parents:

Event	Date	Time
Home Visit		
Stay and Play		
Settling in Week 1	02.09.2025 - 05.09.2025	
Settling in Week 2	08.09.2025- 12.09.2025	8:45am to 1:10pm
Children start full time	15.09.2025- 19.09.2025	8:45am to 3:15pm

