



Willow Lane
Community Primary School

Willow Lane CP School

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

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



Appletree Nursery

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

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 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/ KS1
Lead

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



Sarah Archer
Higher Level
Teaching
Assistant

Mrs Archer has a wealth of experience in Early Years and will help lead the class with Miss Frankland.



Corina Morgan
Teaching
Assistant

Miss Morgan has been working with our Early Years team for over five years and helps to support the needs of the children.



Duncan Webster
Deputy Headteacher

Mr Webster works alongside Miss Naylor to ensure that the children and staff in school thrive. He is the KS2 lead and Curriculum and Assessment lead and works closely with



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



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



Subject Leaders to continuously review and enhance the curriculum and provision in school.

advice. She can support and signpost families at their point of need and is always there to listen.

ensure needs are identified, assessed and planned for so that children make progress and feel included.

The Office Team



Vicky Ball Business Manager

Vicky oversees school finance, staffing, trips, recruitment and office operations. She is available to help support our families as part of the office

team.



Rubi Garcia Business Support

Rubi oversees our WOOSH club, after school clubs, attendance, social media and information sharing. She is also front of house and available to help support our families as part of

the office team.

Other Key Information

Induction Meeting

Tuesday 2nd June 2026 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	Friday 10th July	AM 8.45am-11.15am or PM 12:45pm-3:15pm
Settling in Week 1	02.09.2026- 04.09.2026	AM 8.45am-11.15am or PM 12:45pm-3:15pm
Settling in Week 2	07.09.2026- 11.09.2026	8:45am to 1:10pm
Children start full time	14.09.2026- 18.09.2026	8:45am to 3:15pm

