



WESTFIELD PRIMARY SCHOOL



2025-2026

A maroon-colored poster for Westfield Primary School. It features the school's logo in the top left corner. The text 'Westfield PRIMARY SCHOOL' is written in white and orange in the top right. A list of values is written in orange: POSITIVITY, RESPECT, INDEPENDENCE, DIVERSITY, and EXCELLENCE. To the right of the list is a photograph of a smiling young girl with braids. At the bottom, the text 'LOVE OF LEARNING, LOVE OF LIFE' is written in white.

 **Westfield**
PRIMARY SCHOOL

POSITIVITY
RESPECT
INDEPENDENCE
DIVERSITY
EXCELLENCE



LOVE OF LEARNING, LOVE OF LIFE

Westfield Primary School
Bonsey Lane
Westfield
Woking
Surrey
GU22 9PR

Tel: 01483 764187

Email: head@westfield.surrey.sch.uk

Website: www.westfield.surrey.sch.uk



WESTFIELD PRIMARY SCHOOL



GOVERNORS

Name	Role
Mrs Karyn Hing	Headteacher
Mrs Alexandra Cooke	Chair of Governors (Co-opted)
Miss Kate Beattie	Staff Governor
Mrs Sarah Gardner	Co-opted
Mrs Smriti Singh	Co-opted
Mr John Botham	Co-opted
Mrs Joanna Cunningham	Co-opted
Ms Martha Whitmore	Co-opted
Miss Kate Rimell	Co-opted
Mrs Francesca McPhee	In Attendance

TEACHING STAFF

Name	Role
Mrs Karyn Hing	Headteacher
Mrs Francesca McPhee	Deputy Headteacher
Ms Julia Findlay	Inclusion Leader & Assistant Headteacher
Mrs Rachel Sadler	SENCO
Mrs Catherine Thomas	YR Bumblebees
Mrs Katherine Pear	YR Butterflies
Mrs Eloise Carey	Y1 Beetles & SLT
Miss Annabel Molden	Y1 Ladybirds
Mrs Andrea Banks	Y2 Caterpillars & Assistant Headteacher



WESTFIELD PRIMARY SCHOOL



Miss Hareeka Malhotra	Y2 Dragonflies
Miss Velvet Chaplin	Y3 Owls
Mrs Claire Lee	Y3 Robins
Miss Ellie Townson	Y4 Kingfishers
Miss Kate Beattie	Y4 Woodpeckers & SLT
Miss Rachael Cox	Y5 Penguins
Miss Hannah Neale	Y5 Puffins
Mrs Marie McAteer	Y6 Falcons
Mrs Jo Phillips	Y6 Hawks & Assistant Headteacher
Mrs Joanne Burge	Part-time HLTA (Interventions & Cover)
Miss Tina Weaver	HLTA (Nurture Lead)
Mrs Rebecca Minnaar	HLTA (Interventions & Cover)



WESTFIELD PRIMARY SCHOOL



LEARNING SUPPORT ASSISTANTS & MIDDAY MEALS SUPERVISORS

Miss Alana Bartell	Mrs Andrea Chami
Mrs Anita Crane	Mrs Judith Eicke
Mrs Annamarie George	Mrs Marija Kuzmina
Mrs Dawn Maslin	Mrs Gretchen Matthews
Mrs Serina Rivett	Mrs Claire Smith
Ms Juliet Steele	Mrs Anusiya Thishanthan

ADDITIONAL MIDDAY MEALS SUPERVISORS

Mrs Donna French	
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WESTFIELD PRIMARY SCHOOL



ADMINISTRATION STAFF & OTHER STAFF

Name	Role
Mrs Cheryl Royle	School Business Manager
Mrs Nicky Jenkins	Office Administrator
Mrs Annette Newport	Office & Inclusion Team Administrator
Mrs Sarah Stonehouse	Office Administrator
Mrs Sally Walker	Office Administrator
Mr Lee Savill	Premises Manager
Ms Hannah Anderson	Wellbeing Assistant

CATERING STAFF

Name	Role
Miss Magda Danczuk	School Caterer Manager (Chartwells)
Miss Kayleigh Hedges	School cook
Miss Gemma Cane	Catering Assistant (Chartwells)
Miss Helen Vukaj	Catering Assistant (Chartwells)
	Catering Assistant (Chartwells)

MINDWORKS STAFF

Name	Role
Donna Hegenbarth	Anetta Hegykozi
Holly Lord	Kate Lygo-Baker
Melanie Nixon	Kerry Walker



WESTFIELD PRIMARY SCHOOL



OUR SCHOOL AIMS

At Westfield we want all our children to foster a 'Love of Learning and a Love of Life', enabling them to excel, be the best they can and achieve the necessary life skills for their future.

We believe in the importance of children engaging, enriching and excelling at school. This allows them to make the very best progress they can in their learning, both academically and in learning about themselves, their relationships, making a positive difference in their community and the world in which they live.

The school will build on the qualities and skills which parents have fostered in the child at home. From the beginning, staff and governors will aim to create a caring and disciplined environment in which each child's well-being is valued and they are viewed as an individual.

We aim to provide the highest quality of education for all our children, in an environment that is challenging, motivating, caring and moral, where children can acquire the skills and knowledge appropriate to their individual needs through the delivery of a creative curriculum. We provide a range of exciting learning and life experiences.

We help all children to grow emotionally and to learn that courtesy, excellent manners, kindness, first class behaviour and consideration and respect for others are very important qualities. We hope all our children will become happy, responsible, and independent young people.

Throughout the brochure there are references to;
Early Years foundation Stage (EYFS), Infants and Juniors or
Key Stage 1 (KS1) and Key Stage 2 (KS2). For your clarification;

EYFS	YR (Reception)
KS1	Y1 & Y2
KS2	Y3, Y4, Y5 & Y6
Infants	YR, Y1 & Y2
Juniors	Y3, Y4, Y5 & Y6



WESTFIELD PRIMARY SCHOOL



THE SCHOOL DAY AT WESTFIELD

8:35am	School gates open and school day begins
	Staggered breaks for all classes
	Staggered lunches for all classes Infants: 1 hour Juniors: 45 minutes
	Daily, class-based assemblies
3:05pm	EYFS (YR) End of school day
3:05pm	KS1 (Y1 & Y2) End of school day
3:10pm	KS2 (Y3, Y4, Y5 & Y6) End of school day

The total amount of time typically spent in school each week for years R to 2 is: 32 hours 30 minutes.

The total amount of time typically spent in school each week for years 3 to 6 is: 32 hours 55 minutes.

Playground gates and playground doors to classes are opened from 8:35am and children will walk onto the playground independently and go to their classrooms, where they will be met by their adult/s. Members of the Inclusion Team and staff are situated on the gates, pathways and playground as the children arrive at school.

At home time teachers bring their classes to the playground (Y5 & 6 walk home independently unless communicated in writing to the class teacher) and adults collecting should gather near their year group collection point.

For health and safety reasons please note children **are not allowed** to play on the apparatus outside before and after school.

The class teacher will release children onto the playground, to meet the adult who is collecting them. Please ensure you have read and returned a completed and signed travelling to and from school policy, which includes providing the school with a **unique password**. Do let us know if there are any changes with your child's pick up or departure arrangements.



WESTFIELD PRIMARY SCHOOL



PLAYTIME

Children may bring a piece of fresh fruit or vegetable for a playtime snack and a named bottle of water. The bottle of water may be kept in the classroom for drinks throughout the day. As part of the Government Fruit and Vegetable Scheme, children in the infant classes are given either a piece of fruit or vegetable daily. We are also part of the Cool Milk for Schools scheme which enables parents to buy milk for their child at break time. Children under the age of 5 receive free school milk, however, parents must sign them up for this.

COLLECTIVE WORSHIP

At Westfield Primary School we have a daily act of collective worship (Assembly) which may be carried out in class, year groups, via zoom or in the hall. Our assemblies provide a rich opportunity for our school community to explore, share, reflect and celebrate. Our assemblies are broadly Christian in character, although explore the diversity of the world in which we live and the values we believe are important. Local faith leaders may also visit and take assemblies. Parents are welcomed at class and special assemblies, which they will be informed of.

LUNCHTIME

Excellent lunches are cooked on the premises by an external company called Chartwells using healthy, freshly prepared ingredients. The cost at present is £3.00 per day, £15 per week. Payment is **made in advance** and this can be made **weekly, half termly or termly**. *Chartwells have advised us that they are not able to supply meals where money has not been paid in advance.* Children in EYFS & KS1 are entitled to free school lunches. Please inform the office if you would like your child to have a school lunch.

A half term's notice is required to change from school meals to packed lunches. If paying weekly you can pay online by using the "Scopay" payment system; the link is on the school website under "**Information for parents**", online school meals payment. If you require your online access letter, please contact the school office.



WESTFIELD PRIMARY SCHOOL



A healthy packed lunch can be brought in as an alternative. This should be in a suitable container, labelled with the child's name and class and should not contain glass bottles, fizzy drinks, sweets or any **nut products**.

In certain cases, children are entitled to Free School Meals. Please ask for details at the school office.

SCHOOL UNIFORM

We take PRIDE in how our children look and expect all the children to wear the full School Uniform and kit for PE. This helps maintain a cohesive school community. Please check with the school before purchasing new items or changing hairstyles if you are in any doubt about the uniform code, as the school's decision is final. As part of our Well-being approach, every Friday children will be permitted to wear mufti (home clothes). These clothes must be clean and suitable for learning, including physical activity. On these days there is still no additional jewellery. A single stud earring in each year and a watch only is permissible. Clothes and footwear must be appropriate to being able to run around on the playground and respectable i.e. no midriff showing, no ripped clothing/ no ripped jeans, no heels/ slip on shoes/ flip flops. The school reserves the right to make judgement on the appropriateness of mufti clothes.

Uniform

- White polo shirt for all children. This has been updated from Summer 2024 and therefore children in the Juniors may continue to wear white shirts or blouses, with optional ties for their remaining time at Westfield.
- Grey trousers or school shorts (no leggings), skirt, skorts (shorts that look like a skirt) or pinafore, that must be knee length or longer
- Burgundy logo or plain jumper/cardigan.
- Plain white, grey or black socks that are below the knee/tights.
- Sensible, black enclosed waterproof shoes (Velcro fasteners are ideal for younger children). These must be plain black and flat, but can be plain black trainers or sturdy black shoes or black ankle boots. No open-



WESTFIELD PRIMARY SCHOOL



toed shoes, knee high boots or slip on shoes are allowed. All shoes must have a back to them.

Optional Summer Uniform

May be worn in warmer weather.

- Blue & white checked dresses may be worn, that must be knee length or longer. Blue and white checked skorts jump suit may also be worn.

PE & Swimming

On PE days children should come into school in their PE kit.

- Burgundy T-shirt
- Navy/black shorts. Plimsolls. Trainers for games.
- Socks not tights. Drawstring bag for spare kit if required due to weather.
- Plain dark (black or blue) tracksuits (optional).
- An appropriately sized rucksack for swimming gear, to include swimwear- full swim suit for girls and a towel.
- Optional fleece jumper (burgundy, blue or black).

Children who are chosen to represent the school at sporting events (e.g. football match) are provided with a school kit where appropriate.

Book Bags

School book bags may be used to hold equipment and books that go to and from school. Please do not send children with large bags as there is no easy storage space.



WESTFIELD PRIMARY SCHOOL



Water Bottles

Should be brought in daily with fresh water, they may be re-filled in the classroom and accessed throughout the day.

Hair Accessories

All hair bands/ clips/ bows must be in school colours only which are **black, white, blue, burgundy, grey, or matching the school summer dresses.**

Long hair is to be tied back at all times for health and safety reasons, please provide your child with school colour hair ties. Children will be required to remove any hair items that do not conform to the uniform code.

If a hijab is worn to school, it must be plain black, white, blue, burgundy or grey. The hijab should be a fitted item not a loose headscarf for health and safety reasons.

Jewellery

No jewellery should be worn to school, except plain ear studs or watches (no smart watches). However, as these must be removed for PE and swimming in the interest of safety it is desirable that none are worn in school at all. Earrings are particularly dangerous and are forbidden by County Health & Safety guidelines in view of the serious accidents that have occurred in schools to children wearing such jewellery. We request that piercing take place during the summer holidays to prevent loss of PE lessons.



WESTFIELD PRIMARY SCHOOL



Electronic devices/ mobile phones

Mobile Phones: Only children in Years 5 & 6 that are walking to and from school are allowed to bring a mobile phone into school. The phone will be kept in the school office for the duration of the school day.

Ipods/smart phones/Smart Watches/Electronic Equipment: these items are not allowed in school. Those in possession of such equipment will be required to leave it in the School Office until the end of the day.

Please note that the school takes no responsibility for these items that children and parents choose to bring onto school property.

Lost Property

Please mark all clothing and personal items such as watches, bags etc., with your child's name so that lost items can be easily returned.

We have lost property boxes on the playground and these are emptied half termly, with non-named clothing and equipment donated to FOW or thrown away.



WESTFIELD PRIMARY SCHOOL



PURCHASING LOGO UNIFORM

Most of the above items, including a jumper and a fleece jacket with the school logo, may be purchased through the school outfitters;

Valentinos
23 - 29 The Broadway
Knaphill

Tel: 01483 473357 or 475051

All items of uniform without the school logo can also be purchased from other high street stores or supermarkets.

Friends of Westfield (the school PTA) also have some pre-loved uniform available. See <https://www.pta-events.co.uk/fowp/index.cfm?event=products#.XcRKujP7SUK>



WESTFIELD PRIMARY SCHOOL



WHAT DO CHILDREN STUDY?

Early Years at Westfield

At Westfield we have 2 Reception classes, Butterflies and Bumblebees, and an independently run Pre-School called Foundations on the site. The Reception classes are spacious areas, with both an indoor and outdoor classroom (with covered area). They are well equipped and resourced to support the development of the key learning skills in the Foundation Stage Curriculum.

The Aims of Our Reception Classes

The Early Years Foundation Stage Curriculum is for children from birth to the end of the Reception year. It gives this very important early years stage of education a distinct identity. At Westfield we realise that the early years are critical in children's development. Children develop rapidly and at varying rates during their time with us - physically, intellectually, emotionally and socially. The foundation stage is about developing the characteristics of effective learning - playing and exploring (engagement), active learning (motivation) and creating and thinking critically (thinking) also persistence, self-regulation and learning to work together and co-operate with other children. All children will move forwards through development stages towards "the early learning goals" for the 7 areas of learning:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Well-planned and spontaneous play is an integral part of life for the children in Reception. It is a key and vital way in which young children learn with enjoyment and challenge.



WESTFIELD PRIMARY SCHOOL



YOUR CHILD'S INTRODUCTION TO WESTFIELD

A presentation for new reception parents is offered during the Summer term. Following this, the children are encouraged to undertake visits to school during the Summer term before admission in September as part of our induction programme. We also offer individual school visits for each child and parent(s), allowing for a more informal and personalised meeting. Our induction process gives the children an opportunity to get to know the school, their classroom, peers, and teacher, thereby supporting a smooth transition process into school for every child.





WESTFIELD PRIMARY SCHOOL



FOUNDATIONS COMMUNITY PRE-SCHOOL

Foundations Pre-School is an **independent group** operating within the Westfield Primary's Early Years block.

Foundations Community Pre-School Ltd aims to offer quality childcare with a Christian Ethos in a safe, nurturing environment where it feels like home. They operate within the school premises to offer a range of flexible morning, afternoon and full day sessions for all children aged 2yrs and above. They accept FEET funding, 15hrs and 30hrs funding. Please visit www.foundationspreschool.org.uk for full details or call Tel: 07553 988109.





WESTFIELD PRIMARY SCHOOL



CREATIVE CURRICULUM

Creative Curriculum is organised within each year group. Topic webs and home learning ideas are sent home to parents at the beginning of each new theme and parents/ carers are kept updated with what their child is learning through class newsletters.

Our Curriculum Rationale

We aim to provide the highest quality of education for all our children, in an environment that is challenging, motivating, disciplined, caring and moral, where children can acquire the skills and knowledge appropriate to their individual needs through the delivery of a creative curriculum. Every child is entitled to a broad and balanced curriculum. This provides opportunities for individuals to acquire knowledge, skills and understanding; promote the spiritual, moral, cultural, mental and physical well-being and development of our pupils; and prepare pupils for the opportunities, responsibilities and experiences of adult life. Through our pledge we aim to deliver a range of exciting learning and life experiences.

Curriculum Statement

Westfield follows an ambitious curriculum that broadens our children's skills, knowledge and understanding in a wide range of contexts.

We work with our community to raise aspirations.

We incorporate learning *in* reading, writing and maths seamlessly across different subject areas of the curriculum to enable further consolidation of these skills.

We provide a curriculum that motivates and inspires learners and at the same time develop pupils' life skills

SUBJECTS

English/Literacy

Literacy underpins the whole curriculum and links with other subject areas are made where possible. The school promotes the acquisition of basic literacy skills necessary for adult life, developing pupils' reading, writing and communication skills.



WESTFIELD PRIMARY SCHOOL



Mathematics/Numeracy

Children are encouraged to learn through a range of teacher-led mental games/tasks, investigations, independent and ability & mixed group-based work. There are seven strands of learning which are: Using and Applying, Counting and Understanding Number, Knowing and Using Number Facts, Calculating, Understanding Shape, Measuring and Handling Data.

ICT is used to support both literacy and mathematical learning through a range of software. This is a useful way of supporting our less able and extending our more able children. Parents are kept informed of areas being studied each term and offered suggestions as to how to support their children with Mathematics and Literacy at home.

Science

The children are encouraged to develop enquiring minds and a scientific approach to problem solving. They learn through practical investigations, developing their skills of observation, comparing, predicting and testing, communicating and recording. Each year group has specific areas of study including Life Processes and Living Things, Materials and their Properties, and Physical Processes

History

The History curriculum has a balance of local, British, European and wider World History. We try to link historical events with the present day in units such as "What was it like to live here in the past?" and "What can we learn about recent history from studying the life of a famous person?" When appropriate, educational visits are planned to link in with the history being studied.

Geography

Children are helped to understand the physical world and the society in which they are growing up. We study local, regional and world environments. Children have an opportunity to explore such themes as pollution, conservation, erosion, population and technological change. Skills are developed to enable the children to read and use maps, understand a weather chart and cope with simple statistics. Children are involved in field studies, trips and visits.



WESTFIELD PRIMARY SCHOOL



Computing

At Westfield Primary School, digital learning is at the heart of our curriculum, empowering pupils to become confident, creative, and responsible users of technology. As part of our ongoing digital strategy, we now provide every Year 4 pupil with their own Ipad, enabling personalised and seamless access to digital resources in their school environment. Our pupils also benefit from immersive learning experiences using virtual reality headsets, which bring subjects like history, science, and geography to life. Through Now Press Play, children take part in interactive audio adventures that make learning dynamic and memorable.

Our computing suite features Chrome-flexed PCs, giving pupils the flexibility to work individually or with partners. Portable Chromebooks and iPads are available to every classroom, ensuring that all children can integrate digital learning into their everyday lessons.

To support hands-on learning, we offer a variety of digital devices, including data loggers, floor robots, and LEGO Mindstorms. Each class has a dedicated weekly slot in the ICT suite to develop key computing skills such as information retrieval, database building, coding and control technology, presenting information, multimedia creation, communication, and spreadsheets. E-safety is a top priority at Westfield, and all year groups are taught how to use the internet safely as part of our curriculum. The skills learned in computing lessons are then applied across all subjects, ensuring digital learning is fully embedded and preparing our pupils for the demands of an ever-evolving technological world.

Music

Music plays an important part in our school life. We encourage children to become musically literate through active participation in a range of musical activities including listening to, as well as making music. Children have the opportunity to share in music making through the use of voice, instrumental playing and composition. The school has an active choir who enjoy performing inside and outside of school, including at the O2 and more locally at our local retirement village. We love to share our music and we put on Christmas assemblies in Years R to 5, a Year 6 Christingle service and a Year 6 production in the summer, all of which are shared with parents and carers.



WESTFIELD PRIMARY SCHOOL



Art and Design

Art and Design at Westfield Primary School is designed to nurture every child's creativity and imagination, while developing their skills and deepening their understanding of materials and artistic processes. All pupils benefit from regular, timetabled use of our dedicated art room, where they can fully immerse themselves in creative activities. In Key Stage 1, children explore the visual, tactile, and sensory qualities of a wide range of materials, using shape, pattern, and texture to express their own ideas and feelings. They are introduced to the work of significant artists, learning about different skills and techniques along the way.

In Key Stage 2, pupils continue to develop their creativity through more complex projects, comparing their own ideas and methods with those of others. They also have opportunities to question and appreciate the role and purpose of art across different periods and cultures. To further enrich our curriculum, we work with an external specialist art provider who delivers inspiring art lessons to our Year 3 and Year 4 classes, ensuring that children experience high-quality teaching and a wide range of artistic approaches.

Design and Technology

Design and Technology helps pupils to think imaginatively, to problem-solve and to discuss their ideas. It builds on their own experiences of investigating everyday materials. They explore how familiar objects work and the needs of the people who use them. The pupils plan, draw and model their ideas; they identify what works well and what could be improved upon. Pupils work on their own or as part of a team and are taught to use simple safe procedures and techniques and how to select appropriate tools.

Learning for Life and Citizenship (PSRE)

At Westfield Primary School, our Learning for Life and Citizenship (PSRE) curriculum is built around the Coram Life Education scheme of work, which weaves together learning for life, emotional literacy, social skills, and spiritual development into a comprehensive and engaging programme. We enhance this learning through other curriculum subjects and through active involvement in whole-school and community events. Our approach is designed to help pupils develop self-confidence, a sense



WESTFIELD PRIMARY SCHOOL



of responsibility, and the skills they need to be active citizens, while also supporting them to make healthy and safe lifestyle choices.

Our curriculum focuses on helping children understand themselves, their families, and relationships. In Key Stage 2, pupils further their understanding by exploring democracy and government. We are proud of our Behaviour Policy and Anti-Bullying Policy (Silver Award), both of which are available to parents on request.

In line with statutory requirements, we teach Relationships and Sex Education (RSE) at a level appropriate to pupils' understanding. The biological aspects are covered as part of the National Curriculum for Science, while other important areas—such as body image, sexual development, social pressures, relationships, family life, and parenting—are explored in a sensitive and age-appropriate way. Parents have the right to withdraw their child from any non-statutory elements of the Sex Education programme.

Looking ahead, we are committed to keeping our curriculum up to date and are currently reviewing our RSE provision in line with the Department for Education's updated Relationships, Sex and Health Education (RSHE) guidance, which will become statutory from September 2026. This ensures that our pupils continue to receive the highest quality education in all aspects of personal, social, and emotional development.

Modern Foreign Language

French is taught to pupils in Years 3 & 4 and Spanish in Years 5 & 6.

Religious Education

We follow Surrey's Agreed Syllabus for Religious Education. The curriculum ensures the study of Christianity but the pupils also learn about other principal religions. The pupils will gain knowledge and understanding of religions and be encouraged to explore, reflect on and respond to religious beliefs, values and experiences. Parents may request that their child be withdrawn from religious education or worship; if so, alternative arrangements will be made.



WESTFIELD PRIMARY SCHOOL



Physical Education

The sporting aims of the school are to promote physical activity and a healthy lifestyle. We encourage children to participate in and enjoy sport and to play co-operatively.

The school has a large hall with fixed gymnastic equipment as well as a range of small and large apparatus. There is also a large hard outdoor area and extensive playing fields. We offer a varied programme of activities including dance, gymnastics and games. Skills relating to games are developed and the children are encouraged to participate co-operatively as they grow older. Games vary according to the season but during the year pupils have an opportunity to take part in football, netball, hockey, tag-rugby, cricket, rounders, short tennis and athletics. Swimming lessons are taught by qualified instructors at Woking Pool in the Park in Year 4.





WESTFIELD PRIMARY SCHOOL

BRITISH VALUES

What are 'fundamental British values'?

Schools are required to provide for the spiritual, moral, social and cultural (SMSC) development of their pupils. As part of this requirement, we actively promote fundamental British values. The values are reflected throughout our school, including in our ethos, policies and assemblies. Children also engage with the values through the curriculum. The poster below encapsulates what the British Values look like at Westfield.

A poster with a Union Jack background. The text is arranged in four quadrants around a central title. The top-left quadrant is titled 'DEMOCRACY' and describes 'Everyone has a voice and we make decisions together'. The top-right quadrant is titled 'RULE OF LAW' and describes 'Understand right from wrong and everyone is treated the same'. The bottom-left quadrant is titled 'MUTUAL RESPECT AND TOLERANCE' and describes 'Celebrate diversity and treat others how we would like to be treated'. The bottom-right quadrant is titled 'INDIVIDUAL LIBERTY' and describes 'Freedom to make our own choices while feeling safe'. The central text reads 'BRITISH VALUES at WESTFIELD' with a blue silhouette of the United Kingdom on the left and a blue heart on the right. A small circular logo of Westfield Primary School is positioned at the bottom center of the poster.

DEMOCRACY
Everyone has a voice and we make decisions together

RULE OF LAW
Understand right from wrong and everyone is treated the same

BRITISH VALUES
at
WESTFIELD

MUTUAL RESPECT AND TOLERANCE
Celebrate diversity and treat others how we would like to be treated

INDIVIDUAL LIBERTY
Freedom to make our own choices while feeling safe



WESTFIELD PRIMARY SCHOOL



SPECIAL NEEDS

The school has a Policy for Special Educational Needs and Disability (SEND), SEND Information Report, a Disability Equality Scheme and an Accessibility Scheme.

We welcome children who can reasonably be provided for within the resources normally available in a mainstream school. The school has access through the main entrance for wheelchair users and also through three entrances directly off the playground. In addition, we have low level entry throughout classes that open on to the playground. We have an accessible toilet facility on the ground floor.

Our Special Needs Objectives are;

- To identify and support special needs pupils as early as possible and to comply with the SEN Code of Practice.
- To give all children access to a broad and balanced curriculum, differentiated as appropriate to meet individual needs.
- To give all children equality of opportunity to participate fully in school activities.
- To regularly assess and monitor to make sure the standards achieved throughout the school are appropriate
- To deliver the relevant In-Service Training for Staff.
- To listen to children, and value their views.
- To develop an effective partnership between parents, the school and outside agencies.

MORE ABLE

We believe in providing the best possible provision for pupils of all abilities. We plan our teaching and learning so that each child can aspire to the highest level of personal achievement. We recognise and support the needs of those children in our school who have been identified as 'gifted' and/or 'talented'.



WESTFIELD PRIMARY SCHOOL



Westfield Primary defines Able, Gifted and Talented pupils as follows:

Able

Children who achieve, or have the potential to achieve, at a significantly higher level than the majority of their peers and are in the top group of the class. This would also include children who achieve above the national average.

Gifted

Children who have exceptional ability (well above average), typically in academic subjects.

Talented

Children who excel or have the potential to achieve at a significantly higher level than the majority of their peers in Westfield Primary in a creative, artistic, musical or sporting domain, but who do not necessarily perform at a high level across all areas of learning.

Provision

Provision will be made for these children within normal class teaching, but we often provide enrichment or extension activities to promote their skills and talents still further.

EDUCATIONAL VISITS AND WORKSHOPS

Throughout the year, classes may make an educational visit which will link with their studies across the curriculum. Parents are asked to make a voluntary contribution when visits involve a cost. In addition to topic-based trips, children in Key Stage 2 have the opportunity to take part in a bespoke 'activities' week (for example, glow dodge ball, archery, climbing wall, bowling, inflatables in the pool etc) in Y6. Details of this will be communicated to parents at the end of Y5. For all trips we aim to offer a payment plan to enable payments to be spread across a period of time.

School based workshops also take place throughout the year and may involve a small charge.



WESTFIELD PRIMARY SCHOOL



EXTRA-CURRICULAR ACTIVITIES

At Westfield Primary School, the pupils have the opportunity to participate in many extra-curricular activities which enrich the life of our school. These take place before school, at lunchtime or after school. Clubs vary over the year but have included- choir, Boogie Pumps (dance), football, writing, hockey, netball, rounders, Lego, Art, gymnastics, athletics, tennis, computing, French and mindfulness/well-being. Children who wish to stay for a club before or after school must obtain the signed consent of their parents.

The school enter teams into competitive events and matches against other local schools. The choir regularly performs at concerts in the local area and at major venues further afield, for example the O2.



WESTFIELD PRIMARY SCHOOL



HOME LEARNING

The amount, range and character of home learning expected will depend on which year your child is in and will vary as your child progresses through the school. There are also opportunities to take on optional home learning tasks, to extend learning at home, through our 'home learning' sheets which are sent home at the start of each term.

Home learning is posted on Seesaw (our online learning platform), Bug Club and TT Rockstars are also encouraged. Spellings are also set.

In addition to other homework all children are expected to take their reading books home and practise their reading with an adult for 10-15 minutes daily. A reading record should be signed and returned to school regularly. This supports our *Reading Around the World* initiative.



WESTFIELD PRIMARY SCHOOL



Below are the dates for 2025-2026. You will note that there is a two-week half term in June 2026. We are aware that many parents take their children on holiday during term time as it is cheaper. By allocating a two-week half term in June we ask that parents use this time to go on holiday, as there will be no fines applied to these 2 weeks.

If you take your children out of school at other times in the year, then the usual fines from Surrey County Council will apply.

Academy Term Dates: September 2025 to July 2026

Autumn Term 2025

Inset Days	Tuesday 2 nd September 2025
Pupils return	Wednesday 3 rd September 2025 at the normal time
Half term	Monday 27 th October to Friday 31 st October 2025
Pupils return	Monday 3 rd November 2025 at the normal time
Term ends	Friday 19 th December 2025 at 1.20pm

Spring Term 2026

Inset Day	Monday 5 th January & 27 th March 2026
Pupils return	Tuesday 6 th January 2026 at the normal time
Half term week	Monday 16 th to Friday 20 th February 2026
Pupils return	Monday 23 rd February 2026 at the normal time
Term ends	Thursday 26 th March 2026 at 1.20pm

Summer Term 2025

Inset Day	Monday 20 th & Tuesday 21 st July 2026
Pupils return	Monday 13 th April 2026 at the normal time
Half term 2 weeks	Monday 25 th May to Friday 5 th June 2026
Pupils return	Monday 8 th June 2026 at the normal time
-Term ends	Friday 17 th July 2026 at 11.45am for year 6 Friday 17 th July 2026 at 1.20pm for years R-5

May Day Bank holiday this year Monday 4th May 2026.



WESTFIELD PRIMARY SCHOOL



THE SCHOOL COMMUNITY

Governors

The school governors include co-opted members representing wider links with the community and industry, as well as a staff member and are accountable to the Trust Board. Elected representatives hold office for four years. The Head teacher takes detailed decisions about the day to day running of the school, the full governing body discusses strategic aspects of school life, considering school finances.

Community Links

The school shares the gym with Surrey Arts, who organise music, drama and art in the community. The school has established close links with the local residents of a retirement village, our Year 3 children visit every two weeks and together the children and residents enjoy activities such as games and arts and crafts whilst also forming intergenerational relationships through chatting and getting to know each other. Our choir also perform termly to them. We also make and deliver Christmas cards to our friends at the retirement village.

Friends of Westfield

The Friends of Westfield (PTA) aims to forge closer links between home and school by encouraging families to become further involved in the life of the school. The FOW is very active in organising regular social and fund-raising events. Money raised by the FOW is used, by the school, to provide additional facilities and equipment for our children to benefit from. All parents automatically become members when their children start school. A committee, elected annually, manages the FOW. Each class seeks to have a representative and any involvement is welcomed.



WESTFIELD PRIMARY SCHOOL



WELL-BEING

Well-being and positive mental health are a high priority for the school: building up self-confidence and self-esteem; developing children's skills in recognising and managing their own emotions. This includes the encouragement of kindness, gratitude, respect and care for the feelings of other people and property.

Positive attitudes towards learning and behaviour are recognised in class and at weekly celebration assemblies and also through our Marvellous Me app (a parent-school link which allows school to inform parents of all the great things their child has achieved at school via a secure app). Our school and class rules concern the children's safety and well-being as well as respect for others. They provide a framework within which the children should behave. The school has a series of rewards and sanctions to support behaviour choices, that are under pinned by restorative justice approaches. These are set out in the Behaviour Policy.

The school takes a positive attitude towards self-discipline and considerate social behaviour. If a child's behaviour falls below the expected standard, the class teacher will contact the child's parent to discuss the matter and implement the school's behaviour policy and procedures.

COMPLAINTS PROCEDURE

Westfield Primary School follows the EEEA Trust Policy and this is on the school website. Should you need a copy of the policy, please ask at the office.

ATTENDANCE

Our annual attendance figure for 2024-2025 was 94%.



WESTFIELD PRIMARY SCHOOL



WESTFIELD SCHOOL'S SATS RESULTS

Key Stage 2 Provisional Test Assessments 2025

This table shows the percentage of Year 6 children achieving Expected Standards and above. Please note, national data for 2025 is provisional until later in the Autumn Term.

Subject KS2	Percentage of pupils achieving the expected standard: school 2025	Percentage of pupils achieving the expected standard: nationally 2025 (provisional)	Average scaled score: school (2024)	Average scaled score: nationally (2025 provisional)
English reading	63%	75%	102	106
English grammar, punctuation and spelling	61%	73%	103	105
Mathematics	65%	74%	101	105
English writing (teacher assessment)	72%	72%	N/A	N/A
Science (teacher assessment)	94%	82%	N/A	N/A