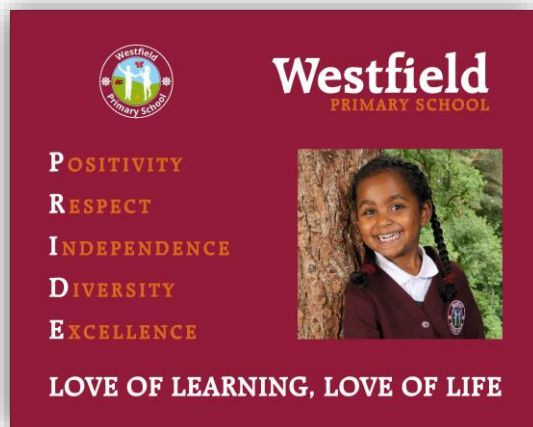




Westfield Primary School

New to Year R Parent Information Booklet



A to Z of Westfield.



A is for....

Attendance & Medical:

Regular attendance at school is essential to ensure every child can succeed with their learning, make friends and feel a sense of belonging at Westfield. If your child is well enough to be at school, please ensure they attend.

If your child is ill, and cannot attend school, please inform the school via Studybugs - <https://studybugs.com/> (an online App) as early as possible, but before 10am on each day of your child's absence. As part of our safeguarding procedures, the office will call home if we have not heard why a child is absent by 10am.

Appointments (dental, medical):

Any appointments that are within the school day need to be informed to the school office in advance, evidence of the appointment also needs to be provided, for example a screen shot of the appointment or a letter.

B is for....

Bikes & Scooters:

The school has designated areas where bikes and scooters can be safely left. All bikes and scooters are left at the owners' risk. Children should not be using electric scooters to travel to and from school; these cannot be stored on school premises.

We expect any child cycling to and from school to follow all highway rules and to be wearing/have appropriate safety gear, for example a helmet, working lights and clothes that allow them to be easily seen.

Birthdays:

Birthdays are to be celebrated! At Westfield, birthdays are celebrated in class. Children with birthdays may bring in wrapped sweets to share with their class, this is entirely optional. The sweets should not contain any nuts and will be sent home at the end of the school day to be eaten after the school day has ended.

Breakfast & After School Club:

This is a privately-run club, that operates out of Westfield and is for Westfield pupils only. The club is called Pleiades and they are well established and popular. The Breakfast club runs from 7:30am until the start of the school day. The After-School club runs from the end of the school day until 6pm. For more information contact: <https://www.pleiadesleisure.com/> Or Phone: 01483 270 160

C is for.....

Child Protection & Safeguarding:

At Westfield Primary School we understand that safeguarding is everyone's responsibility. All members of staff, including teaching and support staff receive safeguarding training throughout the year. For more information and to read our 'Safeguarding Statement' please visit our website by following this [link](#).

Classes:

There are two classes in every year group, there are seven year groups from Reception to Year 6. The Reception classes are:

Butterflies and Bumblebees

Clubs:

There are a wide selection of clubs offered every term, either by outside providers or by school staff. The clubs can vary term to term and they are open to different year groups. Clubs are offered after school, at lunchtime and sometimes before school. Information about these clubs can be found in our newsletters and from letters sent home about individual clubs. Please ensure you make a note of the dates that your children's club will be running from the club letters.

Communication:

Westfield is a very friendly and approachable school and we love to communicate with our families. However, schools are also very busy places and teachers involved with teaching classes during the school day. Therefore, the best way to communicate with your child's class teacher is to catch them at the end of the school day (once they have finished dismissing their class) or email them using the class email address (every class has one). It may be possible for your child's class teacher to phone you after the school day has finished, however this is not always possible due to meetings and other commitments.

The school office can also be contacted by phone or email and messages left or queries answered. Any queries regarding your child's class, learning or behaviour are usually best answered by their teacher.

The Reception class emails are: bumblebeesclass@westfield.surrey.sch.uk

And: butterfliesclass@westfield.surrey.sch.uk

Code word:

Every child has a code word known by their parents/carers and the school. This is set up by parents with the school office. This ensures that children are kept safe and are only released to adults who can provide the codeword on request. Therefore, if a child is being collected by an adult other than the known parent/adult who collects each

day, they should have the codeword. We will not release a child to an adult who we are not expecting to pick up and who doesn't have the codeword.

Contact details:

These are kept by the school and used if/when we need to get in contact with parents/carers for example, if your child is feeling unwell or has had an accident. We ask that any changes are made known to the school so that we always have up to date contact details.

D is for....

Diary Dates:

You will find the diary dates on the school website, and in the school newsletters.

Dogs:

Dogs are not allowed on the school site, with the exception of assistance dogs, who are clearly identifiable as such. Dogs should not be tied to the school fences near the gates where children arrive and leave.

The school is visited once a week by a Pets As Therapy dog. The dog and his owner visit under specific guidelines and the visit is risk assessed.

Drop off and pick up:

Drop off to the school is either at the front of the school, through the pedestrian gate or at the back of the school through the pedestrian gate from the car park. At drop off, at the start of the day, children are dropped at one of these two gates and make their way into their class. There are adults on both gates, down the pathway at the front, on the playground and at the classroom doors to support and welcome children. They quickly learn and settle into this daily routine. During the early days of September, in the transition and settling in sessions, drop offs and/or pick ups may be different and this will be outlined in the communication you receive.

Pick up at the end of the day is from the playground. Parents/carers will be able to come onto the playground and will situate themselves near their child's classroom door/exit, ready to greet their child as they finish their day.

E is for....

EYFS (the Early Years Foundation Stage):

The EYFS sets standards for the learning, development and care of children from birth to 5 years old. School Reception classes are within the EYFS and are the final year of this stage and the first year of primary school.

F is for....

Friends of Westfield (PTA):

Everyone is very welcome to get involved in the PTA, everyone is very friendly and welcoming. They run lots of great activities and events for the children and to raise money for the school, some examples of these events are: Christmas and Summer Fairs, themed bake sales and regular ice-cream sales, Easter Egg tombola, working party to tidy up the Wild Garden and many more. The money raised goes to support the children in school, for example by paying for the annual pantomime, the large outdoor clock, new seating in the Wild Garden, bird boxes and much more.

Fruit & Vegetables:

We take part in the government's fruit scheme, which means that children in Year R to 2 are offered a free piece of fruit or a vegetable daily as a snack. You may also send them in with an additional piece of fruit/vegetable if you wish. Only fruit or vegetables are allowed as a snack during the day.

J is for....

Jewellery:

Our uniform policy states that the only jewellery permissible is a watch and plain stud earrings. On mufti days, additional jewellery is not allowed and no jewellery is to be worn for PE. If children wear stud earrings they must be able to remove these themselves when they have PE, or preferably please remove these at home on PE days. Smart watches are not allowed in school.

L is for....

Lunches:

Our school dinners are cooked on site by a company called Chartwells, they are varied and very tasty. All children from Reception to Year 2 are entitled to a free school lunch as part of the government's Universal Free School Meals scheme (from Year 3 and above there would be a charge for the school lunch). If you would like your child to have a cooked school lunch then you will need to sign your child up for this. You are also able to send them in with a daily packed lunch from home, if you prefer.

M is for....

Marvellous Me App:

The Marvellous Me App is free and it is a really great and easy way for the school to communicate great news to you about your child's achievements! You can also hear about what they have been learning and get reminders about key events, such as a class assembly or dress up day.

The App states: "Positive, personal and progress-led news. Marvellous Me makes it easy for teachers to tell parents about their child's learning and achievements. It

makes children and parents smile and enjoy great conversations about school. This means children are happier and do better, and teachers are appreciated and backed-up.”

Meetings:

In the autumn and spring terms we hold ‘Parent Consultation’ evenings, when parents/carers get to come into school (at a prearranged appointment time) and speak with their child’s class teacher about their progress and how they are settling at school. These are really valuable events, please do sign up for these when the appointments are released.

Medicine:

The only medicine allowed in school is prescribed medication by a doctor. If this is a prescription for a short-lived illness/infection then this medicine will need to be signed in and out of the school office and a medication form completed. For medication for allergies and longer-term conditions, such as an epipen or asthma pump, then an individual health care plan needs to be completed at a set meeting time, this needs to be done before a child can be in school. Prescribed epipens and asthma pumps will always be kept in the child’s classroom and will follow them wherever they are in school so that they are always easily and speedily accessible if needed.

Milk:

If your child is under 5 you can opt into the free milk scheme and your child can receive milk to drink every day. If your child is over 5 you can opt in and pay for daily milk for your child.

N is for....

Newsletter:

Each month we produce a newsletter which is emailed to all parents. This newsletter has useful information about what has been happening at Westfield, what is coming up at Westfield, important dates (e.g themed days or dress up days) etc. Please do take the time to look through the newsletter each month so that you do not miss out.

No Nuts:

We are a completely nut-free school, this means no nuts of any kind can be brought in, this includes Nutella and peanut butter.

O is for....

Online bookings and payments:

We use Scopay (formerly Tucasi) for all our on-line school meal and trip payments. Before your first payment you will need to have set up/obtained your personal username and password.

Open evening:

We hold an annual open evening for our school community and prospective parents, this is usually around the first Thursday in November. It is a chance to see our school 'in action' and the children love coming back to school in the dark!

P is for....

Parent helpers:

We welcome parent helpers/volunteers into school, to hear readers, to help at school events, to assist on trips out and so on. If you are able to volunteer on a regular basis you will need a DBS check, which we will do in school with you.

Parking:

At drop off and pick up time (and also at agreed special events such as class assemblies) we have the use of the large car park around the back of the school (by the Adult Education buildings). Parents/carers can park here and use the pedestrian gate in the school fence to access the school playground. There is limited parking around the school and road leading to school, so we ask parents to take advantage of this large car park.

We ask parents to always park carefully and to never block driveways or the road and to always model positive behaviour to your children by being polite and courteous to other road users.

Photographs:

In your information pack you will find a 'Using photographic and video images of children' consent form. Please complete and return this so that we know if and when you are happy for your children to appear in photos at school, for example on internal school display, in the school prospectus, on the website etc.

PRIDE:

Westfield's PRIDE values are:

- Positivity
- Respect
- Independence
- Diversity
- Excellence

They are the backbone of our school and are evident in everything we do.



Q is for....

Questions and queries:

One of the best places to look first if you have questions and queries is the school website as this has lots of useful information. You can also approach your child's class teacher by email or at pick up time at the end of the day. The school office is also a good place to go for information that can't be found on the website. You may also like to approach one of the class reps for your child's class.

R is for....

Reading:

Reading is a vital life skill and also hugely enjoyable. We want to instil in the children a strong love for books and reading. We ask that you support your children's reading by reading with them as often as you can, if you are able to do this daily your children will really benefit as they will be consolidating the skills learnt at school.

Reports:

Towards the end of the autumn and spring terms you will be given a progress report which outlines how your child is doing at school and includes some next step targets which you can also support your child with at home. Towards the end of the summer term you will receive a fuller report which summaries how they have done by the end of the year and some next steps for them to take into their next year group. The end of year report will also include their progress against the EYFS Profile – the statutory end of Early Years' 'assessments'.

S is for....

School day:

Our school day starts as soon as the gates are opened at 8:35am and we expect all children to be in school by the time the gates close at 8:50am. Children arriving after this time are late. The day finishes at 3:05pm and the gates open to allow parents on to the playground to collect their children.

Security:

Our school site is a secure site and we ask all our school community to work with us to ensure it remains so. Gates are locked during the school day and any visitors are required to sign in and out of the main school entrance. All visitors are given a lanyard to wear and these are colour coded based on whether a visitor has an enhanced DBS check or not. All staff have school lanyards.

Smoking and vaping:

The entire school site is a no smoking and no vaping site. Please ensure you respect this.

Special educational needs:

At Westfield, we are committed to inclusion and to removing any potential barriers (physical or otherwise) to learning and participation. We provide a broad and balanced curriculum for all pupils and respond to pupils' diverse learning needs. If your child needs additional support, above what is ordinarily provided, then they will be placed on the school's special needs register and appropriate support will be provided. For more information please visit our school website by following this [link](#).

Stay and play:

Stay and play happens every two weeks on a Monday towards the end of the day, from the start of the spring term (more information of timings and dates nearer the time). This is an optional event and you can attend every session or just occasionally. It's a lovely, relaxed time where you can come along and join in playing alongside your child and experience school through their eyes. For health and safety reasons we cannot accommodate any siblings at these sessions, this includes babies.

T is for....

Term dates:

These are available on the school website and reminders are sent out in the newsletters. The school year is split into 3 terms: Autumn (starting in September), Spring (starting in January) and Summer (starting in April).

Themed days and/or weeks:

We enhance our curriculum in many ways, such as immersive days, workshops, visitors and trips. We also enjoy well planned and researched themed days and weeks, such as Romans Day, #Hello Yellow day, Book Week, Wellbeing Week etc. Information about dress up days are always put into the newsletters and reminders sent out via Marvellous Me.

U is for....

Uniform:

Children are expected to wear the correct school uniform when in school and we ask parents to support their children in this. On PE days children are expected to wear the correct PE uniform to school, they will wear this all day on their class PE days. On a Friday, we have a whole school mufti day, on this day children can wear home clothes to school, if they wish. On Fridays, clothes and footwear should still be appropriate for a busy school day and we do not allow ripped clothing, offensive logos on clothing or clothes that are too revealing. For more information and to see our uniform policy please visit our school website [here](#).

V is for....

Valuables:

Valuables should not be brought into school, as there is no guarantee to keep them safe. Any loss or damage to items brought into school will not be the responsibility of the school.

W is for....

Water:

We recommend that children bring a freshly filled water bottle to school every day so that they can stay hydrated throughout the day. Children can have access to their water throughout the day, if they forget their water bottles there is drinking water available in their classrooms.

Website:

There is a wealth of information available on our website and answers to most, if not all, questions can be found on here. The website can be found by following this link: <https://www.westfield.surrey.sch.uk/>

Well-being:

Well-being is given the highest priority at Westfield. Everyone is at their best when they feel well, in mind, body and spirit. This priority was acknowledged when we were awarded the National Wellbeing award for schools in 2020 and again in 2023.

At Westfield, we aim to promote positive mental health and well-being for all of our school community. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. We have a bespoke Positive Mental Health and Wellbeing Policy and strategy which outlines our aims, offer and approach. All children take part in weekly wellbeing sessions, as well as themed days and weeks.

Westfield Way:

These are our 'School Rules' and we expect all children and adults to live by these rules.

