



Parent Handbook

Taking you step-by-step through starting school

Everyone Learning Together Through Work and Play



Jill MacLauchlan , Headteacher, says...

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 3 is Key Information and pages 13-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01455 637558 and we will be happy to help!

Policies and term dates

On pages 4 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to Westfield Infant School and I look forward to getting to know you and your child.

Key information

What are our school times?

Reception

- 9.00am-11.30am.
- 12.30pm-3.00pm.

Year 1 and Year 2

- 9.00am-11.50am
- Morning Break: 10.15am-10.30am.
- 12.50-3.00pm.

Arrivals and departures

The school day starts promptly at 9.00am, at which time children should be ready for lessons to start. Staff are on duty from 8.50am and pupils should not be left at school before this time. Between 8.50am. - 9.00am pupils may arrive and enter through their class door. Pupils should be encouraged to enter school independently and staff are available to assist pupils with being responsible for organising their own belongings in readiness to start their learning. Between 8.50am and 9.00am support staff are available at each entrance door. They are able to take messages which are then passed onto the class teacher. At that time the teaching staff are busy with the pupils in the classrooms. All teachers see their class to the door at the end of the afternoon and if you need to see them they will be more than happy to discuss matters with you then.

Every effort should be made to collect your child promptly at the end of the day. However if for any reason you are delayed or there are changes in arrangements please inform the office. When the pupils leave school at 3.00pm. they are seen out by a teacher who checks they are collected by an adult. It helps the staff if parents/carers make themselves noticeable e.g. with a wave, as we can then hand the children directly to them.

Wraparound Clubs

Breakfast club and After School Club

We do not provide Breakfast and After school care clubs at our school. But our children can access these facilities at the Westfield Kids' Club (tel. 01455 630832).



Uniform

Uniform provides our children with a sense of belonging to the 'school family'. There is an optional uniform which is worn by the majority of pupils:

- Sweatshirts.
- Cardigans.
- Polo shirts.
- T-shirts.
- Fleeces.
- Dresses.
- Jogging bottoms.

The school colour is royal blue and all the items are embroidered with the Westfield Bear Logo.

Where to buy

Book bags, PE bags and summer baseball caps are available from the school office. School uniform is available to buy from Hole in the Wall, 11, Lower Bond Street, Hinckley, Leicestershire LE10 1QT Tel: 01455 637475 Fax: 01455 613606.

Alternatively, there is a limited supply of re-cycled uniform available at school. Parents are encouraged to recycle any old uniform in this way and it is then available to purchase from the school office for a small donation.

It is helpful if all clothing is named as this makes it easier to sort out clothes and identify lost property.

PE Kit

It is important that all clothing is named

Each pupil will require:

- Plimsolls.
- Shorts.
- T-shirt or leotard.
- Bare feet indoors (unless games played which might injure bare feet or medical reasons)

Pupils must wear their P.E. kit during all P.E lessons. If a pupil is without kit, then they may borrow suitable clothing from the P.E storeroom. A P.E. kit reminder note will be sent home with the pupil.

Food in school

School meals

The catering staff work hard to provide the pupils with a varied diet of high quality healthy meals. A daily choice is available and special diets can be catered for. There is a menu board displayed outside the kitchen with the weekly menu on it. There is additional support available for pupils who need encouragement during lunchtimes.

Free school meals

All pupils at Westfield Infant School are entitled to Universal Infant Free School Meals which provides a hot meal at lunchtime for your child. However some families may also be entitled to Pupil Premium. If you are on a low income or unemployed then please telephone the School Food Support Team on 0116 305 6588 and they will be able to advise you if you qualify. If you do qualify then this benefit also entitles you to 50% discount on the cost of any school trips, help with the cost of Uniform and Afterschool Clubs.

Fruit and drinks

Parents/Carers are required to register with the Cool Milk Scheme and pay online if they wish their child to have milk at mid-morning playtime. The website is <https://customers.coolmilk.com>. Labels are put onto the drinks and they are put into buckets for play time. If a child is away the milk will be put in the fridge awaiting their return - unless it is collected by their parents/carers during the absence. Pupils are allowed to bring their own named water bottles from home for playtime. Pupils fill their water bottles with fresh water each day for consumption. Water fountains are available in the playground. This school is part of the National Fruit Scheme and all pupils are offered fruit at playtime. Children are eligible to free milk until their 5th birthday but you are still required to register with Cool milk. If your child would like milk and is entitled to pupil premium then please advise the school office.

There is no charge for this.

Please note that we are a nut free school.



Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents/Carers need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: www.westfield-inf.leics.sch.uk and click on 'About Us'; then 'Key Information' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Charging Policy.
- Partnership between Home and School.
- Single Equality.
- Keeping Children Safe at Westfield Infant School.
- Special Education Needs.
- Admissions.
- Anti-Bullying.
- Keeping Schools Safe from Abuse, Threats and Violence.
- Complaints Policy and Procedure.

Step 1



Step 2



Step 3



Step 1

STEP 1: PUPIL ADMISSION FORM

Westfield Infant School

This data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the Data Protection Act 1998. Data on this form will be shared with the LA where necessary.

Please provide as much information as possible about your child.

Legal Surname:	Legal Forename:
Gender (M/F):	Date of Birth:
Preferred Surname:	Preferred Forename:
Middle Name(s):	
Home address:	
Postcode:	
Home telephone number:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Contact Information – Parent/Carer: Priority ☐

Title and Surname: Forename:

Mobile number:

Home Phone:

E-mail:

Home Address (if different to child):

.....Postcode:

Relationship to Pupil: Parental Responsibility: ☐ Yes ☐ No

Contact Information – Parent/Carer: Priority ☐

Title and Surname: Forename:

Mobile number:

Home Phone:

E-mail:

Home Address (if different to child):

.....Postcode:

Relationship to Pupil: Parental Responsibility: ☐ Yes ☐ No

STEP 2: PUPIL ADMISSION FORM

Westfield Infant School

Contact Information Non Parents/Carer:

Priority☐

Title and Surname: Forename:

Mobile number:

Home Phone:

E-mail:

Home Address (if different to child):
..... Postcode:

Relationship to Pupil: Parental Responsibility: ☐ Yes ☐ No

Medical Practice:

Tel no:

Doctor:

Does your child have any medical conditions that the school should be aware of?
.....

Cultural Information

Ethnicity:

☐ White
☐ British
☐ Irish
☐ Traveller of Irish Heritage
☐ Gypsy/Roma
☐ Any other White background

☐ Mixed
☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other mixed background

☐ Asian or Asian British
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background

☐ Black or Black British
☐ Caribbean
☐ African
☐ Any other Black background

☐ Chinese
☐ Any other ethnic background
☐ I do not wish an ethnic background category to be recorded

Country of Birth:

National Identity:

A First Language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child’s proficiency in English.

First Language:

Other Languages Spoken: (in order of importance)
.....

Step 1

Step 1

STEP 1: PUPIL ADMISSION FORM

Westfield Infant School

Religion:

☐ Buddhist ☐ Jewish ☐ Other religion ☐ Christian ☐ Muslim ☐ Sikh ☐ Hindu ☐ No religion

Additional Information:

How does your child travel to school?:
☐ Cycle ☐ Car Share ☐ Car/Van ☐ Public Bus Service ☐ Dedicated School Bus ☐ Train ☐ Taxi ☐ Walk ☐ Other

Are you (parent/s and Carer/s) serving in regular HM Forces military units? ☐ Yes ☐ No

(Applies to Personnel 1 and 2 categories only.)

Previous school/Playschool/Nursery:

Name of School.....
..... From To

Reason for leaving:

Does this child have any brothers and sisters at this school? ☐ Yes ☐ No

If so, please give details:
.....
.....

Please use this space to give us any information about your child that you feel we should know about and which has not already been covered by this form:
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Universal Free School Meals

From the start of the Autumn Term 2018, my child will require a school lunch? ☐ Yes ☐ No

My child will be going home at lunchtime.
Year 1 and Year 2 children please collect your child at 11.50 and return him/her to school at 12.45
Reception Year children please collect your child at 11.30 and return by 12.25 ☐ Yes ☐ No

Does your child have any special dietary requirements? (please tick or give details below)

☐ Artificial Colouring Allergy ☐ No Pork ☐ No Dairy Produce ☐ Gluten Free ☐ Halal
☐ Kosher Foods Only ☐ No nuts of any type/quantity ☐ Vegetarian ☐ Seafood Allergy

Will your child require a menu to meet special dietary needs?
If yes, please provide a brief description e.g. gluten free... ☐ Yes ☐ No
.....

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Everyone Learning Together Through Work and Play

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Don’t let your child miss out!

The Pupil Premium Information for parents.

Did you know that extra money could be available to help your child’s learning and development?

What is the Pupil Premium (PP)?

The Pupil Premium is extra government money which is paid to schools to support children’s learning and development. Your child’s school can support you in finding out if your child could receive the extra money. Your child’s school can choose how to best spend the Pupil Premium money and will work with you to make sure your child benefits from the extra funding.

Who could benefit from this money?

Children from the reception year to year 11 may be eligible if they:

<ul style="list-style-type: none">are registered for Free School Meals (FSM)	See the back of this leaflet for how to register your child for FSM
<ul style="list-style-type: none">have been registered for FSM at any point in the last 6 years	
<ul style="list-style-type: none">are or have been in care	Let your child’s school know this information if you haven’t already
<ul style="list-style-type: none">have parents in the armed forces	

Your child could benefit from:

- exciting new learning activities and opportunities to widen their life experiences
- one to one or small group sessions
- extra tools, materials and equipment to help with learning in school or at home
- before/after school clubs or activities

Why should I register my child for Free School Meals (FSM)?

- Children who are registered for Free School Meals (FSM) are entitled to the Pupil Premium.
- Your child isn’t automatically registered for FSM, even though all infant children are entitled to receive a free school meal.

Frequently asked questions:

Will the Pupil Premium (PP) affect my benefits? No, if your child receives the PP, it will not affect any benefits you may be entitled to.

How can I ensure the school gets the extra Pupil Premium funding for my child? You need to find out first if you can register your child for Free School Meals (FSM). You can do this a few months before your child starts school.

Does my child automatically qualify for FSM if they have older brothers/sisters in school who are already registered? No, you need to register each child.

I need help to make contact with the Free School Meals team. What do you suggest I do? Your child’s teachers in school can answer any questions you may have about the PP and FSM. They will be able to find someone to support you with the registration process.

You can make a call yourself to find out if you can register your child for FSM or ask your child’s school to help you do this. You can call the free school meals team on any of the following numbers:

0116 305 6588 - 0116 305 7093 - 0116 305 2740

DECLARATION

The information I have given on this form is complete and accurate. Any personal information provided will be held securely and will be used only for school purposes.

Signature of parent/carers:Date:

Thank you for completing this form – If you need any help please ask at the office.
If you have any questions, please don’t hesitate to contact us.

Step 1

Step 2

STEP 3 Parent/Carer Consent

Westfield Infant School

Copyright Permission

If your child designs a picture, this could be reproduced on the programme. i.e. for the Harvest Festival or Christmas plays. Your child’s work may also be displayed on notice boards and other areas around the school.

I agree to my child’s work being reproduced as detailed above

Signed: (parent/carers)

Internet Access

The children use the internet to help with gathering all sorts of information for learning purposes. We have in place a secure practice and only use secure sites.

I agree to the use of the internet as outlined above.

Signed: (parent/carers)

Class Lists

For birthdays and Christmas the children like to send invitations and cards to their class friends and parents/carers ask for a class list to be made available to take home. We ask your permission for your child’s first name and surname only, to appear on this list. We will not include postal addresses or telephone numbers.

I agree that my child’s name can appear on a class list available to parents/carers.

Signed parent/carers

Off-Site Visits

The staff may take children out on local visits within the community, connected to the curriculum either in small groups or as a class. It is important for the children to learn about the community and our environment and we ensure good adult supervision at all times. These visits are within walking distance, so no coaches or cars are involved.

If you agree to off-site visits please sign below.

Signed parent/carers

School Visits

We ask for your permission for your child to take part in school visits outside the community which necessitate coach travel. (NB. All the coaches we use have individual seatbelts). We always send out letters for every trip and parents/carers can decide at the time whether it is appropriate.

Signed parent/carers

Using images of children

Occasionally, we may take photographs, or make video or webcam recordings, of the children at our school. We may use these images in our Parent/Carer Handbook, Learning Journeys or in other publications we produce, as well as on our website. In doing so we may wish to:

- Use a photograph of a child to accompany an article naming him/her.

However, we will not include personal e-mail, postal addresses or telephone numbers.

We may use group/class photographs or footage with very general labels such as “a science lesson” and will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

To comply with the Data Protection Act 1998, we need your permission before we can take photographs or make recordings of your child.

If you are happy to us to take photographs and use photographs of your child in line with the conditions outlined above, then please sign below.

Images of children permission.

I give permission for photographs of my child to be used as outlined above.

Signed parent/carer

Data Exchange

Data is shared with the County Council for analysis purposes and other agencies to help ensure your child receives any extra help which might be needed. Also if your child moves to another school, records need to be sent to the new school. If your child joins us mid- term then data will be received from their previous school.

I agree to data exchange as outlined above.

Signed: parent/carer

Sex Education

Sex Education is not formally taught at this age group.

STEP 3 Acceptable Use Policy 2017-2018

Westfield Infant School

General

- I will only use apps and websites that I have been told to.
- I will look after all ICT equipment.

Communication

- I will never give out my full name, address, school or age to someone online.
- I will not talk to or email someone I do not know, even if they ask me to.
- I will use kind words when I am using ICT.

Internet/Research

- I will only use websites I have been told to access.
- I will tell an adult I trust if I see something that upsets me online.

Child’s name:.....

Child’s signature:

Date:

STEP 4 Home School Agreement

Westfield Infant School

Pupil Name:.....

School Role	Parent/Carer Role	Child’s Role
<p>We will:</p> <ul style="list-style-type: none">• Provide a safe and secure environment• Provide children with a quality education which is stimulating, visual, creative and fun• Aim to achieve high standards of work and behaviour• Respect all children equally and individually. <p>We will work in partnership with you by:</p> <ul style="list-style-type: none">• Informing you about what your child is learning through a variety of media• Welcoming you into school and providing opportunities for you to learn with your child• Keeping you informed about your child's progress• Contacting you if we have any concerns.	<p>I/We will:</p> <ul style="list-style-type: none">• Bring my child to school by 9.00am every day and collect them promptly at 3.00pm• Spend time talking about the day• Take up opportunities to come into school and learn with my child whenever possible• Provide my child with a healthy diet and regular bedtime routine• Make sure my child is properly equipped for school e.g. PE kit and book bag• Encourage my child to become independent and take responsibility for their belongings• Support my child with homework• Help and encourage my child to follow the Golden Rules.• Follow the school Social Media Policy	<p>I will:</p> <ul style="list-style-type: none">• Come to school on time every day• Follow the Golden Rules in school and at home• Look after my own belongings• Talk to my family about my day at school• Share my reading book with an adult and do my homework.
Sign (Headteacher)	Sign (Parent/Carer)	Sign (Pupil)



These choices will be used when we have special lunch days in school and when going on a day trip.

Please can you make your child’s choice of sandwich and drink.

Child’s Name..... Class.....

(please circle your choices for a roll or wrap)

Bread Roll:
Cheese
Ham
Tuna Mayonnaise

Or

Wrap:
Cheese
Ham
Tuna Mayonnaise

Drink:
Orange Juice
Apple Juice
Water

Lunches also contain a traybake (flapjack, biscuit etc), fresh fruit and vegetable sticks

If your child has a special dietary need please give details below (i.e. vegetarian, gluten free etc.)

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.....

.....



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. The school year comprises 380 sessions and apart from illness and other exceptional circumstances, children are expected to attend school for the full number of sessions.

Illness

When your child is ill please inform the school office on the first day of their absence. We have an automated telephone system which allows you to leave a message both inside and outside school hours.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SAT’s) and they should make every effort to ensure their child attends school during that period.

Request for absence

With this in mind, the Government and Local Education Authority have now put in place procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this may result in a penalty notice and a fine. For advice contact Paula Rene our Educational Welfare Officer on 0116 277 6721 or by email topaula@childrensattendance.co.uk

Medical appointment

If an absence relates to a medical appointment, the school requests that wherever possible these appointments should be arranged outside school hours. If you collect your child during the school day to attend an appointment they will need to be signed in and out in the reception area on the e-sign in system.

Jewellery and other valuables

Jewellery should not be worn and earrings should be removed or covered with tape for P.E.

lessons. This is for the safety and well-being of your child.

Valuables and money

Please do not allow your child to bring valuables to school unless a special arrangement has been made with a member of staff. The school cannot accept responsibility for any items that are lost. Money for trips should be sent in an envelope clearly marked with your child’s name and class, or paid for online following instructions sent by the school office.

Sport

Our main aim for every pupil is that they will enjoy and participate in physical education activities.

Activemark Gold Award

Westfield Infant School has achieved an Activemark Gold Award from Sport England. This was in recognition of the commitment the school has shown to promoting the benefits of physical activity and school sport. All classes have 2 or 3 sessions of P.E. each week and all pupils have an equal opportunity to learn and participate in all sports. During the fine weather we are able to use the playground or the Junior School field. We hold a sports event during the Summer term which enables parents/carers to see their child participating in races and activities. In addition to the statutory requirements of the National Curriculum i.e. Dance, Games and Gymnastics. Pupils will also have the opportunity to participate in a range of school sports clubs and enjoy our Active Playground Activities at break and lunchtime including the use of the Trim Trail, Sensory Trail and our Mud Busters (Outdoor Learning) and Outdoor Adventure areas.

Music

All Year 1 and Year 2 pupils learn to play the ocarina as part of their music lessons. Year 2 pupils have the opportunity to learn to play the recorder. Lessons take place as an out of school hours’ activity and all the pupils take part in an assembly performance.

Clubs

The school has a number of clubs. These vary throughout the year, including:

- Multi-Sports
 - Art.
 - Firework (homework club).
 - Football.
 - Junior Librarians.
- Recorder.
 - Choir.
 - Cooking.

School Trips

Year 2 pupils currently have the opportunity to join a two-day, one night residential visit. This is an exciting opportunity for pupils to spend time away from their parents/carers. The children enjoy an exciting and educational experience. Financial support is available for clubs and trips for all pupils entitled to the Pupil Premium Funding and there are specific clubs and trips organised for groups of pupils that are funded by grants.

Charging Policy

The Governing Body has accepted the L.A. policy statement on charging for school activities. They accept that for school activities to take place it is essential for voluntary contributions to be made towards the cost by parents/carers. Day or residential trips and theatre visits all enrich the pupil’s learning experience and are organised throughout the school year. No pupil is excluded from these activities for not contributing towards the costs. However parents/carers should be aware that if as a direct consequence of a number of parents/carers not contributing to the costs the activity may be cancelled and all payments returned. Financial support can be offered to families whose child is entitled to Free School Meals. We give advance notice of any trips due to take place and we arrange for payments to be made by installments.

Good Behaviour

It is the aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. We aim to provide a safe and attractive environment where everyone feels welcome, happy and secure; free from disruption, violence, bullying and any form of harassment.

Special Educational Needs

Westfield Infant School has a 20 place unit for pupils with Moderate Learning Difficulties (MLD), supported by a multi-disciplinary group of professionals according to the needs of the pupils. The unit serves a catchment area wider than that of the school and the Local Authority determines admissions. The MLD unit is very much part of the school and offers genuine opportunities for purposeful, planned inclusion and helps to strengthen the ethos of a supportive learning environment where mutual respect and support is apparent. Westfield Infant School has the Inclusion Quality Mark and is recognised as an IQM Flagship School. We strive to be an inclusive school, fostering a sense of community and belonging through our:

- Inclusive ethos.
- Personalised learning.
- Broad, balanced and creative curriculum for all pupils.
- Systems for early identification of barriers to learning and participation.
- High expectations and suitable targets for all pupils.
- Organisation of groups/classes to best suit pupils needs.

Where pupils are identified as being below their expected levels of progress, we ensure that they undertake targeted provision. Regular and rigorous monitoring takes place to ensure pupils are receiving the best possible provision to meet their needs. Parents/Carers are involved at all stages.

Frequently Asked Questions

Access

All pupils are admitted to our school in the same way regardless of ability or handicap. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather please listen to Radio Leicester which announces school closures. Also please use the school website for the latest information. Snow lines operate on Radio Leicester FM 104. In the event of heavy snowfall parents/carers can be assured that pupils will not be sent home early.

Collecting your child

In the event of a situation that requires you to collect your child early, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Parents/Carers are always invited to attend medical examinations conducted by the school doctor and school nurse, but not those by the dentist, or audiometrician. Following a school screening, you will be informed in writing if there is any cause for concern or if a further examination is felt to be necessary. The school nurse can be contacted on 01455 441869 and is always willing to assist parents/carers with health and behaviour issues.

Medicines

We are unable to be responsible for giving pupils prescribed medicines and tablets except for serious or long term ailments such as asthma and epilepsy. Class teachers are not authorised to keep medicines in their class rooms. Inhalers may be carried by a pupil, for example, in a 'bum bag' but we do suggest a spare inhaler is kept in school. We encourage parents/carers to come into school to administer any temporary medicine that may be required. If medication

has been prescribed to be taken 3 times a day there is no need for it to be given at school. If however medication needs to be given 4 times a day and there is no parent/carer available to administer this then a form, which is available from the office, should be completed. Any child with medication in school (including inhalers) must have an authorisation form completed by parents/carers. These are available from the school office.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date.

Working with parents Parental involvement

It is our hope your child will be happy at Westfield Infant School. It has been established that children make the most of their time in school when there is good communication between home and school. Parents/Carers are partners and it is most important that you establish regular contact with your child's class teacher. We hope that you will take an active interest in your child's education by supporting school events and helping us to promote the importance of our school within the community. Curriculum Events and Family Learning Programmes are organised when parents/carers can meet the staff and find out more information about methods of teaching and learning at school.

Homework

After a busy day at school pupils need time to play and relax. However we encourage the pupils to take reading and library books home to enjoy with their family. They also have a contact book which is kept in the book bag and this provides parents/carers and school staff with the opportunity to communicate about progress. It also illustrates to the pupil the importance of links between home and school. If you are unsure about how to help with homework, please don't hesitate to contact the class teacher. There is a weekly homework club known as the Firework Club. This club provides an excellent opportunity for you to come along with your child to complete homework activities. A member of the teaching staff is always available to provide guidance on how you can support your child at home. Resources are also freely available to use at the club including art and design materials, iPads and laptops to access the school website. Any time, support and encouragement you can give your child will help his or her progress at school.

Partnership with Parents

We are always grateful for extra help in school and there are many activities that we need help with.

You could enquire about becoming a Westfield Bookworm and support children by hearing them read. We also have special weeks such as Healthy School Week or Book Week. Again help is always appreciated. Throughout the year there are a lot of opportunities for parents/carers and extended family members to attend sessions in school to find out about how to support learning at home. Look out for newsletters and further details which will be sent home during the school

Assessment

Formal reports are sent home towards the end of the summer term. There is an opportunity to discuss these reports during Open Evening. At the end of Year 2 the Reports will also include Mathematics, English and Science Teacher Assessments.

Parent evenings

Parents/Carers are invited into school for pupil progress discussions twice a year. These evenings are during the Autumn and Spring terms and we use an appointment system. Dates are given at the beginning of the year and we hope to see a parent/carer of every pupil. If you are at all concerned about your child or any aspect of your child's development, please do not leave it until the formal Pupil Progress Evening to share your concern. We are always willing to make arrangements with parents/carers to discuss any matter.

News

We have a 'Parents' section on our website where you can find our 'Latest news'; 'Letters' to parents and lots of other useful information. You will receive regular letters from the school and a termly newsletter outlining forthcoming events. Every effort is made to distribute newsletters and other information within the community.

School Association

The Westfield Infant School Association (WISA) is an organisation to which all parents/carers, staff, governors and friends of the school automatically belong. A variety of events are organised throughout the year and your help and support will always be appreciated. There is a notice board with WISA information situated in the foyer and regular letters are sent home keeping you informed of forthcoming meetings and events.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how she will endeavour to support your child whilst at the school.

Term dates 2016/17



Autumn Term 2017

School Opens Tuesday 29 August 2017

Mid Term Break

Monday 16 October – Friday 20 October 2017

School Closes Wednesday 20 December 2017



Spring Term 2018

School Opens Tuesday 9 January 2018

Mid term Break

Monday 12 February – Friday 16 February 2018

School Closes Friday 23 March 2018



Summer Term 2018

Schools Open – Monday 9 April 2018

May Day Holiday Monday 7 May 2018

Mid Term Break

Monday 28 May – Friday 1 June 2018

School Closes – Friday 13 July 2018

(These dates include Closure Days used for staff training. Parents/Carers will be notified as soon as possible of any changes to the above.)

Staff and governors are proud of this school and the wonderful facilities for learning we are able to offer. We promote a happy, healthy, safe and creative learning environment in which every child will have the opportunity to achieve their full potential. The staff at Westfield Infant School are committed to providing a happy and exciting environment where each child is cared for, feels valued, respected and ultimately able to accept new challenges. It is our firm belief that in order to experience success, pupils have to believe in themselves and expect that they can do things. They need to acquire the basic skills and attitudes that will equip them to meet new challenges with confidence.

We like to work closely with parents/carers and we recognise it is important that you choose a school where you feel confident your child will be cared for, valued and most importantly will be happy. Your child will then be ready to learn. At the heart of our school is a set of core values:

- Respect.
- Democracy.
- Aspiration.
- Co-operation.
- Honesty.
- Resilience.

These values underpin our whole curriculum and school life and aim to ensure our pupils leave Westfield Infant School as happy, secure, caring and responsible citizens in a global society.



Everyone Learning Together Through Work and Play

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