Westfield Infant School

School Information Booklet













Please visit our Facebook page

'Blossoming together through nurture and challenge'

Powered by

Learners' Trust

01246 566124 WISEnquiries@learnerstrust.org

WELCOME



Welcome to our school

On behalf of all the staff, I'd like to extend a warm welcome to you. We all recognise the importance of the time your child will spend at school and are keen to ensure your child is happy and achieving their potential in a secure, supportive, friendly, fun and stimulating environment.

As an infant school we believe we offer the most inclusive, engaging start to your child's educational journey, thorough our specialist knoweldge and expertise in the foundations of learning.

Whilst your child is with us over the infant years of their educational learning journey, our aim is to provide an enjoyable, enriched, creative and challenging curriculum; which is underpinned by the essential skills of reading, writing and mathematics.

We take great pride in our close relationships and partnerships with families, working together to support all children to blossom.

Our aim is to work together with you towards our common goal:

'Blossoming together through nurture and challenge'

I hope you enjoy learning more about our welcoming, friendly infant school through this guide.

If you cannot find the information that you require, please do not hesitate to contact us.

Adrian Whitham, Headteacher



OUR VISION AND DRIVERS



At Westfield Infant School, we aim to deliver an enquiry based 'learning challenge curriculum', which truly develops the whole child and helps every child to reach their potential. We prepare children for the next stage of their education and for their future as successful, responsible, caring members of society.
Our curriculum intent is underpinned by our vision statement:

'Blossoming together through nurture and challenge'

Our nurturing ethos and curriculum ensures every child in our care blossoms intellectually, physically, emotionally, creatively, socially and spiritually. Key values for living are embedded in all aspects of the curriculum, including Fundamental British Values.

Our drivers underpin the learning and experiences we undertake in all areas of school life and ensure our curriculum offer is enriched and personalised to our children and that it prioritises the things we want our children to experience.

Our Drivers		
Diversity	**Well-Being**	**Independence**
• Acceptance of difference • Acceptance of children people from different socio-economic backgrounds Including others irrespective of where people live, religion/culture, disability/SEN, race	• Remain physically active • Understand the importance of eating the correct foods • Develop ways to establish positive mental health	• Developing independence in thinking and approach • Learning from mistakes (Growth Mindset) • To not be fearful of failure – emotional resilience

OUR MISSION



Our Mission

‘Inspiring learners through nurture and kindness, at the heart of the community’

We work in collaboration with families to support and provide challenge for all children in our care to achieve their full potential.

From the early stages of learning through play, all the way through their learning journey to extended narrative story writing and mathematical problem solving, we are here to enable children to blossom.

We look beyond the classroom to develop children as learners for their future; moving with innovations and technology, whilst keeping true to our school values.

How We Achieve This:

- Delivering an engaging curriculum in a vibrant environment that fosters joy in learning and unlocks potential.
- Developing strong communication skills and promoting kindness, respect, and cooperation.
- Building partnerships between home, school, and the community while nurturing independence.
- Ensuring safety, risk awareness, and spiritual, moral, social, and cultural growth.
- Encouraging environmental responsibility, community awareness, and healthy lifestyles.
- Delivering the Early Years Foundation Stage and Key Stage 1 National Curriculum effectively.
- Provide enrichment beyond the classroom through inspiration opportunities - for example Primary Dance Festival, Pleasley Vale Outdoor Adventure centre, visiting local places, Art workshop, Author visits, enrichment weeks and much more!

Meet the team

Meet our team



Miss J Parish
Teacher



Miss R Atkinson
Teacher



Miss S Blakeley
Teaching Assistant (HLTA)



Mrs B La Braca
Teacher



Adrian Whitham
Headteacher



Mr N Dolling
Midday Supervisor



Mrs C Wells
Caretaker / Midday Supervisior



Mrs C Clark
Teacher



Mrs C Blackbourn
Teacher

Meet our team



Mrs C Hoddinott
Teaching Assistant



Mrs C McNish Gandy
Teaching Assistant
(HLTA)



Mrs D Whyld
Midday Supervisor



Mrs H Green
Teaching Assistant
(HLTA)



Mrs H Pantry
Teaching Assistant
&
Forest School Leader



Miss C Allcock
Midday Supervisor



Mrs N Bradley
Midday Supervisor



Mrs L Minskip
Teacher



Ms J Nash
Teacher (SENCO)

Meet our team



Miss S Gabriele
Teaching Assistant



Miss R Dawson
Teaching Assistant



Mrs S Denby
Midday Supervisor



Mrs S Woodcock
Teaching Assistant



Miss K Smith
Teacher



Ms N Hill
School Business Assistant

STARTING SCHOOL



Useful Information

School times are as follows:

Doors open at:	**8.40 am**
Morning session:	**8.45 am to 12 noon**
Afternoon session:	**1.00 pm to 3.15 pm**

There is a 15-minute break each morning. All children are provided with a piece of fruit as part of the School Fruit and Vegetable Scheme (Early Years Foundation Stage have 'snack time' in the morning alongside their continuous outdoor/ indoor provision).
Staff cannot take legal responsibility for children before 8.40 am. Please be aware that until this time, a child's safety remains the responsibility of the parent/carer. Children must be brought to their classroom door with their grown-up.
Registers are closed 9.00am and 1.05pm
To avoid unnecessary anxiety, collection arrangements for your child at the end of the school day should be routine and secure. Children are told not to leave their teacher at the end of the school day if their expected 'grown-up' is not there. We are, of course, available to help in an emergency, or if you are unavoidably detained, in which case please contact the school as soon as possible. (Staff will refer to the 'trusted adult list')
The school wrap around provision (Kidz Lounge) collect any children from classes that are on their register for that day.

Class Organisation

Class organisation is established on entry to school into Gold and Purple Class. A variety of information is gathered including that from parents and preschools/nurseries, to ensure there is a consistent balance of children within each class to provide a supportive and nurturing environment for all. As children progress through the school there may be adjustments to class structures. Parents/carers and pupils will be informed of arrangements as early as possible.

The school has six classes and these are organised so that pupil numbers meet the Government's target of 30, or fewer, per class (except in exceptional circumstances.)

SCHOOL MEALS

All children attending Westfield are currently eligible for free school lunches, which are cooked in our own on site kitchen. The children are offered a choice of vegetarian or non-vegetarian meals. Mellors Catering makes every effort to avoid genetically modified (GM) foods. We always encourage the children to try out what may seem to be new and different recipes. We would never make an issue out of a child eating all their dinner, as we recognise that meal times in school can sometimes be a source of anxiety for young children. However, we generally find that the children soon relax and tuck heartily into their chosen lunches.

Our menus are planned carefully by a team of experienced people who consider the popularity of dishes, seasonally, cost and quality. We frequently provide feedback/reviews of meals and menus to ensure the best provision. An important part of the menu planning is to ensure that the nutritional content meets one third of the recommended daily requirements for children, and all the menus are analysed by Mellors senior staff before they are sent to schools.

The lunch consists of a main course (hot option vegetarian or non-vegetarian), jacket potato or sandwich choice, with the added option of salad and the pudding of the day or fresh fruit or a yogurt. In addition, as part of the meal, children will be provided with a drink of water (occasional theme days may include squash).
Should your child have any special dietary requirements, please let us know and our catering company will do their very best to accommodate them.
We continue to make provision for children who prefer to bring a packed lunch, but would like to emphasise that both lunch and drink should be brought in a named, non-breakable container.

During the lunch break the children are cared for by mid-day supervisors, both in classrooms, the hall and on the playground.

The daily menu is displayed in the school hall; a termly menu is also shared on the school website and weekly Newsletters.

Snacks
Westfield participates in the Government's Fruit Scheme meaning your child is entitled to at least one piece of fresh fruit per day, at no cost to you. Please send only fruit or vegetables for a morning snack.



SCHOOL SAFETY



Safeguarding is Westfield's number one priority. It is our ongoing responsibility to protect children from harm, ensure their safety and wellbeing, and promote a secure environment where they can learn and thrive.

School uses a 'Trusted adults list' for names of 'grown ups' permitted to collect your child. Short term alterations can be communicated to class teachers, on the day into the class diary. Staff use this system to ensure all children are safely returned to their designated 'grown up'. If in any doubt, a child will remain with the class teacher until contact can be made with a parent/carer. It is important that the 'trusted adult list' is kept up to date by parents and carers, to avoid any unnecessary delays at pick up.

Staff have had basic first aid training and in the event of an accident, other than a minor bump or graze, we automatically get in touch with parents/carers or other secondary contacts, as provided by you at the time of admission (please update any personal information changes as soon as possible). A number of additional staff members have also undertaken pediatric first aid training.

In line with guidance from the Health Protection Unit, children suffering from sickness and/or diarrhoea, must be kept at home for 48 hours after the last "episode" of the illness to prevent it from spreading.

In line with Derbyshire's Health and Safety guidelines, the only medication we are able to administer in school are medicines that are in date and have been prescribed by a doctor and:

- Need to be taken four times a day
- Need to be administered due to your child having an ongoing chronic medical condition or allergy

These medicines must be brought into school and handed in at the office. The medicine must be clearly labelled, with your child's name, and an Administration of Medicines at School form must be completed and signed (these are available at the school office).
Please note that if we are in any doubt at all about dosage instructions, we are unable to administer the medication.

We ask that all children bring a water bottle to school each day to remain hydrated. These bottles can be refilled in school. We ask where possible only water is brought into school, as this helps to reduce sugar intake that some squashes/juices have in them.

SCHOOL SAFETY CONTINUED

Keeping Our School Community Safe

We ask parents and carers to help us keep the area around school safe:

- Please park considerately and do not stop or park on zigzag lines or double yellow lines.
- Avoid narrowing pavements, blocking crossings or obstructing residents' driveways.
- The school car park is reserved for staff and visitors with appointments.
- Designated parking bays are available for Blue Badge holders.
- The path across the car park entrance can be very busy at drop-off and pick-up times, so we keep traffic movements to a minimum to keep everyone safe.
-

Playground and Equipment

We encourage children to be active before and after school. Our playground includes activity markings and a basketball area, and visitors are welcome to use these spaces.
We also provide a range of playground toys. Please help us by:

- Using equipment appropriately
- Returning items to the trolley or baskets after use
- Due to limited space, we kindly ask that balls are not kicked on the playground.

For everyone's safety:

- Children must not climb on railings or walls.
- Bikes and scooters should be dismounted when entering the school grounds.
- Any use of school equipment (including the Trim Trail) before or after school must be supervised by a parent or carer.

We appreciate your support in following these guidelines, including supervising siblings at the start and end of the school day.

Dogs on Site

Dogs are not allowed on school premises at any time, with the exception of assistance dogs.
Please also avoid tying dogs to railings or lamp posts near the school, as this can be frightening for young children.



SCHOOL SAFETY CONTINUED

Parents/carers should be aware that the school would take any reasonable action to ensure the safety of the pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Safeguarding Procedures and inform Social Care of their concerns.

All members of staff have attended safeguarding training, which is regularly up-dated. The Designated Safeguarding Lead at Westfield Infant school is the Headteacher (Adrian Whitham) and the Deputy Safeguarding Lead is the SENCO (Jo Nash).

If you are ever concerned that a child is suffering, or at risk of significant harm, then please tell a member of staff or call Derbyshire County Council on 01629 533190.

A copy of our Safeguarding Policy is available on request or can be found on our school website.

Staff Responsible for Safeguarding WESTFIELD INFANT SCHOOL	
Designated Safeguarding Officer	**Deputy Safeguarding Officer**
	
Name: Adrian Whitham **Role in school:** Headteacher	**Name:** Jo Nash **Role in school:** Teacher/SENCO
Learning Mentor/ Family Resource Worker	**Safeguarding School Champion**
	
Name: Tracy Hawkins **Role in school:** Family Resource Worker	**Name:** Phillip Mallon **Role in school:** OHJ & WIS Joint Board School Champion
All Safeguarding issues or concerns MUST be reported to the staff above.	**Local contact information** **Call Derbyshire** Tel: 01629 533190 **Family Resource Worker** Tel: 07949 720363

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CLOTHING

We do not require children to wear a school uniform, however we recommend that your child should be dressed in comfortable and practical clothing with manageable fastenings. A copy of our school dress code is provided to all new parents/guardians.

Please ensure that all clothing brought to school is clearly labelled with your child's name. Your child will be encouraged to learn through play, particularly in the Early Years and this will mean your child's clothes may get wet or dirty. Please do not send your child in their 'best' clothes.

For reasons of hygiene, we ask you to provide a jumper, t-shirt, shorts, jogging bottoms and plimsolls for PE and a bag to keep them in, all clearly labelled.

Jewellery should not be worn in school, with the exception of stud earrings.

On hot sunny days, we would recommend that a sun hat or similar protective headwear should be worn during playtimes and that children's shoulders are covered to avoid sunburn. We also ask that parents/carers apply a long lasting, high factor suncream to their child prior to coming to school. As children in Westfield are young, it is important suncream is applied correctly and covers all parts of their body exposed to the sun. This cannot be done by a staff member and must be a parent/carer. We also support children bringing in named suncream, to self-apply at intervals within the school day.



PARENTS/CARERS IN SCHOOL



We firmly believe at Westfield in the home-school partnership.

Like all schools, we are required to have a Home-School Agreement. This is based on a number of shared aims and expectations. Shortly before your child starts school, you will receive a copy for your attention.

We hold regular, planned parent/carer consultations, but are always pleased to deal with your queries. Your child's class teacher will be your first point of contact, though mornings are usually rather a busy time, so often a mutually agreed time may be more appropriate. Please contact the school office or your child's class teacher to arrange a meeting time.

The Headteacher is generally available to parents/carers, though it may be helpful to make an appointment, if you feel you need any length of time to discuss your query. We would emphasise, however, that if you are at all anxious about any aspect of your child's school life, please come and talk to us sooner rather than later.

We are here to help. We share the same goals.

Some parents/carers like to become involved in school life and we welcome and value your support and help. Our active and invaluable PFA are always welcoming to new volunteers. (See our PFA section)
Parents/carers are invited into school several times during the school year for a range of opportunities including coffee mornings, book sharing, Parent Consultations, Forest School sessions and much more.

BEHAVIOUR



A calm and orderly working atmosphere is the right of every child in school, and all our staff work together to ensure this.
We have one school rule – **Be Kind**. We feel this encompasses all we want and aspire to for our children and as they mature into adulthood.

Inline with our school Behaviour Policy and school rule, children will discuss and support the key principles -

'Kind Learner', 'Kind Friend' and 'Kind Actions'.

Issues such as dealing with anti-social or unkind behaviour are frequently addressed during assemblies and the children's Personal, Social and Health Education within the classroom. In the event of unacceptable behaviour in school, sanctions and restorative conversations will take place as appropriate to the child's age and understanding in accordance with the school's Behaviour Policy. A copy of the school Behaviour Policy is available on the school website or from the school office. Parents/carers will, of course, be fully consulted in cases of persistent problems.
We work in partnership with parents and carers to support positive behaviour both in and our of school. Our Family Support Worker is available for advice and guidance when required.

SPORTS & EXTRA -CURRICULAR ACTIVITIES



Sports play a vital role in our school's wellbeing driver by promoting physical health, mental resilience, and positive social connections, all of which support students' overall academic and personal success.

We are fortunate to have a well-equipped hall, play ground, Forest School area and school field to support physical activity.

The Government's previous Sports Funding allocation has enabled a legacy of opportunities to practise and develop a variety of skills they will need in order to participate in individual and team sports. Remaining funding also enables us to buy in specialist teachers in conjunction with SHAPE Sports Partnership to further enrich our PE provision. They not only work with the children, but provide staff with on-site training.

The addition of Sports Funding enables school to increase participation in competitive events with other schools – for example Fun2Run and the Primary Dance Festival. We also look to include coaching for sporting activities during the school year, developing local community links where possible. For example Chesterfiel Lawn Tennis, Chesterfield Football Association.

During the school week, personal sporting achievements, such as swimming and gymnastic awards, are acknowledged and celebrated. We encourage sharing of such achievements via our Seesaw platform.

In the summer term we aim to involve parents in children's physical activity by holding a 'Parental Engagement Day/Sports Day'. During this day, children and grown-ups try a range of physical activities together.

Our extra-curricular activities



We run a variety of after school clubs during the year which have included; football, cricket, multi-skills, mini trampolines, gymnastics, street dance, science club, robotics, family cooking and many more. Information about how to book onto after school clubs is shared each half term.

During the lunch break, our Year 2 children run structured Mini Leader sporting activities.

We also have a school Eco Committee and Task Force, consisting of two pupils from each class who are elected by their peer group.

SUPPORT & INCLUSION



SEND Provision

- The stated aims of our school apply for **all** children. Children with Special Educational Needs (SEN) will be afforded the same rights as other pupils in the school.
- The Champions, Headteacher, SENCO and staff of the school will seek to ensure appropriate provision for children with special educational needs by following the DfE (Department of Education) Code of Practice.
- In most cases, children with special educational needs will be taught in the classroom alongside their peers. Once a child has been identified as having SEN, parents/carers will be consulted at all stages and be fully involved in the process.
- We are fortunate to be able to provide good access to the building for wheelchair users. We also have designated parking for blue badge holders. School has disabled toilet facilities for both adults and children. We liaise with specialist support services who offer us advice.
- **Ms Jo Nash** is the school **SENCO** and is responsible for overseeing all SEND arrangements.
- A detailed SEN Policy and Equality Statement & Accessibility Plan is available in school and on the school website. Please ask at the office if you would like a printed copy.

Pastoral Care

- On a day-to-day basis the happiness and well being of your child will be the responsibility of the class teacher, as they usually in the best position to deal with any problems that may arise. However, if the teacher becomes concerned about a pupil, they may involve the SENCO or Headteacher. Parents/carers will be contacted and our concerns shared with them.
- In addition we are able to offer Early Help support for children and families through our Family Support Worker (Tracy Hawkins) to encourage, promote and enhance social and emotional well-being.
- We offer a variety of different support programs in school to support children that require a little extra nurture, including ELSA, Lego Therapy.



PARENT PARTNERSHIP

At Westfield Infant School, we believe that strong partnerships between home and school are key to every child's success. We are committed to keeping parents and carers informed, involved and connected to their child's learning.

We use two main platforms to support communication and engagement:

Arbor – Our School Management System

Arbor helps us streamline communication and make day-to-day school processes simple and convenient for families. Parents and carers use Arbor to:

- Report pupil absences quickly and easily
- Make payments for trips and school activities
- Book parent consultation appointments
- Receive important messages and updates from the school

Seesaw – Sharing Learning

We use Seesaw to share children's learning and celebrate their achievements. Through the Seesaw Family app, parents and carers can view their child's work, communicate with teachers and support learning at home.
Children can upload photos, videos and drawings, along with voice or written reflections, helping them take pride in and talk about their learning.

Seesaw provides a digital window into your child's experiences and learning opportunities in school.



Arbor

Seesaw

ABSENCE



It is very important that you inform us of any absences and the reasons why, as we are legally required to supply the local authority with the school's statistics for both authorised and unauthorised absences.
If your child is going to be absent from school without prior notice (owing to illness for example), it is essential that school is contacted at the very earliest opportunity, either by telephone, Arbor or in person, and preferably before 8.45 am.
As a supportive measure, if we have not heard from you by 9.00 am we will ring you at home/work just to ensure you are aware of your child's absence.

Punctuality is a key requirement of good attendance. It is important that all children arrive on time (by 8.45am) as learning begins straight after close of register. If unforeseen events do occur, we ask that you contact the school office as soon as possible. The school monitors late arrivals and undertakes a number of interventions to maintain punctuality.

If school attendance/punctuality is a challenge please do not hesitate to contact school as our Family Support Worker is available to advice and guidance.

Should your child need to be taken out of school during the school day, e.g. for a dental appointment, please let us know in advance and provide written/electronic appointment details, along with clear information about who is to collect them. You will need to sign your child out from the school office. In line with our Attendance Policy, it is important wherever possible to arrange appointments outside of school time.

We keep emergency contact information in school and it is most important that this is kept up-to-date. If you change address or telephone number (including mobiles) either at home or at work, or if secondary contacts change, please let us know immediately by contacting the school office. Changes can be made to contact information directly in Arbor.

Holidays – Every Lesson Counts
Government legislation states that family holidays should not be taken in term time. All periods of absences (other than sickness) require you to complete a Leave of Absence form. Please request this from the school office, allowing at least **two weeks** for your request to be considered. Government guidance states –

'Head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday'

RELIGIOUS EDUCATION

The school has no formal affiliation to any religious denomination and children at Westfield Infant School are not instructed in any one religion. They are introduced to the customs and stories of different faiths and the school will celebrate a variety of traditions and customs at the appropriate time of year. The school works closely with and invites members of local religious faiths to talk to children in classes or assemblies. This may include sharing religious stories, discussing particular festivals or practices.. The school follows the Derbyshire Agreed Religious Education Syllabus, with guidance from the Jigsaw RE scheme of Learning, which is in line with the Education Reform Act of 2002.

The whole school meets together to share and re-affirm our thankfulness for all that there is to celebrate in our lives, and to be made aware of our attitudes and responsibilities towards others. Under the 1988 Education Reform Act, parents/carers retain the right to withdraw their children from religious education and acts of collective worship. During this time, children will remain with their year group class teacher or teaching assistant. Please inform school should you wish to avail yourself of this right.

R Diversity

At Westfield, we are committed to combating discrimination and acts of harassment and seek to encourage a positive ethos that promotes justice and harmony. School has an Equality Statement (available on request) that outlines our principles and practices. We have a statutory duty to record information on discriminatory.
Parents/carers of all parties involved in a discriminatory incident will always be informed.



INFORMATION SHARING

School Policies

School policies cover many aspects of school practice and procedure. They are available for parents/carers to read on request, or by visiting the school website.

Data Protection

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We will inform parents and carers of the websites and portals that we use in school. If you require any further information related to the school's collection and storage of data, please request a copy of our GDPR Privacy Notice for the Pupils and their Families policy.



SCHOOL INVOLVEMENT

School Champions (Local Governors)
The School Champions are an integral part of school life. They work closely with the Headteacher and staff to make decisions about how our school is organised. Several meetings are held throughout the year. If you feel you would like to be a valued member of the Champion's board, please look out for the recruitment information or speak to the Headteacher.

Parents and Friends Association
Our PFA is open to all parents/carers and organise many friendly and worthwhile community events, as well as raising funds for many valuable items for school. These events are advertised in school and their newsletter/meetings are shared via Arbor and their Whatsapp group. They are always glad of new support, so do not hesitate to get involved.

Problems in school

We are confident that your child will settle quickly into school, and that you, as parents/carers, will be happy with their well-being and progress. However, should you have any problems about the school curriculum or other related matters, please come and discuss them with the class teacher or Headteacher.
If you are unhappy about the actions of a member of staff, please contact the Headteacher, who will then follow the procedure as set out in the Learners' Trust guidelines. A copy of Learners' Trust complaints procedure is available on request.
Thank you for taking the time to read our booklet, we hope it has provided answers for any questions you may have had. Please feel free to contact us if you require any more information.



We look forward to welcoming you into the Westfield family.

Powered by Learners' Trust

Contact us!

Westfield Infant School, Vincent Crescent, Brampton, Chesterfield, S40 3NW

WISEnquiries@learnerstrust.org

Headteacher: Adrian Whitham

SENCO: Jo Nash

01246 566124

thelearnerstrust.org/westfield-infants/

Please visit our Facebook page

