**General Data Protection Regulations and Acceptable Use**  

As a school we are a ‘data controller’ and are responsible to ensure any personal and/or sensitive information we hold about your child is kept safe and only used as appropriate. Please see the Privacy Notice for full information, and return the consents form to indicate how you are happy for your child’s information to be used.

We expect all pupils and parents to also take responsibility for their ICT use in school and ask that you sign to say you have read the Acceptable Use Policy and understand about and are committed to e-safety.

**Wrap-Around Care** 

The school offers wrap around care for all children of the school and siblings who attend Watton Junior School. We have a thriving breakfast club from 7.30am to 8.40am and an after school club from 3.15pm to 6pm, as well as offering sessional childcare between 11.30am and 3.30pm for part time children accessing Nursery in the mornings whose parents require a full day of childcare. Places are limited and must be pre-booked. Prices are in alignment with alternative childcare providers and are available from the school office. We accept some childcare vouchers, please ask at the office if you wish to use these.

**Keeping Up to Date** 

There are lots of ways to keep up to date with school news and events, such as;

* Check your child’s book bag every day
* Ensure you have provided an email address to receive newsletters, or signed up to receive paper copies
* Ensure we have your up to date mobile telephone number to receive text alerts
* Register for Class Dojo
* Check our school website at <http://watton.corvuseducation.com>
* Like our Facebook page at [www.facebook.com/wattonwestfieldinfantandnurseryschool](http://www.facebook.com/wattonwestfieldinfantandnurseryschool)

**We hope this booklet has answered most of the questions you may have. Please do not hesitate to ask any member of staff if we can help you further. Thank you.**

**Watton Westfield**



 **Infant and Nursery School**

 **Parent / Carer’s Guide**

West Road

Watton

Norfolk

IP25 6AU

Executive Headteacher: Mrs Helen Kemp

Deputy Headteacher: Mrs Rachel Mather

Tel: 01953 882669

Email: office@westfield.norfolk.sch.uk

Website: <http://watton.corvuseducation.com>

Our Mission Statement:

We aspire to unlock the full potential of every pupil by

Stimulating, Motivating, Inspiring Learning and Enjoyment

in a safe environment

SMILE





**Welcome to our school. Please note the following information:**

**Timing of the School Day** 

The gate opens for children in Reception, Year 1 and Year 2 at 8.40am and they should all be settled in class by 8.50am. After a settling in period in Reception, we encourage all children to come into class without parents or carers as this helps build their independence and allows classes to start punctually. If you need to speak with your child’s teacher they will be available when you drop your child at their classroom door, or the staff on duty and in the office will be happy to take a message for you.

Any children who arrive after the gate closes at 8.50am will be marked as late and will need to be signed in at the main school office.

Classes finish at 3.10pm for Reception and 3.15pm for Year 1 and Year 2. The gate will open onto the playground at 3.05pm. Please come and wait by the outside door to your child’s classroom until the teacher is ready to hand the children over. If your child is to be collected by anyone other than those named on their emergency contacts, please write a note for their teacher or leave a message with the office. We will be unable to let them go without prior permission.

Nursery classes run twice a day, 8.30am until 11.30am and 12.30pm until 3.30pm in Monkey class, and 9am until 12pm and 12pm until 3pm in Hedgehog class. Parents deliver and collect their children directly from the Nursery classrooms. As with main school, children may only be collected by someone other than a parent/carer or an emergency contact with prior permission. 30hour places may be available to eligible families from 9am to 3pm.

**Pastoral Structure** 

All children are part of a class under the direct care and supervision of a qualified teacher and a teaching assistant. We have five Early Years classes: Hedgehogs and Monkeys (Nursery), and Pandas, Koalas and Polar Bears (Reception). We have six Key Stage 1 classes: Cheetahs, Meerkats, Elephants, Giraffes, Parrots and Penguins (Year1 and Year 2).

For children who may require additional support, we have a variety of groups and interventions as appropriate. If you think your child may need additional support, please speak to their teacher in the first instance who will make arrangements for the involvement of other staff as necessary.

**Curriculum, Teaching and Learning** 

We aim to provide the best possible learning opportunities for every child. The qualities we hope to promote are confidence, respect, competence and independence. In our school we will promote the children’s interest, co-operation and positive attitudes towards learning.

You will see:

* Interactive and stimulating environments
* Opportunities for working individually, in pairs and groups
* Celebrations of children’s achievements
* Children evaluating their learning
* A broad and balanced curriculum delivered competently and imaginatively whilst also applying critical thinking and social skills e.g. problem solving, turn-taking
* Teachers with good subject knowledge
* Staff with a commitment to continuing professional development

You will also receive a weekly newsletter which will help to keep you up to date with what your child will be learning about and how you can help them at home.

**Educational Visits** 

As part of a broad curriculum there will be opportunities for children to enhance their learning off school site as an educational visit. On the consents form we ask for permission to allow your child to visit local schools, churches, libraries, shops etc where transport is not necessary. There is no charge for local trips without transport. We also aim to arrange at least one visit per academic year for Reception, Year 1 and Year 2 to an educational location, usually within an hour’s drive, of which further details will be issued and consent requested as each visit is planned. There is normally a small charge for such visits to cover the cost of entry and coaches etc. Some support may be available to disadvantaged families.

**Pupil Premium**

Please let us know if, as a household, you receive benefits which would have entitled your child to free school meals at any point in the last six years, either resident parent is a serving member of the British Armed Forces, or your child has ever been in the care of the Local Authority as they may be eligible to attract additional funding known as Pupil Premium which is used to support their progress and close the gap between groups of pupils. Further information about Pupil Premium is on the school website.

**Drinks and Snacks**   

All children will receive a free piece of fruit every day at snack time and are given either water or milk to drink. Under a government grant scheme, the milk is free to children under the age of 5 years. If you wish for your children to continue to receive school milk from the term after their 5th birthday, it is charged at 20p per day, per term in advance. We will write to you each term to ask if you wish to pay for this. Children not drinking milk will be offered water.

All children should also bring a named water bottle to school every day which they can access when at free choice activities or outside at break times. School policy requests and government guidelines recommend that only water is sent into school. Please do not send other drink in their water bottle as, not only is water the healthiest option, but they may be accidentally picked up by another child who could have serious allergies. Thank you for your co-operation.

Children do not need to bring any food for a snack from home. Thank you.

**Contact Details** 

When your child joins the school you will be asked to complete an admissions / data collection form including contact details for parents and carers plus any other emergency contacts. Please make sure to notify us of any changes so that we can reach you quickly in an emergency.

**Opportunities for Parents and Carers in School**  

Throughout the year we have various opportunities for parents and carers to come into school and learn with your children or watch performances, such as open classroom sessions, reading cafés, maths mornings, special assemblies and Christmas performances etc. We will write to you to let you know about events as they are planned.

We also welcome volunteers who can offer a regular commitment to the school. If you are interested in volunteering please come in and speak with the Headteacher. You will need to complete an Enhanced DBS check before any placement can be approved.

**Sickness Absence** 

We understand that small children sometimes become unwell and are not fit for school and we respect your choice as parents and carers to decide whether your child is too unwell to attend. However, as a school we cannot authorise absences if although a child is not 100% well, they may be ‘fit for school’. Children *should* attend if they have a minor cold, tiredness, cough, runny nose, headache or tummy ache. As a parent or carer, you will know that children often wake up feeling a little tired or groggy but once they are at school and busy they often start to feel better. We would advise you that if you are unsure then send them to school. If they are too unwell to stay then we will contact you to collect them. Please be sure to inform us if you change your contact details.

Please do not send your child to school (and for 48 hours afterwards) if they have been vomiting, have diarrhoea or you suspect they may have an infectious disease. If you are unsure please telephone the school office who will be able to advise if an exclusion period applies for certain illnesses.

If your child is not ‘fit for school’ please contact the school office on the first day of absence with an explanation of what is wrong (‘sick’ or ‘poorly’ is not sufficient for us to consider the absence for authorisation). Thank you.

We are able to administer prescribed medicines to help children return to school as soon as they are fit to do so. The medicine must be in its original container complete with dispensing label and you must sign a consent form which is available from the office.

**Holiday Absence** 

You should also be aware that since 4th November 2013, by law, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances may include authorised illness, medical visits (where these cannot be arranged outside of school hours), funerals of direct

family members and religious observances. Evidence of the exceptional circumstance may be required. If you apply for a leave of absence which is not granted but still choose to take your child away from school in term time you could be subject to a fixed penalty fee of £60 per child per parent.

If you need to request an absence during term time, please ask for a form from the office.

**Special Educational Needs and Disabilities** 

At Westfield we believe in participation for all.  We want all adults and children to participate in learning and we celebrate all members of our community.  We want to create an inclusive culture in our school and we aim to be more responsive to the diversity of children’s backgrounds, interests, experience, knowledge and skills.

Further information about our SEN&D provision and our SEN policy is on the school website. Please contact the school office if you would like to arrange an appointment with the SENDCo.

**Children with Medical Conditions** 

Westfield is an inclusive school that welcomes and supports pupils with medical conditions. We understand that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. Westfield aims to provide all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

Further information can be found from the Children with Medical Conditions Policy on the school website.

Please advise the school in writing if your child has a medical condition, and if they take any regular medication either inside or out of school hours, and we will work with you to ensure your child receives appropriate care.

**House System** 

Through Reception, Year 1 and Year 2 there is a house system to encourage team work and reward positive behaviour and good work across the school. Children are placed in one of four houses which are mixed within the classes. Children earn house points for good work and behaviour which are totalled each week with the house receiving the most points being awarded a trophy in assembly. Children will also represent their houses during school sports events and PE tops are available in their house colours. A boy and a girl house captain are chosen from Year 2.

 **Epsilon: Yellow Gamma: Green Delta: Red Beta: Blue**

**School Uniform** 

We believe that children should wear their uniform with pride and enjoy a sense of belonging. However, clothes need to be easily managed so that a child can be independent. Our school uniform consists of:

* A white or blue polo shirt or blouse
* A royal blue school sweatshirt or cardigan, ideally with school logo
* Grey or black trousers, skirt or pinafore dress
* A blue gingham school dress for girls may be worn in the summer
* Grey or black tailored school shorts for boys may be worn in the summer
* Sensible school footwear that can be easily self-managed and worn to run and play safely. No open toed footwear.
* Socks or tights must be worn; preferably white, black or grey.
* Royal blue book bag, ideally with school logo

For P.E. children will be expected to wear shorts and a t-shirt in their house colour. In the hall the children have bare feet permitting freedom of movement and safety on the apparatus. Children also need jogging bottoms, a warm jumper and trainers for outside PE. Long hair must be tied back and no jewellery worn. Children must be able to remove their own earrings. Early Years children also need an outdoor learning kit of wellies, waterproof coat, hat and gloves.

School sweatshirts, cardigans, book bags and PE kits in house colours are available exclusively from Birds of Dereham either in store or via the link on our website.

**School Meals** 

Under the Universal Free School Meals initiative, all children in Reception, Year 1 and Year 2 will receive a free school meal every day. The school kitchen is managed by a catering company called Norse and has a rolling menu which is available to view on the school website. Children can choose between a main meal, vegetarian option or filled jacket potato every day, plus a pudding and water or milk to drink. Special dietary requirements can be catered for, but may need to be supported by medical evidence. Although the vast majority of children enjoy the school menu, parents may choose to send their child with a packed lunch from home if they wish.

Parents’ whose children attend our Nursery classes and stay all day, may purchase a school dinner for their child. Please check with the office for current prices.