



# **Watton Westfield**

## **Infant and Nursery School**

### **Parent / Carer's Guide**

West Road  
Watton  
Norfolk  
IP25 6AU

Executive Headteacher: Mr Liam Ambrose  
Head of School: Mrs Rachel Mather

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[https://www.wattonwestfieldandjunior.org.uk/  
watton-westfield-infant-nursery-school/](https://www.wattonwestfieldandjunior.org.uk/watton-westfield-infant-nursery-school/)

Our school values are

Ambition, Creativity & Kindness

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

### **Timing of the School Day**



The day starts for children in Reception at 8.40am, and Year 1 and Year 2 at 8.50am. We ask that Reception children are brought to the hall doors where they will be met by the reception staff team. Year 1 and 2 children need to be taken to the gate onto the playground. 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, please speak to the staff on duty or the office. You can also message directly over Class Dojo.

Any children who arrive after the gate closes at 8.55am will be marked as late and will need to be signed in at the main school office. Children who are more than 30minutes after the start time of their session will be marked with unauthorised absence unless evidence of a medical appointment or other authorised reason can be provided. Lessons start promptly after the register and lateness is disruptive to the whole class.

Classes finish at 3.10pm for Reception and 3.20pm 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 inform their teacher over Class Dojo 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 Squirrel class, and 9am until 12pm and 12pm until 3pm in Hedgehog class. Parents deliver and collect their children directly from the Nursery doors. 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 Squirrels (Nursery); and Wrens, Barn Owls and Robins (Reception). We have five Key Stage 1 classes: Badgers, Moles, Rabbits, Otters and Foxes . We have a mixed age Enhanced SEN Provision class called The Hive.

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 interests, 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

### **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/vegetable 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 5<sup>th</sup> birthday, it is available to buy. 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 online via the My Child at School app 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). We use an app called

Studybugs to report absence or you can email or telephone the office. Please do NOT report illness via class dojo. Thank you.

We are able to administer prescribed medicines and/or paracetamol 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 (apart from paracetamol) 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 notice.

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 teamwork 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 celebrated in assembly. Children will also represent their houses during school sports events and PE tops are available in their house colours.

**Epsilon: Yellow**

**Gamma: Green**

**Delta: Red**

**Beta: Blue**

### School Uniform



At Watton Westfield, we are introducing an **active uniform for all pupils across the school**. This change is designed to better support children's learning, play and wellbeing throughout the school day.

As we develop our outdoor provision through the **OPAL (Outdoor Play and Learning) Programme**, children will have increased opportunities for active, creative and outdoor play. An active uniform ensures that all pupils are **comfortable, confident and fully able to participate** in these experiences, whatever the weather.

## What Your Child Will Need

### Daily wear:

- School sweatshirt\* or cardigan (in Royal Blue)
- Plain white polo shirt
- **Plain Navy jogging bottoms** (*no branding or patterns / additional colours*), shorts or thick leggings (weather dependent)
- **Black trainers** (Velcro fastening strongly recommended)
- Plain socks in black, grey or white

### PE:

*To be worn on identified P.E. days*

- PE T-shirt\*, in house colour:
  - Epsilon – Yellow
  - Gamma – Green
  - Delta – Red
  - Beta – Blue
- Navy shorts
- Navy jogging bottoms may be worn for outdoor P.E.
- Royal blue school sweatshirt or cardigan may be worn over the t-shirt on P.E. days

*Items marked with an asterisk (\*) can be purchased with an embroidered school logo*

### Outdoor learning essentials:

- Waterproof coat (every day)
- Wellies (to be kept in school)

### Seasonal items:

- Sun hat (summer)
- Warm hat and gloves (winter)

Uniform and PE kits are available from our approved supplier Birds of Dereham, either in their store on Yaxham Road in Dereham, or online at <https://www.birdsofdereham.com/>

We ask that *all* personal items are clearly labelled with your child's name, so that any misplaced items can be returned to your child.

## School Meals



All children in Reception, Year 1 and Year 2 receive a free school meal every day. The school kitchen is managed by Edwards and Blake 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 to drink. Special dietary requirements can be catered for but 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.

## 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 and mobile telephone number
- Register for Class Dojo
- Register for Tapestry
- Check our school website at <https://www.wattonwestfieldandjunior.org.uk/watton-westfield-infant-nursery-school/>
- Like our Facebook page at [www.facebook.com/wattonwestfieldinfantandnurseryschool](http://www.facebook.com/wattonwestfieldinfantandnurseryschool)