



Prospectus 2024-2025



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NG3 6ET

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Headteacher's Welcome



We are so looking forward to your child starting school with us in September and hope that this prospectus will help you to know more about the life and work of this school.

Westdale has a pre-school for children from the age of 3 and is an infant school for children aged 4 to 7 years old. Our school building is on the same site as Westdale Junior School where your child will transfer to at the end of Year 2 when they are 7, subject to a successful application.

We aim to provide a safe and caring environment for your child with a wide range of activities to help them grow into skilful, independent and responsible people who enjoy learning. We pride ourselves on being a nurturing school.

We believe that we can only achieve the best for your child by close co-operation between home and school. There will be opportunities for you to share in your child's education and we are always available to talk to you about any aspects of your child's learning and development.

If you need any further clarification, please contact us. We are always here to help you, as well as your children.

Rebecca Lewis
Headteacher



Our School

Westdale Infant School, built in 1967, is a single storey building which contains 6 classrooms, a dining area, a large hall, a library and music area. All of our classrooms are well equipped with all the resources needed to provide a stimulating environment for our children to learn. The main entrance to the school is located on Digby Avenue.

Parents and children can enter school through the main entrance or through our additional entrance on Westdale Lane into the playground.

We have two playgrounds on site. The Foundation Stage have their own outside area with play equipment. Year 1 and Year 2 children have a large playground which backs onto Westdale Lane, which the Foundation children use at lunchtime.

We are a popular, oversubscribed school with 180 children currently on roll.

CLASS ORGANISATION

Foundation Stage 1 (Age 3-4)	Little Stars Nursery
Foundation Stage 2 (Age 4-5)	Ladybirds and Butterflies
Year One (Age 5-6) KS1	Moonbeams and Comets
Year Two (Age 6-7) KS1	Suns and Rainbows



TIMES OF THE SCHOOL DAY

8.40am	School Site Opens for Parents & Children
8.45am	Line up in the playground ready for school
9.00am	Registration
10.30am	Assembly
10.45am – 11.00am	BREAKTIME with fruit and milk
12 noon	LUNCHTIME
1.10pm	Afternoon session begins
3.15pm	End of School Day

Foundation Stage children have access to their outdoor area at all times as part of continuous provision and join main school for assembly on Mondays and Fridays.

Our Aims

Westdale is; A Happy Community where Magical Things Happen.

STATEMENT OF PURPOSE

At the core of our school are the children.
The school only exists for one purpose;
to provide an excellent education for each and every child. We believe in making learning fun and enabling all children to achieve success.

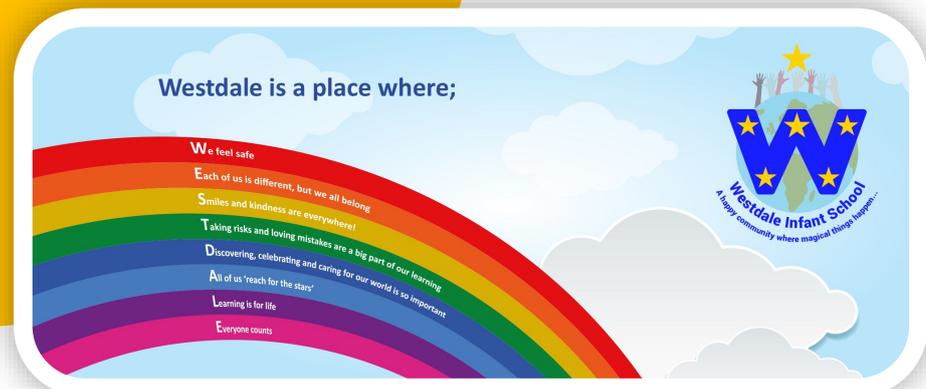
This gives a firm base on which to build the future for every child, the foundation stones being excellent teaching, purposeful learning, a caring community and a strong commitment to the life skills of speaking, listening and personal, social and health development.

All staff, governors and other stakeholders are committed to this purpose and will develop their own skills in order to support the children's educational development.



Westdale is a place where:

- We feel safe
- Each of us is different, but we all belong
- Smiles and kindness are everywhere!
- Taking risks and loving mistakes are a big part of our learning
- Discovering, celebrating and caring for our world is so important
- All of us 'reach for the stars'
- Learning is for life
- Everyone counts



School Uniform

We encourage children wear our school uniform. For safety reasons we do not allow open-toed or other flimsy shoes.

PLEASE ENSURE ALL UNIFORM IS CLEARLY LABELLED WITH YOUR CHILD'S NAME SO ITEMS CAN BE QUICKLY RETURNED TO THE RIGHTFUL OWNER!

Our school logo uniform is available from our local school uniform shops:

- Tesco Online also stock our logo uniform: www.myclothing.com
- Just School Wear Ltd - 12 High Street, Arnold, Nottingham NG5 7DZ

Plain uniform items can be purchased from local supermarkets. Children do not have to have uniform with our logo. A plain red sweatshirt will suffice.

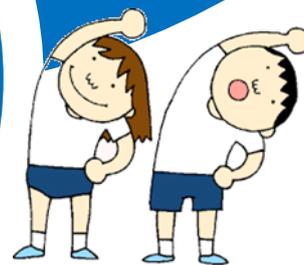
We do not permit children to wear jewellery in school other than some small studs if children have their ears pierced.

We do ask that on PE days stud earrings are removed or covered by tape/plasters.

- Red Sweatshirt or Cardigan with school logo
- Red Polo Shirt (with or without logo)
- Grey or Black Trousers or Skirt/Pinafore
- Black, Grey or White Socks
- Black Shoes
- Red Dresses may be worn in the summer

PE KIT:

Black or Navy PE Shorts, Plain White T-shirt, Black or Navy Tracksuit (for outdoor wear), Plimsolls or Trainers.



- Your child will need a labelled water bottle which they will have access to throughout the school day. We only allow water in bottles.
- A suitable coat for the weather (labelled please)
- A school reading folder which are available for purchase from the school office.

Lunchtime Arrangements

We have a strict NO NUT policy in school. No nuts are allowed in lunchboxes and no nuts should be brought into school at any time (including sweets for children's birthdays).

At lunchtime our children are cared for by our Lunchtime Supervisors. They offer many varied and interesting playtime games and activities for children to be involved in.



Children eat lunch in two sittings.

F1, Ladybirds, Butterflies and Comets have lunch at 12.00pm—12.30pm
Moonbeams, Suns and Rainbows have lunch at 12.30pm—1.00pm

Children can decide whether they want a hot dinner or a packed lunch. Parents and carers can make these selections through ParentMail which need to take place at least 1 week in advance. We encourage healthy packed lunches in school. There is a strong encouragement to parents and carers to provide healthy food. We discourage high fat, high sugar and processed food.

School meal menus are available on our website. There is a vegetarian option available every day and the menus are on a three weekly rota basis.

If your child has an allergy/intolerance or dietary need, please make us aware so we can complete the necessary paperwork to order specific meals.

FRUIT AND MILK

Currently, all children under the age of 5 receive free milk at school. Once your child turns 5 you will need to pay if you wish for your child to continue to receive milk; if you wish your child to continue receiving milk at school you can pay a small fee for this. You will need to register via www.coolmilk.com once your child turns 5, if you wish to continue with this.

Fruit is provided daily at break-time for each child, free of charge. This is to encourage your child to eat healthily. The fruit provided varies from week to week and is delivered fresh daily to school.

We encourage children to drink water throughout the day. **No other form of drink is allowed at school**, either with a snack or with lunch, apart from milk in the early years. In exceptional circumstances for medical reasons other drinks are allowed in drinking bottles. This needs to be via a request from a doctor or nutritionist.

Food Policy

This policy has been recently reviewed with all stake holders. We do not 'ban' any foods at Westdale but will be in touch if we feel there are ongoing concerns with food brought in from home.

At Westdale Infant School we believe that knowledge and understanding of nutrition is essential for good health and effective teaching and learning. We recognise the important connection between a healthy diet and a child's ability to learn effectively, achieve high standards and reach their potential in school.



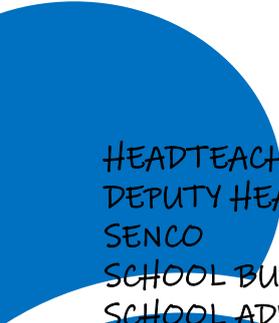
Aims

To improve the health of staff, pupils and their families by helping to influence their eating habits through increasing their knowledge and awareness of food issues, including what constitutes a healthy, balanced diet.

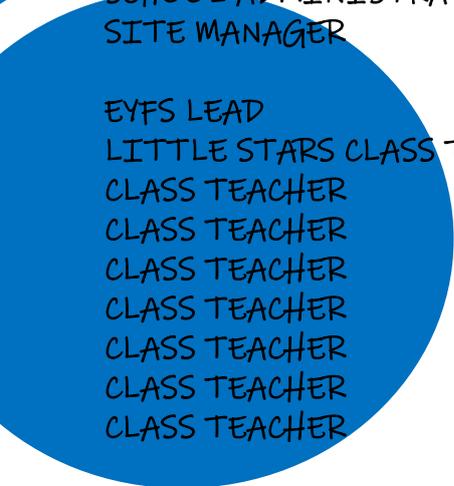
- To develop healthy eating and drinking habits that will last beyond pupils' time at our school.
- To give pupils the information they need to make healthy choices.
- To ensure that we are giving consistent messages about food and health.
- To ensure that food provision in the school reflects the ethical and medical requirements of all children and staff e.g. religious, ethnic, vegetarian, medical and allergenic needs.
- To encourage fluid intake, with water supply provided throughout the day.
- To make the provision and consumption of food an enjoyable and pleasant experience.

Our Team

We are proud of the team we have here at Westdale Infants, each and everyone of our team go above and beyond for the children and the school.



HEADTEACHER
DEPUTY HEADTEACHER
SENCO
SCHOOL BUSINESS MANAGER
SCHOOL ADMINISTRATOR
SITE MANAGER



EYFS LEAD
LITTLE STARS CLASS TEACHER
CLASS TEACHER
CLASS TEACHER
CLASS TEACHER
CLASS TEACHER
CLASS TEACHER
CLASS TEACHER

SUPPORT STAFF:

Ms Clare Wells
Mrs Nichola Brown
Mrs Sarah Burgin
Mrs Kay Burt
Mrs Jennifer Clarke
Ms Julia Crowder
Ms Erica Ridley
Mrs Liz Howard
Mrs Kaye Slater
Miss Clarissa Thompson

MIDDAY SUPERVISORS

Miss Leila Weston
Ms Caroline Bicknell
Ms Michelle Phillips
Mrs Clare Chappell
Mrs Elizabeth Howard
Miss Joanne Lee

Mrs Rebecca Lewis
Mrs Suzy Sawford
Mrs Rebecca Lewis
Miss Laura Hoult
Mrs Rachel Glover/Mrs Lucy Adams
Mr Andy Curtis

Mrs Suzy Sawford
Mrs Kate Montgomery/Miss Tina Potter
Mrs Suzy Sawford
Miss Jordann Bolger
Mrs Rachel Chamberlain
Miss Georgina Brown
Miss Megan Asher
Miss Hannah Fenton
Mrs Nicola Pick

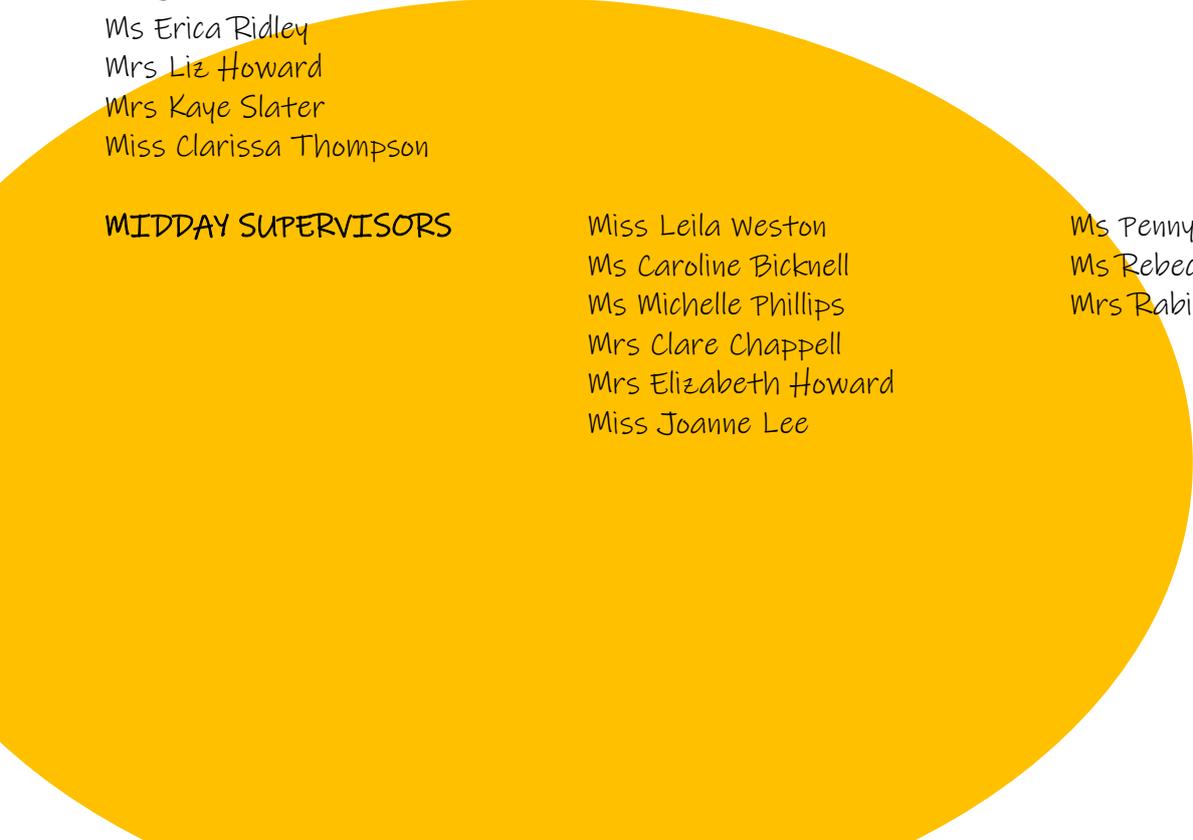
WRAPAROUND SUPERVISOR:

Mrs Sarah Burgin

WRAPAROUND PLAY WORKERS

Mrs Ghazala Afzal, Miss Blaire Wheelhouse, Miss Clarissa Thompson

Ms Penny Key
Ms Rebecca Valentine
Mrs Rabia Khan



Our Children

The children here at Westdale are at the heart of everything we do.

At the start of every academic year in September, the children are elected to represent each area of our Children's Voice.

Eco Team: Our school Eco-Team is a group of children who are passionate about the environment and the world around us. The team ensure that recycling bins are being used, taps are turned off, lights are switched off when nobody is in the room and waste is put into the fruit caddy.



School Parliament: Our school Parliament is a group of students who are elected to represent the views of all pupils, to provide a voice for their class friends and to improve their school.

The school Parliament meets with the Co-Heads to discuss anything that has been raised by other class members and to work through ways to make these better. These may include school lunches, behaviour or ideas for fundraising events.

House Teams:

Our children are all put into 'House Teams' - Fire, Earth, Air and Water, when they get to Year 1 and Year 2. Our teachers are also allocated a house team and things can get very competitive in school!



Our lovely children in KS1 are rewarded with house points for making the right choices throughout week, and are given a token to put into their house team pot. These are counted up every Friday and the winning team is announced in 'Magical Moments' assembly. The House Captain of each team then gets a big clap, cheer and a chance to lift the house cup! The winning colours of the house are tied to the cup for that week.

The culminative points are added up every half term with the winning house getting a special prize. This has included amongst other things a visit from the ice cream van, an assault course, a party with a disco and a tea party. We always involve the children in how to celebrate their achievements!



Children in Early Years have their own reward system.

Class Ambassadors

Class Ambassadors welcome visitors to the classrooms at Westdale Infants. They have been chosen by votes from their class friends for being extra smiley and welcoming!

Smile Team:

Our Smile Team look out for children at play and lunchtimes who might be feeling lonely or sad. They especially look out for anyone sitting on the 'buddy bench'. They have worked with one of our TAs to learn games they can play to get children to join in and know what to say and to do if anyone comes to them with any playtime problems.

Foundation Stage

We have two foundation stages here at Westdale Infants. We have our F1 stage which are our Little Stars, they join us here from the age of 3. Our F2 stage are our school starters who join us from the age of 4/5. The F2 stage is split into two classes; Ladybirds & Butterflies. The area has two classrooms which are all open plan and have adjoining areas for all children from both classes to play together. They also have their own outside play space which they are able to use throughout the day.



In Foundation Stage, teachers start from the children's interests in order to engage them in learning. Learning is play based with focussed sessions taking place to move the children's learning forward. Children are engaged, happy and enthusiastic and make use of both of our indoor and outdoor learning areas.



Year One & Two



Following Foundation Stage, children will move into Year 1 and then Year 2 the following year. Year 1 and Year 2 both have two classes. Year 1 consists of Moonbeams and Comets and Year 2 has Suns and Rainbows.

Year 1 & Year 2 together, make up Key Stage One!

In Year 1, open-ended investigation and learning good practice continues from EYFS, with a curriculum based on continuous provision. This is being rolled out to Year 2 this year.

In Year 1, we have chosen topics which we feel will light children's imagination and inspire them to learn. Some examples include 'Moon Zoom', 'Dino Dig' and 'Paws, Claws and Whiskers'. We want you and your children to be excited and curious about their learning!

Children are engaged, happy and enthusiastic and make use of both of our indoor and outdoor learning areas.





Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. We are an eco-school and try to avoid using paper communication as much as we can,

ParentMail will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by email
- iPhone and Android Apps available for parents on the go.

Once you have provided school with your email address you will be sent a registration email

Email registration:

Please click on the link from the email and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have not received any contact from ParentMail please contact the school to update your contact information, as this may be out of date.

School Absence

If your child is poorly and not well enough to attend school we ask that you call the school office on 0115 953 16 06 daily by 9am to let us know. You can also report absences via your ParentMail account. These will be picked up by the school office staff.

In the case of sickness/upset stomach we ask that your child stays at home for 48 hours after the last bout of sickness/diarrhoea. This is following Public Health England recommendations and to protect other children and staff from infection.

We have an attendance target of 97% and monitor attendance regularly. Children whose attendance falls below 93% will be monitored within school and parents notified. Parents of children who are persistently absent (missing 10% or more of school time) will be contacted for targeted support.

POORLY IN SCHOOL

If your child is unwell when they are in school we will contact you immediately. We will contact parents first then follow the contact list in the order that you have specified if we cannot get hold of you. **We must have at least two emergency contact numbers for your child in addition to parents.**

It is very important that you notify us of any change in contact details as soon as possible so that we can ensure our data is up to date in case of any emergencies.

We will not authorise a request to miss learning for holidays during term time. We will respond to each application in writing explaining why the leave of absence is not granted. If a holiday is taken for over 3 school days we may request that a penalty notice is issued.

MEDICINE

If your child is on medication which they need to take daily or prescribed medicines for illness such as antibiotics we can give these in school once per day. There are forms in the school office for you to complete and sign. Medicines should be handed in to the office daily and collected at the end of the day so they can be signed in and out. We have a fridge where antibiotics can be kept if needed.

Paracetamol or Ibuprofen can be given to children if needed also. We again would need a signed consent form and ask that you provide the medicine for us. We hold any medicine in school for emergencies but would always seek permission before administering.



Attendance

Aims

- Take all reasonable steps to maximise attendance rates & actively discourage late arrival.
 - Be consistent in the application of the school's registration and attendance procedures.
- PLEASE SEE ATTENDANCE SECTION OF SCHOOL WEBSITE or SCHOOL ATTENDANCE LEAFLET

Parental Responsibility

Parents are required by law to ensure that their children receive efficient, full time education and are therefore primarily responsible for ensuring that children attend and stay at school.

Thus, parents are responsible for ensuring that their children:

- attend school regularly
- arrive at school on time, in uniform, or appropriate clothing, and in a condition to learn.
- are absent only for reasons that can be authorised.

Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

Registration

The school keeps an attendance register for each class in which pupils are marked present or absent at the beginning of each school session.

Authorising Absence

The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered - or where no explanation is forthcoming at all - the absence must be treated as unauthorised.

Absence will be authorised immediately or retrospectively if:

1. the pupil was absent due to illness
2. the pupil was prevented from attending by an unavoidable cause
3. the pupil had leave of absence granted by the Head Teacher
4. the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
5. the absence was due to a medical or dental appointment.

Mid Session Arrivals/Departures

It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised:

1. illness or accident in school resulting in a child going home
2. medical or dental appointments
3. unavoidable delays or reasons to leave early.

If you need to collect your child early please notify the class teacher and the school office so your child can be ready to leave when you collect them.

Parents wishing to request to miss learning for exceptional circumstances: In each case the Headteacher will consider the request, writing to the family explaining that the exceptional absence days will be recorded as either authorised or unauthorised and explaining the reasons.

Lateness

We recognise that persistent lateness is:

- detrimental to the child's education
- administratively disruptive
- a poor preparation for future schooling and adult life.

If pupils arrive after 9am they will receive a late mark L.

We DO NOT authorise any holidays within term time.

If you do go ahead and take the holiday the absences will be recorded as unauthorised. Schools are under a lot of pressure to maintain good levels of attendance and we appreciate your support with this.

As a school, we now proceed to Penalty Notices for 3 days or more of missed learning due to family holidays/unauthorised absence. These are issued by Nottinghamshire County Council, to each parent of each child. We are aware that some families have difficult time constraints and for some of you this is the only way to take a family holiday together. We are also aware of the massive price increase during the school holidays. However, we do really encourage parents/carers to think hard about the necessity to take your child out of school and the impact this has on the teacher and other children in class whilst time is spent catching up learning time lost.

If you do decide to take a holiday during term time you will need to complete a Request to Miss Learning Form, which you can get from the office so we are aware in advance of your intention to take leave.

If we are concerned about your child's attendance level we may speak to you to resolve this. We also have to regularly provide the County Council with data returns which include attendance levels.

Attendance Celebrations

Each term we hold an 'Early Bea' week where Super Bea celebrates our children being on time for school. Super Bea stands at school gates and welcomes all the children and brings our children a special treat for arriving to school on time!

Well Done!



Pupil Premium

Pupil Premium is an additional grant given to schools to help encourage the attainment of disadvantaged children. It is also allocated to pupils whose parent or carers are in receipt of certain low income benefits or tax credits. Schools also receive funding for children who have been looked after continuously for more than six months and for children of service personnel.

We encourage all parents who receive qualifying benefits to apply, in confidence, for the grant. Please ask at the office for an application form. For every child who qualifies we receive £1455 funding. This extra funding helps the school to make a real difference to those children. We use the Pupil Premium money in a number of ways to help raise attainment and provide enriching experiences.

What do we spend Pupil Premium money on?

At Westdale Infants we use the Pupil Premium Funding in a tiered approach.

- To support training and continuous development to improve the quality of all teaching.
- To support whole school strategies to improve attendance, behaviour and readiness to learn.
- Targeted support for disadvantaged pupils through evidence based interventions based on the individual needs of that child.

Please see our school website for more information - <https://www.westdaleinfants.com/pupil-premium/>



For any further understanding regarding Pupil Premium, please reference the Government website :

<https://www.gov.uk/government/publications/pupil-premium/pupil-premium>

School Governors

Westdale Infant School Governing Body is made up of parents and carers, staff representatives and members of the local community.

Those governors have the legal duties, powers and responsibility to ensure that Westdale is organised efficiently and effectively and doing the very best for all children.

The full Governing Body meets once a term to monitor the progress of the school, with smaller committees meeting to monitor and discuss issues connected with finance, strategic development, personnel and pupils.

Parents can find out more about governors by looking on the school website and various governing body reports are available in the entrance foyer. As part of their efforts to keep in touch with the school, they will often meet and greet at parents' evening and school events, as an informal way of meeting and listening to parents/carers. Look out for dates in the newsletter and come along to meet them.

Any issues relating to school should of course be taken to the Headteacher in the first instance, but if you needed to contact governors more formally; letters should be addressed via the school office.

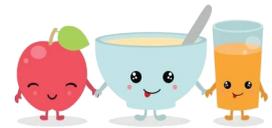
Our current Governors are:

Rebecca Lewis	Headteacher
John Smith	Chair of Governors
Andrew Tanser	Vice Chair & Co-opted Governor
Rev Michael Forsyth	Co-opted Governor
Jackie Moss	Co-opted Governor
Paul Mullins	Co-opted Governor
Vanessa Williamson	Co-opted Governor
Suzy Burton-Sanders	Parent Governor
Kim Lawson	Parent Governor
Christy Simons	Parent Governor
Naomi Walker	Parent Governor
Kerry Reeves	Parent Governor
Erica Ridley	Staff Governor



Wraparound Provision

At Westdale we pride ourselves in the community we have built here at our Wraparound. It's a nurturing, creative and inspiring club for the children to enjoy before and after school. Children's favourite hobbies can be born here from sports to art and crafts to reading, we offer a wide range of activities weekly to participate in. Although it is a creative and fun space it is also a calming and nurturing environment for children to express how they're feeling and have a chilled safe space to relax if they want too. All of our staff bring their personalities to the Club from Mrs Burgin's caring side, Mrs Afzal's calming personality, Miss Thompson's bubbly nature to Miss Wheelhouse's creative side. We have a range of staff with different skills but our main priority is the children's happiness here at Westdale Wraparound. In a morning the children are welcomed by a member of staff and can enjoy some time to settle into the day. Afterschool club consists of exploring the main playground, enhancing their learning through play and having a nurturing environment for the children to be in.



Breakfast

Our breakfast club provision for both Little Stars and Infants is available from 7:30am. It is an easy drop off for the parents who are in a rush in the mornings and need to get to work. Children and parents are greeted by a member of staff whether it be in the main school reception for Infants or Little Stars for nursery. In the mornings we have a nice time playing and interacting with the children before our yummy nutritious breakfast.



Sarah Burgin is our wraparound supervisor. She is a great asset to our team with her kind and considerate nature. She has built good relationships with families from her time in the nursery and makes a real effort to ensure the children who attend Wraparound are happy and settled. She is incredibly organised and also very resourceful—nothing goes to waste and the wraparound toys and supplies are wonderfully kept.



Miss Clarissa Thompson is a valued member of the Wraparound team. She works in the school as a teaching assistant in Little Stars nursery. She is very nurturing and calming especially with the younger members of wraparound who seek her out for a reassuring hug. Miss Thompson has oodles of patience and can often be found colouring and chatting with the children. We love having her on our team.



Miss Blaire Wheelhouse is a dedicated member of the Wraparound team. The children love to play games like 'What's the time Mr Wolf?' and hide and seek with her in afterschool club, and Blaire is brilliant at thinking up activities. She has a very soothing presence and ensures the wellbeing and happiness of each of our wraparound children.



Ghazala Afzal is an asset to our wraparound team with many years experience in school settings. She has a calming personality and encourages children's development through play. Mrs Afzal is a creative individual who is always looking at new activities and games to do with the children.





Above all, Nursery is FUN! Every day there are fun things to do, new things to learn, exploring to be done and best of all, friends to share it with. Attending a pre-school setting provides your child with an important introduction into the social world of interaction, sharing, talking with others and learning to play co-operatively. This is supported by the sensitive and nurturing input of the staff, who take time to listen to and talk with each child. Your child will have many exciting experiences which are designed to support and extend their growing curiosity. They will be able to take part in activities which are planned to develop a wide range of skills and to foster a love of learning. In the Nursery, we place a great emphasis on the children's developing creativity and sense of imagination. Young children are natural adventurers and enjoy finding out about the world they live in. In the Nursery, the children are actively encouraged to explore their environment. We go outside every day and in most weathers whether we are flying kites, role playing on the wheeled toys or making dens.

We are extremely proud of what we offer here at Little Stars, if you would require any further information please call the school office on 0115 953 16 06 or alternatively click here for our Nursery Prospectus.

