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GENERAL INFORMATION FOR PARENTS AND CARERS

COMMUNICATIONS FROM SCHOOL

Due to our ongoing commitment to sustainability, e-mail is our main method of communication and the bulk of our communications are sent this way. We have found this is the most secure way to provide our parents with information.



A weekly Newsletter will be emailed every Wednesday and is also available on the website. If you do not receive our newsletters, please contact the office so we can check we have the correct email address and remember to update us with any changes.

Letters that have a reply slip will be sent as hard copies via the classroom, as we appreciate that not everyone has access to a printer. These letters will also be available in the [Letters and Forms](#) section of the School Website. You may also receive leaflets etc. from outside agencies.

We use our texting service for short reminders and matters of urgency, however we are only able to text the first contact person for each child.

CELEBRATING YOUR CHILD'S ACHIEVEMENTS

ACHIEVEMENT ASSEMBLY



Our achievement assemblies take place on a Monday morning at 9.10am when some of our children receive certificates for outstanding achievements in class the previous week. If your child is due to receive a certificate at a Monday achievement assembly, you are welcome to come along to watch. We will try to notify you on the previous Friday afternoon so you have time to make any arrangements, but we do understand it can be difficult for working parents to attend. We publish details and photographs of our achievers each week on our website at www.westfieldinfants.co.uk

ATTENDANCE AWARDS

In the Monday Achievement Assembly, a trophy is awarded to the class with the best attendance from the previous week and to the class with the most punctual children of the week.



LUNCHTIME STARS

A child from each class is chosen to be a Lunchtime Star for outstanding behaviour in the hall and playground, being helpful and always remembering to use their indoor voice in the dinner hall. These children are given a wristband in the Achievement Assembly on Monday morning and their photograph will be on the [school website](#). (Parents do not receive a text for this)

HEADTEACHER'S TEA PARTY



As a special reward for outstanding behaviour and achievement, one person from each class receives an invitation to Ms Lowry's 'Headteacher's tea party' on a Friday afternoon. Those children have the opportunity to share their fantastic week over a cup of tea and a treat.

HOME ACHIEVEMENTS ASSEMBLY



We like to celebrate all your child's achievements, not just those in school, and so we hold an assembly every Friday when our children can bring in and show any achievements/certificates/medals they have received from non-school activities e.g. swimming, karate, piano, dance etc. If your child would like to bring such things in to share with school on a Friday, they are welcome to do so, and should hand them to their classroom teacher that morning.

HEALTH AND SAFETY AND MEDICAL INFORMATION

FIRST AID



Due to the number of unavoidable minor first aid incidents in school, we do not necessarily issue a note to parents for slight bumps, grazes or bruises which have been treated with 'a dab of magic water and a rub', although we always keep a note of **all** reported incidents here in school. However, if your child has had an injury to their neck or head, or an open wound or severe bump or bruise elsewhere, a note will be issued via the classroom to inform you of the injury and what first aid has been given.

JEWELLERY

Jewellery is not allowed in school other than one pair of stud earrings. Health and Safety regulations recommend that earrings should be removed by your child for P.E. If your child is unable to do so, please sign and return a disclaimer (available from the school office) to enable them to take part. If your child cannot remove their own earrings and we do not have your returned form, in order for them to do P.E. we will need to cover their earrings with micropore tape.



MEDICINE



Your child **must not** bring medicine, tablets or ointment into school. In general, we cannot be responsible for administering these. The only time we will do so is when medicine **prescribed by a doctor** has to be taken **four** times a day – in this case, we will administer the lunchtime dose **only** after a parent/carer has completed and signed the appropriate form (available from the school office).

In all other cases, you are welcome to come to school and administer medicines etc. yourself.

If your child is on permanent medication, please come into school to discuss this with us.

ASTHMA AND INHALERS

We have been informed that if your child has asthma they should have a care plan from the doctor. Please could you provide school with a copy. Please ensure that the inhaler is current, labelled, and that we have full instructions regarding your child's requirements.

NUT ALLERGIES



We have a number of children in school with nut allergies. Could parents and carers **please avoid** putting nuts or nut-based products (e.g. peanut-butter sandwiches) in packed lunches. Thank you.

MEDICAL INFORMATION

If your child is diagnosed with any medical conditions during the school year, please keep us informed. If your child has any allergies, please let us know so we can update our records and provide us with an Allergy Action Plan from the doctor.

BRINGING WATER TO SCHOOL

Research shows that children who are hydrated perform better in school and that water is the best form of hydration available. As part of our 'healthy school' policy, we ask that children **only bring plain water in their bottles** for the classroom. At lunchtime, all children are provided with water, so they do not need to bring a bottle into the hall.



BIRTHDAY SWEETS



We appreciate that many of you send in sweets to be handed out to the class on your child's birthday and we are happy to oblige – but we would request that these **do not include nuts** (we have children with allergies) or **hard lollies or boiled sweets** (due to the choking risk).

THE SCHOOL DAY

ABSENCES



If your child is unwell you **must** contact school on the first day of your child's absence, and then every two days until your child returns to school. As part of our duty of care to your child, we have a responsibility to obtain a reason for absence. If we do not hear from you, we will telephone the person you have named as first contact for your child. If we are unable to reach this person, we will telephone subsequent contacts you have given us for your child. This applies to children in Nursery as well as Main School. If your child has a hospital appointment, please provide the school office with a copy of the letter confirming the appointment date and time.

If you need to take your child out of school during term time, please refer to the Attendance Policy on our school website.

ILLNESS

Although we encourage good attendance, please do not send your child into school if they are clearly unwell. In cases of sickness or diarrhoea, the Health Protection Agency state that children should stay away for **48 hours after their last bout**.



A child who has been sick during the night but 'seems well enough' in the morning should **not** be sent to school.

If your child returns sooner than the 48 hours, please do not be offended if you are turned away.

If your child has not been sick but is queasy or has stomach ache, please err on the side of caution and keep them away from school. As you will appreciate, sickness bugs spread quickly in school and we need your help to avoid this.

Please ensure that we have up-to-date contact numbers for your child in case they become ill at school.

BEFORE SCHOOL

Children should **not** be left in the playground on their own before school. Please be aware that we are not responsible for your child's safety until the doors open at 8.55am and they are **inside the school building**.

DROPPING OFF AND PICKING UP FROM NURSERY AND RECEPTION

To avoid congestion around the Foundation Stage entrance we have a system for queuing at dropping off and picking up times. Please refer to the diagram.



LATE ARRIVALS

The classroom doors open at 8.55am and children are expected to be **in class** and ready to learn **by 9.05am**. If you are running unavoidably late and the classroom doors are closed, please **do not** send your child in through another entrance. For their own safety, **your child must be signed in via the school office**, as they will have been marked absent in the register and need to be accounted for in case of fire or emergency. **Any children arriving after 9.05am will receive a late mark.**

SIGNING CHILDREN IN AND OUT



If your child comes into school at any time other than morning registration, please ensure they have entered the school premises and are signed in before you leave them. If you need to take your child out of school before 3.00pm, you must sign them out at the office.

END OF THE DAY



Please try to arrive promptly at 3.00pm to pick up your child. We appreciate that unexpected delays can occur, but please bear in mind that children can become distressed when they are not picked up on time and we cannot always provide supervision after the end of the school day.

If there is an emergency and you will be unavoidably late, please contact the school office as soon as possible. If you regularly find it difficult to collect your child at 3.00pm, please make alternative arrangements.

You must inform classroom staff when dropping your child off, if they are going home with anyone other than a parent or regular childminder. If your plans are unavoidably changed during the day, please call the school office so we can get a message to the class teacher.

Occasionally, some of our children are unsure whether they should attend their after-school club (e.g. multiskills, dance etc.) and expect to be picked up at 3.00pm. To avoid any confusion, if you have decided not to send your child to an after-school activity, please inform school.

It is school policy that all children should be picked up by a responsible adult. We are, however, happy to release a child to an older sibling (high school age) if you request this beforehand.

SCHOOL BEHAVIOUR POLICY

The school behaviour policy is available on our school website along with a child friendly version. The children are aware that excellent behaviour is expected across all areas of school including lunchtimes. The children are expected to Shine and they know exactly what this means as each letter of the word Shine corresponds to an aspect of good behaviour. We have tried to keep our system as simple as possible so that all children have the opportunity to get it right. They are also aware of the sanctions if they do not follow the rules. Our children are not perfect but the vast majority of them respond well to the system with only the odd hiccup, which is to be expected!

Please take time to have a look at both versions and discuss with your child what they think.

RESPECT

Pupils and staff are entitled to learn and work in a safe environment. We welcome visitors to school and respectfully ask that any issues or concerns are raised politely with a member of staff so that they can be addressed.

Abusive, threatening or violent behaviour will not be tolerated. If such behaviour occurs you will be asked to leave the premises immediately. Repeated incidents may result in future access to the school premises being restricted.

Thank you for your support and for working with us to ensure that our school is a safe environment for pupils, staff and all members of our school community.

THE SCHOOL ENVIRONMENT

SCHOOL GATES

Please close the school gates behind you when entering and leaving the grounds. If children are outside when you arrive to collect your child from school, please wait until they have gone back in to class before coming in to the grounds.

PARKING

- Please drive slowly, safely and with consideration to pedestrians and other drivers.
- Please **do not** park with your wheels on the pavement, forcing pedestrians into the road.
- The 'No Parking' areas around school are clearly marked. Please be aware that our community police issue tickets during spot-checks in the area.



- Please **do not** block local residents' driveways, preventing residents getting cars in and out of their own homes.

Under advice from the police we do publish photographs in the weekly newsletter of cars parked illegally near school. You can also email photographs, including registration numbers outernorthwest@westyorkshire.pnn.police.uk.

SCHOOL DRIVE AND CAR PARK



No parents or children should be on the school drive **at any time**. Please remember that staff and delivery vans may be arriving or leaving. Please do not allow your children to play, run, scooter or cycle anywhere near the drive.

Due to parking being so restricted within the school grounds and our need to provide access to disabled visitors/emergency services at all times, parents should **not** park either in the school car park **or use the school drive when dropping off or picking up children**.

PLAYGROUND SAFETY

Toys – Please do not allow your child to play with unsuitable toys (e.g. toy swords!) in the playground before and after school.

Balls are not allowed in the playground before and after school due to the risk of injury to smaller children.

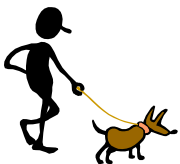
Bikes & Scooters must not be ridden on any of the paths or playgrounds within the school grounds of Yeadon Westfield Infants, Yeadon Westfield Juniors and St Peter and Paul's. Please ensure that your children dismount before entering our grounds. There is a scooter park where scooters can be stored during the day. If your child is leaving their scooter, please make sure it is clearly named and taken home at the end of the day.

Wooden Trail – This is for sole use of our Infant children in school hours when supervised by staff. Please do not let your children play on it before and after school.

Nursery & Reception Outdoor Area - All children must **keep off** the equipment before and after school in the Nursery and Reception outdoor classroom. This equipment is for use **during school hours only** when the children are supervised by school staff. It is set up each morning to provide learning opportunities for the children during the school day.

Trees and Fences - Please do not allow your child to climb on the trees and fences in the school grounds before and after school.

DOGS



Please try to avoid bringing dogs into the school grounds. When this is unavoidable, they must be kept on a lead and under strict control at all times, and you must clear up after them.

We would also ask that dogs be kept on leads in the streets around school, as we have had incidents where small children walking to and from school have been scared by unleashed dogs approaching them.

SMOKING IN THE SCHOOL GROUNDS

Please be aware that the school building and grounds are a smoke free zone. This includes E- cigarettes. Thank you.



LOST PROPERTY

Please make sure all uniform is clearly labelled with your child's name. If your child loses an item of clothing, please feel free to come and check the lost property basket at the school office. Any unclaimed lost property is taken to the charity shop at the end of each half term.

NON-UNIFORM DAYS

During the school year we occasionally support charities by having non uniform days. If we are asking your child to wear something specific (eg. wear spots for Children in Need), we will try to give at least two week's notice. Similarly we will try to give two week's notice if they need something special to wear for an assembly. If this causes any worries, please speak to your child's class teacher and they will try to help.

SCHOOL WEBSITE

Our school website <http://www.westfieldinfants.co.uk> is updated regularly with information. If you can not find the information you need please, contact the school office.