



WESTFIELD

PRIMARY SCHOOL AND NURSERY

DURRANTS LANE, BERKHAMSTED, HERTS, HP4 3PJ TEL: 01442 862729



SCHOOL PROSPECTUS 2022 - 2023





WESTFIELD

PRIMARY SCHOOL AND NURSERY

“Westfield School provides an outstanding education for its pupils. A potent combination of excellent teaching and leadership, together with pupils' very positive attitudes and eagerness to learn, is the key to the school's success.”

OFSTED

Welcome to Westfield Primary School

I am very proud to be leading such a happy and successful school.

We value every child as an individual, aiming to provide them with the very best care and education, thus enabling them to reach their full potential.

We want every child to leave Westfield happy, confident, independent and resilient, equipped with the life skills necessary for the 21st century.

Westfield provides rich, exciting and stimulating learning experiences giving a broad and balanced curriculum. Children's learning is further enhanced using our extensive outside environment.

Our dedicated team of staff and governors set high expectations of behaviour and attainment. Pupils are encouraged to be caring, supportive members of our school community, displaying our core values.

We encourage strong partnerships with parents to provide the very best for your child.

Thank you for your interest in our school.

*Suzanne Stace
Headteacher*



WESTFIELD

PRIMARY SCHOOL AND NURSERY

STAFF

Mrs S Stace
Mrs S Goodchild
Mrs L Williams
Mrs S Edwards
Mrs K Cheshire
Miss J Chennell-Clarke
Miss H Aylward
Miss E Newman
Mrs M Nichols
Miss E Slade
Mrs J Edwardson
Mrs L Moorby
Mrs S Saunders
Mrs A Gough
Mrs K Carter

Mrs D Arnold
Mrs G Walker
Mrs D Cole

Mrs J Hodge
Mrs H Ayles
Mrs S Wortley-Taylor
Miss K Moody
Mrs J Turner
Mrs J Couzens
Mrs K Brooks
Miss S Padmore
Mrs K Lowen
Mrs K Su
Mrs C Westwood

Mr P Bray
Mrs K Glass
Mrs P Bray

Headteacher
Deputy Headteacher
EYFS & KS1 Leader
Teacher / KS2 Leader
Teacher
Teacher
Teacher
Teacher
SENCO
Part-time Teacher
Part-time Teacher
Part-time Teacher
Part-time Teacher
Supply Teacher

Office Manager
Administration Assistant
Administration Assistant

Teaching Assistant / MSA
Teaching Assistant (HLTA) / PE Coordinator
Teaching Assistant (HLTA)
Teaching Assistant (HLTA)
Teaching Assistant / MSA / ICT Coordinator
Teaching Assistant
Teaching Assistant
Nursery Teaching Assistant
Teaching Assistant / MSA
Teaching Assistant / Nursery Practitioner
SEN Administrator

Site Manager
Head of Kitchen / Cleaner
Senior MSA / Cleaner / Teaching Assistant

November 2022



WESTFIELD

PRIMARY SCHOOL AND NURSERY

✧ Our Vision ✧

Our vision is for our children to become confident, independent and resilient learners.

We believe that this is best achieved by applying a 'growth mindset' which is about encouraging our children to believe in themselves and their abilities. Through hard work and effort, we apply this approach to everything we do at Westfield. As a result, our children discover a love of learning, embracing the challenges which face them and crucially—equipping them for the future.

✧ Our Ethos and Values ✧

Well-being for all is at the heart of Westfield school life. Every member of the school community is valued and respected. We believe that children learn more effectively if they feel happy, safe and secure.

We value every child as an individual, aiming to provide them with the very best education and care in a safe and secure environment.

We provide rich, exciting and stimulating learning experiences and deliver this through a broad and balanced curriculum, enabling our children to thrive and succeed.

We have a dedicated and hardworking team of staff and governors who set high expectations of behaviour and attainment. We encourage our children to be caring and supportive and to demonstrate our school values.

We encourage strong partnerships with parents and the local community. By working closely with parents we aim to provide their children with the very best education and support to develop life skills.

Westfield's full and rounded approach to a child's education allows them to grow self-confidence, self-respect and good friendships in a stimulating learning environment.

✧ Mission Statement ✧

Westfield Primary is a happy, safe and caring school where every person experiences success.

"Our children are at the heart of all we do"

Introduction

This brochure is intended to help you know more about our school, its organisation and the way we will care for and educate your child. Westfield Primary School & Nursery is a County School and currently teaches pupils within the age range of four to eleven years. Our pupils are of mixed-ability and come mainly from Berkhamsted. We admit children from the surrounding areas only if places are available.

Admission Arrangements

Nursery children enter our school at the start of the Autumn Term (September), regardless of their birthdate, as we operate a one term intake for Nursery each year. Children usually enter Reception Class in the September before their fifth birthday.

The school determines the Nursery Admissions Policy. There is a separate policy for Reception admissions, which is co-ordinated by Hertfordshire County Council. Places are allocated in accordance with the admissions rules, as follows:

Nursery

Children with a EHC (Educational Health Care) Plan or a Statement of Special Educational Needs which names the school will be allocated a place, the latter in accordance with section 324 of the Education Act 1996. Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fifth birthday. However, if there are not enough places available, places will be allocated in the following order of priority:

- a) Children looked after and children who were looked after , but ceased to be so because they were adopted (or became subject to child arrangements order or a special guardianship order)
- b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- c) other applicants where the following criteria are considered to determine priorities:
 - 1) Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - 2) Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school.

- 3) Any other children.

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. If more children qualify under criterion 3 than there are places available, priority will be given to those who live nearest to the nursery as measured in a straight line. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Nursery applications are administered by the school, following the above rules.

Reception

Primary applications (Reception places) are handled by the County Council and places are offered as follows:

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school.

Rule 1 Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).

Rule 2 Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Rule 3 Linked School: In the case of junior schools, children who attend the linked infant school at the time of their application.

Rule 4 Sibling: Children who have a sibling on the roll of the school or linked school at the time of application.

Rule 5 Nearest School: Children for whom it is their nearest community or voluntary-controlled school or an own admitting school or academy using Hertfordshire's admission rules.

Rule 6 Distance: Children who live nearest to the school. *If your child does not qualify under Rule 5, they will be considered under Rule 6.* These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

When an offer of a place at Westfield is made, parents are invited with their children to visit our school for a session at the end of the term prior to their admission. Your child will be able to spend some time in his/her new class becoming familiar with the layout of the class, as well as meeting the teacher and his/her new class peers. The children benefit considerably from these initial visits.

Children entering Reception class may attend for half days during the first few days as they find a whole school day very tiring.

Older children from families moving into the area will be admitted full-time into their appropriate year group.

Preparation for School

You can help at home in preparing your child for school.

Read stories together with your child and encourage left-to-right eye movements across the page. Talk about the stories and describe the pictures. Help your child to learn Nursery Rhymes and simple songs. Encourage your child to use glue, dough, scissors and paint. Let your child use crayons and pencils. Counting games can be fun, and the understanding of simple number language such as “long”, “short”, “big”, “small”, “how many?” etc, is a great help when your child starts school.

Helping your child to be independent in dressing and undressing is also beneficial.

School Organisation

At Westfield we have approximately 230 children on roll. The children are organised into classes depending on their age. The Foundation Key Stage consists of Nursery and Reception Class, Key Stage One is Years 1 and 2, and Key Stage Two consists of Years 3, 4, 5 and 6.

We are committed to organising pupils into classes of no more than 30.

Our aim is to ensure that all pupils are challenged and working to their full potential. All classes have Teaching Assistants as well as a Class Teacher. A variety of teaching styles is employed depending on the skills being taught.

Whole class and group teaching take place and we also deliver some team teaching. We believe this is an excellent way of sharing good practice.

All children meet together on a daily basis for an assembly. This will consist of an act of Collective Worship, singing, showing work, receiving a Headteacher's Certificate, celebrating effort and achievement, discussing and valuing our Golden Rules, listening to visitors etc.

School Times

School opens at 8.35am and it is important that your child arrives in time for registration and the start of morning lessons.

Timings at the end of the day are staggered to enable parents with children in different classes to collect easily.

8.35am—8:50am Children Arrive
8.55am Registration
9.00am Lessons Begin
10.10am Assembly - Fridays at 9am
10.40am Playtime
10.55am Lessons
12.00pm Lunchtime
1.00pm Lessons
2.00pm Key Stage 1 Playtime
3.00pm End of School Day for Year R
3.10pm End of School Day for KS1
3.20pm End of School Day for KS2

Parents are welcome to attend Celebration Assemblies and/or Class Assemblies, which take place every Friday at 9am.

If you bring your child to school by car we ask that you park carefully, considering the needs of the local residents and ensuring that you do not park anywhere that may restrict access for emergency vehicles. Please note that the school car park is for staff use only.

Our school gates are closed between 8.30am and 3.30pm to ensure the safety of the children, particularly at the end of the school day. Please ensure your child uses the footpaths at all times and does not cross the car park adjacent to the Meeting Place.

Extended Schools

We are able to offer extended school days to parents of children from Reception to Year 6. Fees are payable for this service which is run by an independent outside provider. All staff involved in extended care are DBS checked.

Home from Home Out of School Club

host both a breakfast club, from 7.30am to school starting time, and also an Afterschool Club from the end of the school day to 6.00pm. Both are available to children in Years R to 6. Fun and stimulating activities are planned for the children every day, whilst also allowing them independence to choose between a large selection of toys and equipment. Staff are skilled and trained to encourage safe, active play promoting learning and group activities.



Foundation Stage

The Foundation Key Stage consists of Nursery and Reception classes. It has been established to ensure that children learn and develop through purposeful, child-initiated play, with adult help and participation. Play is a natural activity, which enables children to learn about the world in which they live.

The Early Years Foundation Stage (EYFS) is the statutory framework that sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children are ready for school and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Our Nursery Class can admit up to 26 pupils. Our daily session runs from 8.45am until 11.45am and is managed by our Nursery Teacher, who is supported by qualified Early Years Teaching Assistants. Westfield also offers 30 hours of high quality free early education to working families who meet the criteria. Westfield Primary School & Nursery offers pupils in receipt of 30 hour funding a place from 8:45am to 3pm.



Children in our Nursery class do not automatically transfer into our Reception class. All parents/carers must apply for a Reception class place through the County Council's admissions process.

There are seven areas of learning in the Early Years Foundation Stage and these are split into Prime and Specific areas:

Prime

Communication and Language

Physical Development

Personal, Social and Emotional Development

Specific

Literacy

Mathematics

Understanding of the World

Expressive Arts and Design

The Curriculum

The National Curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

The National Curriculum consists of the Core Subjects, which are English, Maths and Science and the Foundation Subjects, which are Computing, History, Geography, Art, Music, Physical Education (PE), Personal, Social, Health and Citizenship Education (PSHE) and Design Technology. Religious Education (RE) is taught in accordance with the Hertfordshire Agreed Syllabus for RE. Subjects may be incorporated into cross-curricular themes when appropriate, or taught separately when applicable.

Maths

At Westfield all children are taught a daily Maths lesson. Various published schemes are available to support the teaching of Mathematical skills and we emphasise the use of mental mathematics and number skills within our lessons. We aim to include mathematical work in our cross-curricular activities using practical experiences wherever possible.

English

In our daily English lesson children are taught to improve their skills in Reading, Writing, Speaking and Listening. Fiction and non-fiction books are freely available within school and all children are



encouraged to read and enjoy them. We have an individualised Reading Scheme, which ensures children are developing their skills at a level appropriate to them.

We encourage children to share their reading

books at home with their parents. We believe in using a range of strategies for the teaching of reading and writing, of which phonics play an important part, using the Floppy Phonics scheme.

Science

Our Science work arises from enquiry or topic work, which is based on the National Curriculum. A range of resources ensures Science is active and engaging. Children are encouraged through first hand experiences to observe, question, hypothesise and record their findings effectively.

Computing

The Westfield community uses technology to enhance learning and teaching, to promote co-operation and as a tool to facilitate independence. We are fully committed to the safeguarding of pupils and take e-Safety very seriously. With the support of parents, we pro-actively teach our pupils how to keep themselves safe online.

At the heart of our Computing policy is the desire to ensure all children have quality access to new technologies to support and extend their learning. Every classroom has a least 2 computers which are networked and have access to the Internet. We have a trolley of 16 laptops and interactive whiteboards in every classroom. Our resources allow cross-curricular learning.

Music

Throughout the school, children are given the opportunity to make music, sing and develop their musical ability. Singing assembly takes place once per week. Children in Key Stage 2 are given the opportunity to learn a musical instrument and attend Choir Club after school.



Personal, Social, Health and Citizenship Education

At Westfield we aim to teach our children our core values to enable them to become good citizens. This teaching comes under the headings of Self, Others, Healthy Living, Sex, Drugs and Citizenship. We use SEAL materials (Social and Emotional Aspects of Learning) to support the delivery of this curriculum area.

Sex Education

Within our school Sex Education is taught as part of our PSHE and Science from the start of a child's school life. Parents have the right to withdraw their children from Sex Education lessons. If you wish to exercise this right then please see the Headteacher to discuss this further.

Physical Education

Children have the opportunity to learn basic skills in gymnastics, dance, games and athletics. Pupils in Y3 and Y4 participate in swimming lessons. We have a PE kit (consisting of a blue T-shirt with school logo and plain navy or black shorts for indoor activities and tracksuit trousers, blue hooded sports sweatshirt and trainers for outdoor activities) in order to encourage safety and hygiene, as well as to develop a sense of team spirit. We offer a wide range of sports clubs before school, at lunchtime and after school. Our pupils take part in competitive sport both within school and also against other schools in the community.

Design Technology (DT)

In DT lessons pupils learn how to think imaginatively and talk about what they like and dislike when designing and making. They explore how familiar things work and talk about, draw and model their ideas. Pupils may work on their own or as part of a team on a range of designing and making activities. Cooking and sewing are included in this part of the curriculum.

Art

During Art lessons pupils develop their creativity and imagination by exploring the visual, tactile and sensory qualities of materials and processes. They learn about the role of art, craft and design in their environment. They are taught to understand colour, shape and space and pattern and texture and use them to represent their ideas and feelings.

History

In Key Stage 1 Pupils learn about people's lives and lifestyles. They find out about significant men, women, children and events from the recent and more distant past, including those from both Britain and the wider world. They listen and respond to stories and use sources of information to help them ask and answer questions. They learn how the past is different from the present.

During Key Stage 2 pupils learn about change and continuity in their own area, in Britain and in other parts of the world. They look at history in a variety of ways, for example from political, economic, technological and scientific, social, religious, cultural or aesthetic perspectives. They use different sources of information to help them investigate the past both in depth and in overview, using dates and historical vocabulary to describe events, people and developments. They also learn that the past can be represented and interpreted in different ways.

Geography

Pupils investigate their local area and a contrasting area in the United Kingdom or abroad, finding out about the environment in both areas and the people who live there. They also begin to learn about the wider world. They carry out geographical enquiry inside and outside the classroom. In doing this they ask geographical questions about people, places and environments, and use skills and resources such as maps, photographs, atlases, aerial photographs and ICT.

Religious Education

The teaching of Religious Education is a statutory requirement in all schools. In Religious Education we teach in accordance with the Hertfordshire Agreed Syllabus for RE. We aim to foster in children an awareness of spirituality and promote self-respect and sensitivity toward those with different beliefs from our own.

We regularly invite speakers from the community, and various charities and faith groups to share in our assemblies.

Parents do have the right to withdraw their children from Collective Worship and Religious Education. If you wish to exercise this right please see the Headteacher to discuss the matter further.

Modern Foreign Languages

All pupils in Years 3 and above receive a weekly French lesson. They are also encouraged to use their language skills on a daily basis, eg answering the register in French.

Extra Curricular Activities

Our after school clubs are run by parents, teachers and outside providers. They change termly and can include Netball, Soccer Skills, Basketball, Gymnastics, Art, Singing, Dance and

Home Learning

Westfield has a formal Home Learning Policy. Home learning expectations are detailed by your child's class teacher in the "start of year" newsletter and meeting. Children are expected to read regularly at home and to practice their tables and spellings, as provided by the teacher. Children are encouraged to take work home to complete or continue, and they may be given research tasks

Learning Styles

Everybody has their own preferred learning style and we aim to ensure that every child has the opportunity to learn in a way which they find most productive. We recognise that some children will learn better when the content is visual, whilst others like to be active or to engage in listening and dialogue. Our teaching is carefully planned to ensure a variety of approaches to suit all children. Lessons take the form of whole class teaching, group work, paired and individual work. Children are encouraged to present their work in a variety of ways, such as written, pictorial, spoken and through drama.

Equal Opportunities

We are committed to equality of opportunity. By this we mean that all children should have equal access to the whole curriculum and the general life of the school, with due regard given to issues of race, gender, culture, age, class, language, ability or disability. We are opposed to all forms of discriminatory, racist or sexist language or behaviour. Any incident of discrimination is openly and quickly investigated.

Inclusion

Children develop at different rates and some have more difficulty than others in coping with certain skills and curriculum areas. We have an Inclusion Co-Ordinator (INCo) who works alongside our class teachers to support pupils with Special Educational Needs or Disability (SEND). Provision is made to help children with Special Needs by careful consideration of their strengths and areas of challenge. We are usually able to provide the necessary support within the classroom but there will be times when children are withdrawn for specialist support, either with a member of our own staff team or with an external support service, eg a speech therapist, our attached Educational Psychologist, the local Behaviour Support team. Our school SEN policy is developed from the Department for Education's SEN Code of Practice. Close consultation with parents is considered essential. Children may be given an Personal Education Plan (PEP) and this will be discussed regularly with parents.

Child Protection

Our school works in partnership with parents to support children in every way possible. The school is responsible for ensuring it works together with other agencies to safeguard and promote the welfare of all children. Our policy on Safeguarding is in line with Government and Hertfordshire Education Authority guidelines and is reviewed annually. Westfield Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment.

Our designated teachers in charge of Child Protection are the Headteacher and a member of the Senior Leadership Team.

Pastoral Care/Behaviour

All adults and children at Westfield Primary School and Nursery have a part to play in the promotion of high standards of positive behaviour. To help this happen, we have created a clear code of behaviour reinforced by different levels of rewards and consequences. This helps us to maintain a secure and positive learning environment for our children and our adults.

School Uniform

Uniform can be purchased from our online supplier, Essential Schoolwear. We have samples of uniform at school which can be tried on for size.



Children wear aprons to protect their clothing during Art lessons in school. No jewellery is permitted in school as it provides a danger to both wearers and to other children. One pair of small stud earrings may be worn to school provided they are removed or covered with surgical tape/plasters for PE lessons. Make-up, nail varnish, tattoos and dyed or braided hair are not permitted. Long hair should be tied back with a suitable dark coloured band. **Please ensure all items of clothing are clearly marked with your child's name.**

School Uniform

**Royal Blue Sweatshirt or
Cardigan with logo
White or Royal Blue Polo Shirt
Grey Trousers/Skirt/Pinafore
Dress/Shorts**

**Royal Blue Check School Dress and
White Socks (Summer)
EYFS / KS1 Black Joggers
(Optional)
Plain Grey/Black/Navy Socks/
Tights**

**PE Kit:
Royal Blue T-Shirt
Plain Navy or Black Shorts**

School Lunches

Westfield School has a successful pupil choice meals scheme. You may pay for your child to have a school lunch or bring a packed lunch to school each day. We have Healthy Schools Status Plus and therefore insist on healthy packed lunches. Sweets and chocolate bars are not permitted.



All children in Years R, 1 and 2 are eligible to receive free school meals under the Government's 'Universal Free School Meals Scheme'. If you receive Income Support your child may be eligible for free school meals from Year 3 onwards. If you are eligible for free school meals, but choose not to claim them, please inform our school office of your decision.

Snacks

A Government scheme provides a free fruit or vegetable snack each day for children from Nursery to Year 2. Parents have the option to pay for the daily snack to continue in Years 3 and above. Water may be brought to school in a plastic or metal water bottle, which may be refilled during the day.

School Milk

Hertfordshire County Council offers parents the opportunity to purchase milk at a subsidised price. No charge is made for Nursery children or those who are eligible for free school meals.

Absence/Attendance

If your child is absent from the school we require contact on the first day of absence by 8:45am to notify us and the reason for absence. If you need to take your child out of school for a medical appointment please notify us prior to the event.

Absence during term time for the purpose of trips and holidays is highly discouraged and written permission needs to be sought from the Headteacher in advance. Only in exceptional circumstances will it be permitted, ie wedding/funeral of a close family relative.

Our records are regularly inspected by the Attendance Improvement Officer who may contact the parents of children whose attendance causes concern.

Health

Under normal circumstances we do not give out medicines in school. However this can be negotiated through the school office and consent forms will need to be completed. Children with Asthma/nut allergies need to have inhalers/

epipens in school and the staff will ask you to complete the relevant forms prior to holding this medication in school. We ask that you ensure your child knows how to use their inhaler.

Infectious diseases need to be reported to the Headteacher, preferably in writing. The school will keep parents updated on diseases in school.

If your child has any incidences of vomiting or diarrhoea they must be kept at home and may only return to school 48 hours after the last incidence.

If a member of staff notices headlice on a child, the parent/carer will be contacted and requested that the child be collected for their hair to be treated. The child may return to school once the treatment has taken place.

Health and Safety

Westfield Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff, Governors and volunteers share this commitment.

A risk assessment is undertaken for any potentially dangerous activities during school and for visits out of school.

The Site Manager is our Health and Safety Manager. There is a separate Health and Safety policy which is available for inspection.

Travel Forum

Westfield Primary is committed to ensuring that everyone travelling to school can do so as safely as possible. Walking to school keeps the pupils fit, encourages social interaction and reduces congestion around the school. More information is available on our school website.

Eco Team

The Eco Team is made up of a group of children from Years 3 to 5 who take on several projects throughout the year, all of which help the school remain environmentally friendly. Westfield Primary School was first awarded a Green Flag in 2013.

School Medical Services

Children are seen by the School Nurse during their first year in school. She visits regularly and holds parent meetings which enable you to discuss any concerns you may have about your child's general health and well-being.

Westfield School Association

Membership of W1SPA is free and open to all the parents and guardians of children in school as well as to staff and friends of the school.



W1SPA's Aims:

Organise fundraising and social events

Enhance home – school relationships

Arrange events and provide additional facilities that further enhance school life

Voluntary Help

We value the help of our parent community – you are always most welcome to support activities within our school. Please do see our school office if you would like to offer your assistance. No special talent or artistic flair is necessary – enthusiasm is more important! We hold training and information sessions for groups of new parent helpers and each volunteer is given a pack of information to support them. A DBS check will be required for regular volunteers.

School Visits

Visits to places of interest, which support learning within the classrooms, are arranged regularly. Parental consent is requested. We also have regular visitors to our school.

Normally a contribution will be requested to meet the costs of such visits. These will always be kept to a minimum, and are often subsidised by W1SPA which further reduces the cost to parents. The Governors and Staff are sensitive to the difficulties that some parents on Income Support or Family Credit may have with making contributions. On this issue the Headteacher would be pleased to talk in confidence with parents.

Assessment and Reporting to Parents

Teachers continually assess children's individual educational needs and achievement across the curriculum. They meet regularly to compare and moderate samples of work from different classes. This enables them to make consistent judgements of children's attainment levels in relation to the National Curriculum and to plan appropriate work for each child. Pupil progress is carefully tracked and monitored half-termly. Children are constantly encouraged to do their best, to review their own progress and their efforts are given recognition.

Within the Autumn and Spring terms parent consultations take place. These meetings give you an opportunity to discuss your child's development with their Class Teacher.

Once a year a written report is produced detailing your child's development within every area of the National Curriculum or Foundation Curriculum. This report will include assessments of attainment for those children sitting SATs tests at the end of Key Stage One (Year 2) and Key Stage Two (Year 6). Reports record targets in order that all pupils know what to do to improve further and how you can support your child's learning at home.

An Open Evening takes place in the summer term and parents are invited to celebrate children's displays of work completed throughout the year.

Within our school we have an "Open Door" Policy, which means that parents are welcome to come and see Class Teachers whenever they feel they have a concern regarding their child's development or well being. The best time to approach the class teachers is at the end of the day because in the mornings teaching staff are busy settling the children ready to begin their learning. Urgent concerns or messages may be discussed with office staff. Alternatively messages to teaching staff can be written on special pink message slips and handed in to the office to be passed on to the teaching staff.

We value feedback from our parents and regularly seek the views of parents and carers through our Parent Forum and also, on a more formal basis, through Parent View on the Ofsted website.

Complaints Procedure

Parents' concerns about the school's authority or governors' actions with regards to the curriculum or their child can usually be resolved by initially talking to the Class Teacher and if not, then the Headteacher. This should be on an informal basis. If parents still feel they have a complaint that cannot be resolved in this way, they are entitled to follow formal Complaints Procedures. Further details are available from the school office.

Public Access to Documents

Parents or entitled persons wishing to see their children's school records of progress should make an application in writing to the Headteacher, stating their entitlement to see the records. In primary schooling, entitled persons are a parent of the child when the pupil is under the age of 16, a divorced parent with joint legal custody, a separated parent, a legal guardian, a foster parent or a local authority or voluntary organisation in which parental rights have been vested.

An appointment will be made for the entitled person to see the records following receipt of written application to the Headteacher. If a copy is required then an appropriate charge will be made to cover the costs of copying

Data protection Act

In line with Hertfordshire Education Authority's policy on Data protection, data held by the school is used only for specific purposes allowed by the law.

Further information is available from the School Office.

Summary

Westfield is a happy school with caring and talented staff. As a team we are all committed to delivering high standards of teaching thus providing the highest standards of learning. We hope this prospectus has been helpful – if you have any further queries please do not hesitate to contact our school office.



WESTFIELD

PRIMARY SCHOOL AND NURSERY

SCHOOL GOVERNORS

CO-OPTED GOVERNORS	
Mr Andrew Doran	Mrs Holly Green
Mr Daniel Boot	Mr Alex Traube-Childs
ASSOCIATE GOVERNORS	
Dr Mary Gaughan	

PARENT GOVERNORS	
Mrs Charlotte Eriksen	Ms Deborah Hawkins
Mrs Emily Millar	Mr Paulius Gailunas

STAFF GOVERNORS	
Mrs Suzanne Stace	Miss Kate Moody

CLERK TO THE GOVERNORS
Roderick Woodhouse