



WESTFIELD

PRIMARY SCHOOL AND NURSERY

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



SCHOOL PROSPECTUS 2024 - 2025





WESTFIELD

PRIMARY SCHOOL AND NURSERY

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.

*Emma Leach
Headteacher*



WESTFIELD

PRIMARY SCHOOL AND NURSERY

STAFF

Miss E Leach
Mrs R Slater
Miss E Slade
Mrs S Edwards
Mrs K Trinder
Mrs H Rance
Mrs M Nichols
Miss J Roe
Mrs J Jones
Mrs N Freemantle
Miss G Taylor
Mrs C Lamb

Headteacher
Deputy Headteacher
SENCo
Teacher / KS2 Leader
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher

Mrs G Walker
Mrs D Cole
Mrs M Parkinson

Office Manager
Administration Assistant
Administration Assistant

Mrs L Hall
Mr H Ogden
Miss S Abou-Haidar
Mrs S Sharman
Miss A Lane
Mrs J Powell
Mrs S Waheed
Mrs K Su
Miss T Jordan
Mrs V Young

Teaching Assistant
Teaching Assistant (HLTA) / MSA
Teaching Assistant (HLTA) / MSA
Teaching Assistant / MSA
Teaching Assistant / MSA
SEN Teaching Assistant
Teaching Assistant / MSA
Teaching Assistant
Teaching Assistant
Teaching Assistant

Mr P Bray
Mrs K Glass
Mrs P Bray

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





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 teaches pupils within the age range of three to eleven years.

Admission Arrangements

Children usually enter Reception Class in the September before their fifth birthday.

Reception admissions are co-ordinated by Hertfordshire County Council. Places are allocated in accordance with the admissions rules, as follows:

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 their new class becoming familiar with the layout of the class, as well as meeting the teacher and their new class peers. The children benefit considerably from these initial visits.

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, the children are organised into classes depending on their age. The Foundation Key Stage consists of 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.

School finishes at 3:15pm for all classes.

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.

8.35am —8:45am Children Arrive

8.50am Registration

9.00am Assembly

9:15am Lessons begin

10.30am Playtime

10.50am Lessons

12.00pm Lunchtime

1.00pm Lessons

3.15 pm End of school day



Extended Schools

We are able to offer extended school days to parents of children from Nursery 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.

Breakfast Club—Cascade Kids Breakfast Club strives to give children a great start to the school day. We provide a variety of nutritious breakfast options for children when they first arrive. After breakfast, children can take part in a number of engaging activities that prepare them for the day ahead. Breakfast Club is open for children in Reception to Year 6.

Breakfast Club opens at 7:30am.

After School Club—Our After School Clubs are one of a kind. Children can help themselves to a snack as soon as they arrive before exploring a range of activities and games or settling down to get some homework done. We have teatime at 4:15, followed by an optional activity hour led by one of our amazing activity leaders.

Activities change weekly and include options such as dodgeball, zorbs, bouncy castles, mini archery, football, nerf, VR headsets and many more. Children always have the option to participate in other activities too! They can play in the Construction Zone, get creative in the Creative Zone, do some more activities in the Active Zone or get cozy in the Chill Out Zone and read books, draw or do some homework.

For more information on Breakfast or After School Clubs, visit www.cascadecamps.com or give us a call on 07395 087250.



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.

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



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 Twinkl 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. 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.

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.

Extra Curricular Activities

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

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.

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 be-



Inclusion

Children develop at different rates and some have more difficulty than others in coping with certain skills and curriculum areas. Our SENCO 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. Our school SEN policy is developed from the Department for Education's SEN Code of Practice. Close consultation with parents is considered essential.

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 is the Headteacher .

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, PL Schoolwear. We have samples of uniform at school which can be tried on for size. We also have a stock of pre-loved uniform available in our Reception for a donation to our PTA.



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 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.



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

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.



WESTFIELD

PRIMARY SCHOOL AND NURSERY

SCHOOL GOVERNORS

CO-OPTED GOVERNORS	
Mrs Antonia Ractliffe	Mr Ben Conolly
Mrs Debra Howell	
LOCAL AUTHORITY GOVERNORS	
Mr Ash Patil	

PARENT GOVERNORS	
Mrs Charlotte Eriksen	Mr Paulius Gailiunas
Mrs Judith Waiting	

STAFF GOVERNORS	
Miss Emma Leach	

CLERK TO THE GOVERNORS
Roderick Woodhouse