

# Welcome to the Early Years!

Westfield Primary School and Nursery  
2025-2026



# Welcome to Westfield Primary School!

We are absolutely delighted that you have chosen Westfield Primary and Nursery School. As you step into our vibrant community, we want to extend a warm welcome to you and your children. Here at Westfield, we pride ourselves on being more than just a school – we are a family.



## Our Ethos and values

**“Our children are at the heart of everything we do.”**

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.



# Staff in the EYFS



**Miss Taylor**  
**Class Teacher**



**Mrs Su**  
**Teaching Assistant**



**Mrs Bray**  
**Teaching Assistant**

**Other staff your child might come into contact with:**



**Mrs Slater**  
**Deputy Head**



**Miss Leach**  
**Headteacher**

# How will we get to know your child?

Miss Taylor and Mrs Su will arrange a home visit to come and see you in your home setting, We then invite you to come into Westfield with your child on Thursday 10<sup>th</sup> July. This will be a chance for you both to explore the classroom and to meet staff.



In this pack there is also an all about me booklet for you to fill in to give us more information about your child. Please fill this in and return on the first day of term.





# Starting School

In September we operate a staggered start system for the first few days.

	Reception	Nursery
Thursday 4 <sup>th</sup> September	Morning only 8:45-12 noon	Morning only 8:45- 11:45
Friday 5 <sup>th</sup> September	Morning & Lunchtime 8:45am – 1pm	Morning only 8:45- 11:45
Monday 8 <sup>th</sup> September	All day 8:45am – 3:10pm	Morning & Lunchtime 8:45am – 1pm <b>OR</b> collect at 11:45am if lunch provision not required
Tuesday 9 <sup>th</sup> September	All day 8:45am – 3:10pm	Attendance in line with parent requested hours

On the first day of term, please enter the school grounds via the top gate between 8:35am to 8:45am and the Early Years teaching staff will be there to meet you and direct you to the classroom.



# Our School Day in EYFS

8:35- 8:45	Children can arrive at school from 8:35 and no later than 8:45 each day. Children are taken directly to the classroom door where they will be greeted by the EYFS team
8:45- 11:45	Learning time, including inside and outside play, adult-led and child-initiated tasks
11:45-1:00pm	Lunch time
1:00-3:00pm	Learning time, including inside and outside play, adult-led and child-initiated tasks
3:00pm	Pick up time for Nursery children (please come to the classroom door)
3:10pm	Pick up time for Reception children (please come to the classroom door)

Please note- if someone other than a named adult is picking up your child then please ensure you have let the school know.

## Snack time

Children are able to have free school milk until the term before their 5<sup>th</sup> birthday. Milk must be ordered (and paid for if appropriate) a term in advance. If your child is not able to have mil for whatever reason, please let us know and we will speak with you about your alternative.

All children in the EYFS are entitled to a free fruit/vegetable snack. We also encourage all children to bring in a water bottle from home to keep in school to access throughout the day. Please make sure this is named.

## Lunch time

**Packed Lunch-** Children may bring a packed lunch and drink which should be in a named contained/lunch box. These will be stored in the classroom during the day. Please do not send in fizzy drinks, nuts or sweets. We also ask that if you wish to include grapes or cherry tomatoes that these are cut in half lengthways to prevent any possibility of choking.

**School Lunches-** Currently all children in Reception and Key Stage 1 (years 1 and 2) are entitled to a free school meal. All our school meals are prepared and cooked on the premises.

# Key information

## School Times

Children can arrive at school from 8:35am and no later than 8.45am each day and children can be taken directly to their classroom door where they will be greeted by the teaching staff.

There may be occasions when you are running late or are held up in traffic. If you arrive at school and find that the rest of your child's class has already gone into school, don't panic! Bring your child into the main entrance to the office. The staff there will request that you complete a 'Late Form' and will guide your child into class. The form needs to be completed in case your child has missed the Register. Unfortunately, it will not be possible for you to take your child into their class as this can be disruptive and unsettling for the rest of the children who arrived on time. For this reason, we ask that you make every effort to get to school on time. 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, or on the yellow zigzag lines. Please note that the school car park is for staff use only.

Some children choose to travel to and from school by bike or scooter and there is a rack and also some 'pods' available for 'parking'. Please note that all personal belongings are left in school grounds at your own risk and we recommend that you use a suitable, secure lock. Children should not ride their bikes or scooters within the school grounds and must 'dismount' when entering the gates.

Our school gates must be kept closed between 8.30am and 3.30pm to ensure the safety of the children. Please ensure your child uses the footpaths at all times and does not cross the car park adjacent to the Meeting Place. Also, please note that dogs are not permitted in the school grounds at any time (except for Guide Dogs).

## Collecting from school

If your child is to be collected from school by someone other than yourself i.e. grandparents have come to stay or your child has been invited home to tea by a friend, please inform the office staff before pick up time and they will notify the class teacher. We will not release your child to someone other than a parent without prior notice and only authorised adults (age 16+) will be permitted to collect your child. If you have a regular arrangement with a friend or relative to collect your child, please inform us in writing as this will save you contacting us on each occasion.

# School communications and payments



We have a system called Arbor which we use to communicate with parents on a daily and weekly basis, by both in app messages for shorter communications and emails for longer messages and letters.

On joining the school you will be invited to join Arbor and gain access to the parent portal. Through this you will also be able to pay for school meals and trips using debit or credit card. A welcome email with joining instructions will be issued when your child starts at Westfield.

## Absences

At Westfield School, attendance is a key area of priority. Absence, particularly in early education, has a considerable impact on children's development. Once your child becomes 5, attendance is compulsory and monitored by an Attendance Improvement Officer.



If your child will be absent from school because of illness, please notify the school office on the first day by 9am and everyday thereafter. Our school phone number is: 01442 862729 to either speak to a member of staff or leave a message. Alternatively, you can email: [admin@westfieldprimary.herts.sch.uk](mailto:admin@westfieldprimary.herts.sch.uk). Please note, if your child is off for diarrhoea or vomiting they should not return to school for at least 48 hours after the last episode.

We strongly discourage parents to book holidays in term time. These will only be authorised in exceptional circumstances (for example, exams in music or dance) and if 3 weeks notice is given.

## Toilet training/Spare clothes

We expect all children starting the EYFS to be toilet trained. If there are any concerns or issues with this please contact the school. We also ask for all children to bring a spare change of clothes for accidents that may occur.



## Illness/first aid

Children inevitably have minor bumps and scrapes during the day. We have fully trained First Aiders and Paediatric First Aiders on site. If we have any concerns about your child we will call you to inform you and give you a choice to collect your child.

If your child bumps their head you will be notified by... and a 'bumped head' letter in your child's bookbag.



## Medicines

School staff are only permitted to give children medicine which has been prescribed by a doctor and with prior agreement (including completed consent forms). Medicine needs to be provided in a named bag with the correct dose in a filled syringe. Parents are welcome to come into school to administer medication.

All inhalers and epi-pens must be labelled with the child's name and handed to the office staff for safe keeping. They must also have clear written instructions on the medical consent form. It is your responsibility to make sure that we have in date inhalers and epi-pens in school.

## Sun Protection

Please make sure that children bring a sun hat in warmer weather. We encourage children to stay in the shade and drink plenty of water. Please apply a suitable all day sun cream before school.

## Headlice

As with all schools, there are times when we have cases of headlice. Please do not think that your child has caught headlice because their hair is dirty or that we will be shocked! All children catch headlice – it is just part of being in school. However, we will ask you to come and collect your child from school if we notice live creatures. Once you have treated your child's hair they may return to school. Our advice is to purchase a 'nit comb' and carefully check your child's hair once a week just in case – it is best to do this with conditioner in the hair.

# Uniform

The Westfield School colour is royal blue and Reception children are expected to wear the following:

- School sweatshirt or cardigan (with school logo)
- White or royal blue polo shirt (school logo optional)
- Black joggers or grey trousers, skirt, shorts or pinafore dress
- Plain grey, black or navy socks or tights
- Royal blue check dress with plain white socks may be worn in the Summer
- Sensible plain black shoes or trainers – shoes with Velcro fasteners are preferable for younger children until they can tie their own shoe laces without support
- Warm waterproof coat with a hood – a coat with a zip is preferable for younger children until they can fasten buttons/other fasteners on their own without support
- A Westfield book bag – Our PTA (W1SPA) will provide a book bag for your child, free of charge

Children will come to school in their PE kit on their allocated PE day. For PE children will need:

- Royal blue t-shirt (school logo optional)
- Black / navy shorts
- Black / navy jogging bottoms (optional but recommended)
- Trainers
- White ankle socks



All uniform items with the school logo can be purchased online through our supplier, PL Schoolwear: <https://plschoolorwear.co.uk/product-category/westfield/>

Please ensure that all items are named, so that any misplaced items can be returned to their owners.

We also have a stack of second-hand uniform, which is available to purchase from our Parent Teacher Association (W1SPA). Items can be viewed and purchased from outside the school office.

Should you experience financial difficulties in equipping your child with uniform, there is help available. Families seeking advice should speak to the Headteacher, who will treat the matter with the utmost confidence.



## Hair and Jewellery

In the interest of health and safety, jewellery is not permitted in school with the exception of children with pierced ears. Only small plain studs may be worn, which must be removed or covered with tape for PE. Extremes of fashion are not acceptable in shoes, hairstyles or other aspects of appearance. Hair past shoulder length should be tied back with sensible bands – blue or black in colour only.

# What does your child need to bring to school with them?



Children in Reception will be given a reading book and a reading record. These need to be brought into school everyday.



All children need to bring a named water bottle.

We go outside everyday and in all weather.

- In winter your child will need to wear a coat, gloves and a woolly hat
- In summer your child will need to wear a sun hat and have sun cream applied before school

Children in the EYFS go to Forest School once a week and on that day we ask them to wear clothes they don't mind getting dirty. PE is once a week and on that day we ask them to come into school in PE kit.

## **Please don't bring...**

Your child doesn't need to bring any toys of their own into school. We have plenty of fun things to play with and we don't want them to get lost.



# The Early Years Curriculum

The EYFS statutory curriculum provides guidelines for the education of children from birth to age five. It sets out the importance of creating a solid foundation for learning, developing social skills, and fostering a love for exploration and discovery. We believe that every child is unique, and our curriculum is designed to celebrate their individuality while guiding them through these formative years.

The EYFS is divided into seven key areas of learning, which cover a wide range of essential skills and knowledge:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design



Among these areas, we focus on three prime areas, which are crucial for your child's holistic development: Personal, Social and Emotional Development; Communication and Language; and Physical Development. These prime areas act as the essential building blocks, as they lay the groundwork for skills that your child will continue to build upon throughout their educational journey.

The specific areas of learning—Literacy, Mathematics, Understanding the World, and Expressive Arts and Design—are then nurtured and developed as the prime areas flourish. We believe that the interplay between these areas creates a rich and engaging learning experience.

We also emphasise the Characteristics of Effective Learning, which are key attributes that help children become successful learners. These characteristics include:

- Playing and Exploring: Engaging actively with their learning.
- Active Learning: Staying motivated to reach goals.
- Creating and Thinking Critically: Developing their own ideas and approaches to learning.

By nurturing these characteristics alongside the areas of learning, we aim to foster a lifelong love for learning in your child. At our Early Years setting, we are dedicated to creating a warm and friendly environment where curiosity is sparked and every child feels valued.

# How will your child learn by playing?

One of the most wonderful aspects of this stage in their development is the emphasis on play – after all, play is the natural way children explore, discover, and make sense of the world around them.

In the Early Years, children learn best through engaging, hands-on experiences. Play is not merely a fun distraction; it's a vital part of their growth and development. It fosters not only creativity and imagination but also important social skills, emotional development, and cognitive abilities. When children play, they are experimenting with ideas and testing their own theories, developing problem-solving skills that will benefit them throughout their lives.

There are countless ways that your child can learn through play. For instance, engaging in role play – whether pretending to be doctors, shopkeepers, or explorers – helps children understand different perspectives and build empathy. They learn to communicate effectively and navigate social interactions, all in a joyful, immersive environment.

Outdoor play is equally essential. Climbing, running, and jumping not only strengthen their physical abilities, but they also enhance coordination and balance. Nature walks offer opportunities to discover the wonders of the environment, sparking curiosity and a love for learning about the world around them.

Art and craft activities are fantastic for developing fine motor skills and creativity. Through painting, drawing, or even simple crafts like cutting and gluing, children can express their ideas and emotions while exploring colours, shapes, and textures. This form of self-expression is crucial for building confidence and encouraging imaginative thinking.

Building and construction play with blocks or Lego can teach children about spatial awareness, balance, and even basic maths concepts. They learn to be patient, think critically, and often collaborate with peers, sharing ideas and solutions.

Let's not forget the power of games! Simple board games or puzzles promote turn-taking, strategy, and concentration. They teach children how to follow rules and develop resilience in the face of challenges.

In every play opportunity, your child is learning and growing. So, let's celebrate play as a vital tool in their education, ensuring that their early years are filled with joy, discovery, and meaningful learning experiences.

# What can you do to make sure that your child is ready for our EYFS?

Getting your little one ready for nursery or reception can be an exciting yet daunting time! Here are some friendly ideas to help you prepare them for this new adventure.

First and foremost, create a daily routine at home. Children thrive on consistency, so establishing regular mealtimes, nap times, and play times will help them transition smoothly into school life. Make it fun by incorporating storytelling or music into these routines!

Next, focus on practising basic skills. Encourage your child to dress themselves, use the toilet independently, and wash their hands properly. These self-care tasks build confidence and are essential for their day-to-day experience at school.

It's also beneficial to introduce your child to the concept of sharing and taking turns. Organise playdates with friends or family members, or visit local playgroups where they can interact with others. This practice will help them adjust to working and playing alongside peers in a nursery or reception setting.



Encourage a love of reading by sharing stories together. Visit your local library and let your child choose books that pique their interest. This will not only develop their language skills but also foster a sense of wonder and curiosity about the world around them.

Don't forget to talk about school in an upbeat way! Share your positive experiences and describe what they might encounter, like making new friends and fun activities. Familiarising them with the idea of school will help dispel any fears or anxieties they might have.

Finally, make sure to visit the school beforehand if possible. Exploring the classrooms and playgrounds can make your little one feel more comfortable and excited about this new chapter in their life.





Thank you for reading this booklet. We hope that it has given you the information you need before your child starts with us. If there is anything else you need to know then please do not hesitate to talk to us. We are really looking forward to working with you to make sure that your child has the best possible start to school.

We cannot wait to welcome your child to the EYFS.

