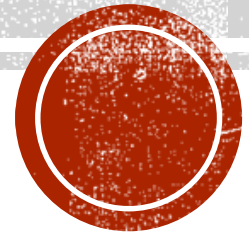


STARTING SCHOOL 2024



**A very warm
welcome to all our
new children and
their families!**



NEW BEGINNINGS



- In September our primary focus will be on ensuring that all children feel safe and happy in school.
- We adapt our curriculum provision to meet the needs of your children, as required.
- So that children are ready to learn and able to make rapid progress, we will have a particular focus on ensuring children's emotional health and wellbeing needs are met.





West Bridgford Infant and Junior Schools' Collaboration



RECEPTION TEACHERS



Mrs Angus
Class 1



Miss Pickering & Mrs Pavier
Class 2



Mrs Nunez
Class 3



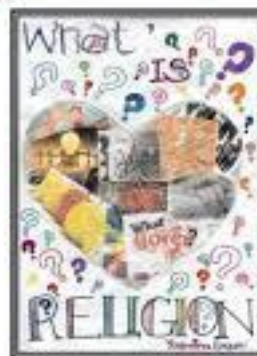
OUR VISION



Working together to ensure our children are safe, happy and healthy. Ready to learn, ready for life, ready to shine.



Religious Education for All



The Agreed Syllabus for RE
in Nottingham City and Nottinghamshire
Intentions, Implementation and Impact
2021-2026

Statutory framework for the early years foundation stage

Setting the standards for learning,
development and care for children from
birth to five

Published: 31 March 2021

Effective: 1 September 2021



SHINE BRIGHTLY THEMES

In addition to the statutory curricula our Shine Brightly Themes are designed to support the specific needs of our children.

They help our children to develop key skills, attitudes and language for academic success and life.

Our curriculum is delivered in a way that enables children to develop:

- Independence
- Problem solving
- Practical skills
- Application of their learning in different contexts
- The ability to make links between areas of learning



Be Brave

Have a go
Growth mindset
Manage emotions



Shine Brightly

Be Curious

Ask questions
Look closely
Make connections
Wander
Compare



Be Your Best

Aim high
Try hard, concentrate &
persevere
Reflect & Improve

Be Creative

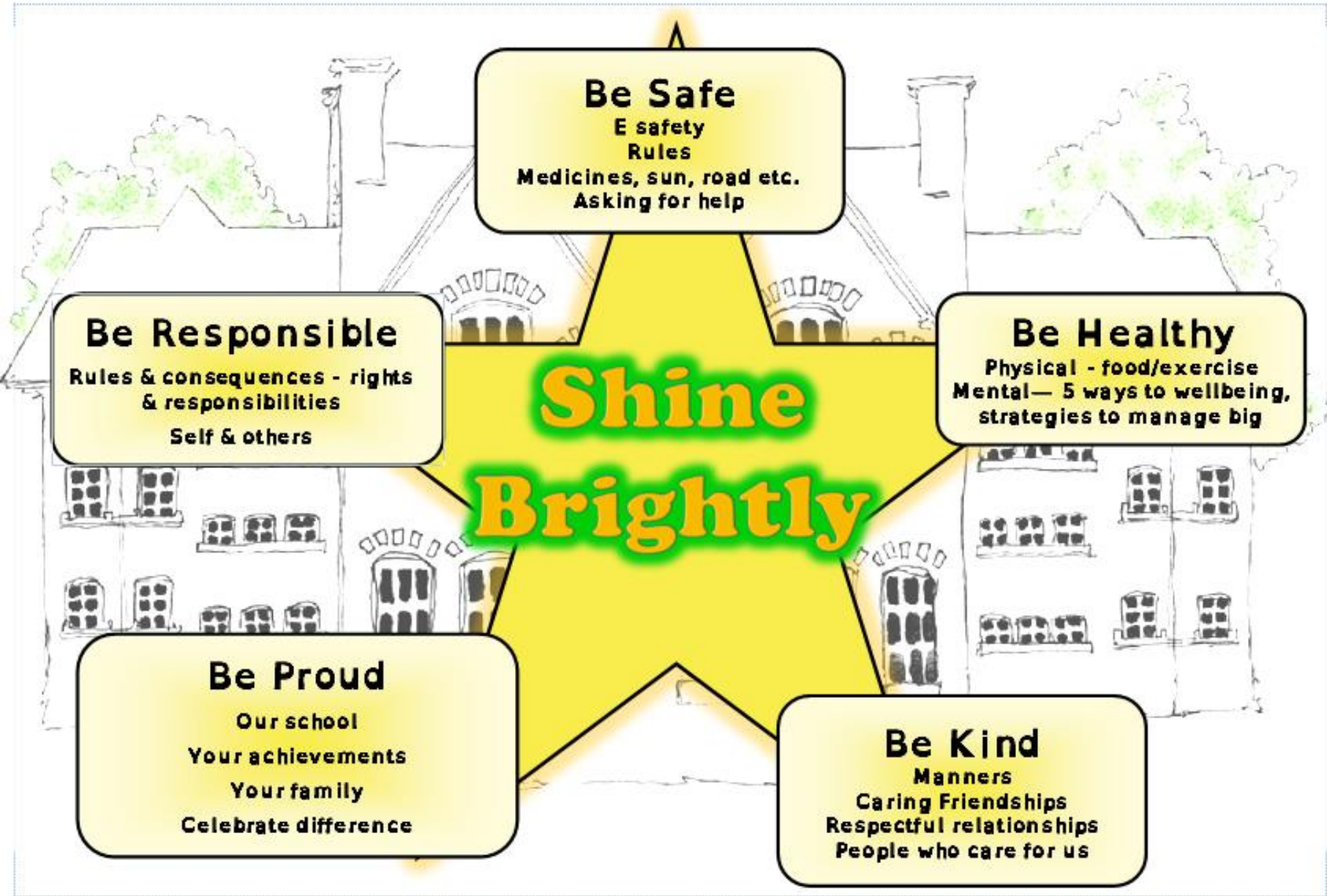
Ask questions
Make connections
Explore ideas
Take risks
Learn from work of others



Be a Team

Listen
Take turns
Collaborate
Share ideas
Learn from others





Listen when
people are
talking.



Keep your hands
and feet to
yourself.



Look after the
school and all
the things in it.



Always try your
best.

Walk quietly in
school.

Be kind, polite
and helpful to
others.



UNIFORM



Our uniform is non gender specific

- Green polo shirt with or without our logo
- Navy sweatshirt or cardigan, with or without our logo
- Dark blue, black or grey trousers, shorts, skirt or pinafore
- Blue or green checked summer dress in warm weather
- Black school shoes –preferably Velcro as opposed to laces
- Sturdy sandals with ankle straps in summer
- Weather appropriate coat or jacket (school fleeces are available)
- Sun hat in sunny weather
- Plain hair accessories

PLEASE ALSO SEE OUR UNIFORM POLICY FOR MORE DETAILS <https://www.westbridgfordinfants.co.uk/policies>



PE KIT

- Your child will have two timetabled PE lessons each week.
- On these days they will need to come to school in their PE kit.
- We will inform you of your child's PE days in September.
- Green polo shirt
- Dark blue or black shorts
- Dark blue or black jogging bottoms or leggings in winter
- Trainers (Velcro fastening. Old ones are fine.)



NAME EVERYTHING



- Most of our uniform can be purchased from any supermarket, department store or online retailers.
- It can be with or without the logo.
- Book bags & items with logos can be purchased from Kit Out
- <https://kitoutclothing.co.uk/collections/west-bridgford-infant-school>



PE & PHYSICAL ACTIVITY

- Our children are active for much of the school week.
- Our main aim is to help children develop healthy habits and positive attitudes to physical fitness.
- We have sports coaches who work with the children one day each week.
- We work closely with local sports clubs such as Trent Bridge.

Over the year we invite a range of specialist providers to work with children may participate in:

- Gymnastics
- Dance – Zumba, Ballroom & Latin
- Yoga
- Athletics
- Games – Tennis, Rugby



JEWELLERY

It is not appropriate for young children to wear jewellery in school due to the play based nature of our curriculum. It can become caught in play equipment, be a distraction from learning or be lost or broken causing distress.

Jewellery is therefore not allowed in school with the following exceptions:

- Items worn for religious observance.
- Children with pierced ears may wear plain studs to school.

Please be aware that earrings CANNOT be worn during PE lessons and Teachers are not allowed to remove earrings. If your child has pierced ears you will need to send them to school without them on timetabled PE days. PE is statutory. If your child arrives on a PE day with earrings they will be unable to participate in the lesson. *We therefore ask that you do not get your child's ears pierced during the school year.*



BAGS

- Children need a named book bag
- They can be purchased from our school uniform suppliers - Kit Out.
- Water bottles should not be put in book bags to avoid damaging books.
- Children may put 1 key ring on their bag to help them recognise it. We do not allow more than 1 to facilitate storage in school.

We are unable to accommodate rucksacks due to limited cloakroom space.



BEGINNING & END OF DAY

- Once the children are in school for full days school **starts at 9am and finishes at 3.30pm**
- The gate is opened and staff are on the playground at 8.50am.
- Parents/carers can leave their child in their class line and pass on important messages such as changes to collection arrangements.



ONE WAY & PARKING SCOOTERS



- We have very narrow entrances & exits to our lovely school playground
- To keep the children and parents safe we have a one way system
- Please enter by the front gate and leave by the back (small) gate
- Scooters/small bikes can be left in the allocated area inside the back gate
- Please give way to the children entering or leaving the building to ensure their safety.



PARKING OUTSIDE SCHOOL

- **Avon Gardens is a small cul-de-sac and is used as a pedestrian route to school.**
- **To keep all children safe, we ask that parents **DO NOT** drive on Avon Gardens at the start and end of the school day.**
- **At other times if you are parking on Avon Gardens, please respect our neighbours by not obstructing their driveways.**



SETTLING IN HALF DAY ARRANGEMENTS

TUESDAY 3RD SEPT - MONDAY 9TH SEPT

- Your child will attend for half days. Either mornings or afternoons.
- You will have been informed of your child's class and teacher in time for their visits on **10th & 17th July.**



CHILDREN ATTENDING FOR MORNINGS

- Whilst children attend for half days, we have slightly different drop off and pick up arrangements.
- Please enter school via the **back** gate.
- Bring your child to the small playground ready to start at **9:30am.**
- *(If your child has older siblings in year one or two, you can drop your younger child with them or wait in the playground with your younger child.)*
- Our staff will be out to meet your child.
- They will line up with their class and be taken in to school.
- Return to collect your child at **11:30am.** Enter via the **back gate**



CHILDREN ATTENDING FOR AFTERNOONS

- Please enter school via the **back** gate.
- Bring your child to the ready to start at **1:15pm.**
- Our staff will be out to meet your child.
- They will line up with their class and be taken in to school.
- Return to collect your child at **3:15pm.** Enter via the **front** gate with the other parents.
- *If you have children at WBJIS finishing at the same time, just let us know and we can keep your younger child until you arrive at 3:30pm.*



TUESDAY SEPTEMBER 10TH & WEDNESDAY SEPTEMBER 11TH

- **ALL** children stay for the morning and have lunch.
- Bring your child to school in the morning by **8:55am for a 9am start.**
- Enter school via the main **front** gate with everyone else.
- Take your child to their class lining up area. (You will be directed to this during part time visits.)
- Our staff will be out to meet you.
- Leave school via the **back** gate (following our one way system).
- Return to collect your child after lunch at **1.40pm via the front gate.**

**Thursday 12th September – all children
start full time 9am – 3.30pm!!**



ATTENDANCE

- At West Bridgford Infant School we believe that excellent attendance and punctuality are fundamental in ensuring your child gets the greatest benefit from school. The Department for Education classifies attendance below 90% as 'persistent absence' and places a clear responsibility on parents/carers to ensure their child has at least 95% attendance.
- Please see our Attendance Policy <https://www.westbridgfordinfants.co.uk/policies>



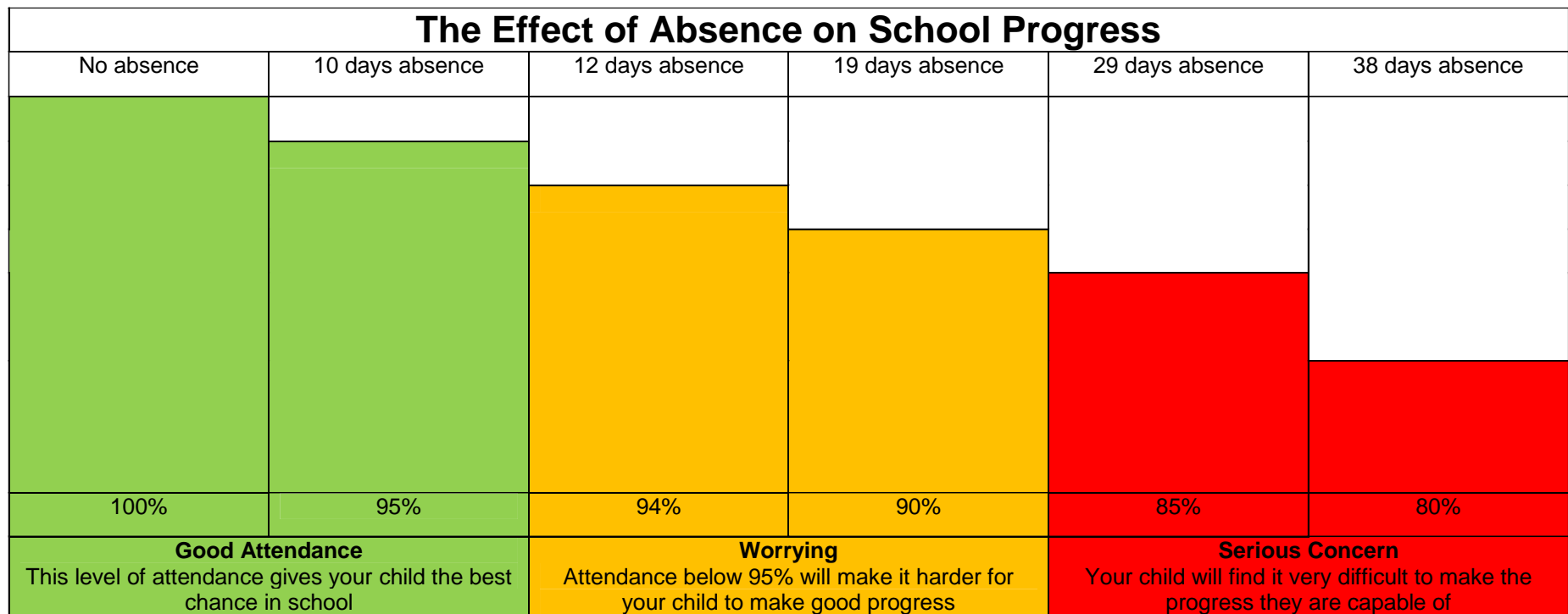
PENALTY NOTICES

- New expectations come into force in August.
- Schools will be expected to fine parents/carers for ALL holidays in term time.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

The law

- By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school.
- **Once your child is registered at a school**, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.





Every Day Counts

Attendance of 90% may not sound too bad, but if this continues the implications are serious for your child:

If your child's attendance is...	That means they are missing...	That equals...	Which is....	And over 13 years of school that is...
90%	1 day a fortnight	20 days per year	4 weeks a year	Nearly 1.5 years
80%	1 day a week	40 days per year	8 weeks a year	Over 2.5 years



PARENT/CARER CONTACT DETAILS

- Please ensure you have uploaded your child's details to Arbor and completed the 'Getting to Know Your Child' Microsoft Form. (Links to both of these were sent by email in your welcome letter.)
- It is really important that we have your up to date contact details.
- We are required to have at least **two** emergency contacts for every child.
- If anything changes, please contact the office to update them.

Key Information:

- Medical Conditions
- Dietary requirements/food allergies/intolerances
- Health appointments
- Languages spoken at home
- Free School Meals eligibility
- Family structure & parent contact arrangements



COLLECTING CHILDREN AT HOME TIME

- In order to keep your children safe we will not allow anyone to collect your child other than yourself unless you have informed us in advance that someone else will be collecting.
- If a childminder or grandparent will be collecting on a regular basis please let us know and we will add them to the list authorised to collect.
- If you are unexpectedly late, please don't worry, we always bring children back into school until parents arrive or we are able to contact them.
- We appreciate that sometimes parents need to make last minute arrangements due to unexpected situations. We just ask that you phone the school office as soon as possible to let us know.



CHANGES TO COLLECTION ARRANGEMENTS

- If you make any changes to collection arrangements, please remember to inform any after school provision/clubs as well.
- This avoids any additional distress for your child and does not delay the start of clubs for the other children.
- If you find you need to change arrangements during the day, please try to inform school **by 2pm**. You can phone or email the school office but a phone call is preferable in the afternoon.



Milk

Free milk is available for:

- children under the age of five in school
- children receiving free school meals
- Milk is ordered directly from 'Cool Milk' www.coolmilk.com
- Although milk is free for under 5s **you still need to register with Cool Milk**
- If your child has a dairy intolerance, please speak to the school office about alternatives



Fruit

- We are part of the fruit in schools scheme. Each child is provided with a piece of fruit every day.
- No other snacks are allowed

Water

- All children need a **minimum of one** bottle each day.
- They can drink water every day.
- **Only water** is allowed in drinks bottles.



SCHOOL MEALS

- All children in infant schools currently receive a free school meal under the Universal Infant School Meals scheme.
- Most children have a school meal, a small number of children bring a packed lunch and some have a mixture of both.
- Our catering provider is Eat Culture. The quality of the meals is good and the children really enjoy them.
- We have themed days throughout the year and Eat Culture gather the views of parents and children regularly.



SCHOOL MEALS

- We have an online ordering system. Parents/carers can order their child's meals for the week, half term or term ahead.
- This means you can select food you know your child will enjoy and which meets their dietary requirements.
- Amendments can be made to the coming week before Sunday night.
- All meals meet Schools Food Guidance and are healthy options. Puddings are low sugar for example.
- You will be issued with login details in September before the children stay for lunch.



ADDITIONAL FREE SCHOOL MEAL ELIGIBILITY & ADDITIONAL SUPPORT

- Although all children at infant school can take a free lunch under the Universal Infant Free School Meals Scheme, your child may be eligible for Free School Meals if you are in receipt of certain benefits.
- If eligible now your child will continue to be eligible for 6 years which will mean meals at the juniors will be free.
- They will also be eligible for free milk.
- In addition they are eligible for support to cover the cost of school visits and other activities.
- They will also benefit from additional academic or pastoral support.



QUALIFYING BENEFITS

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits below:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- [Income Support](#)
- [Income-based Jobseeker's Allowance \(JSA\)](#)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- [Child Tax Credit](#) (with no Working Tax Credit) with an annual gross income of no more than £16,190
- [Working Tax Credit](#) run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

To apply go to

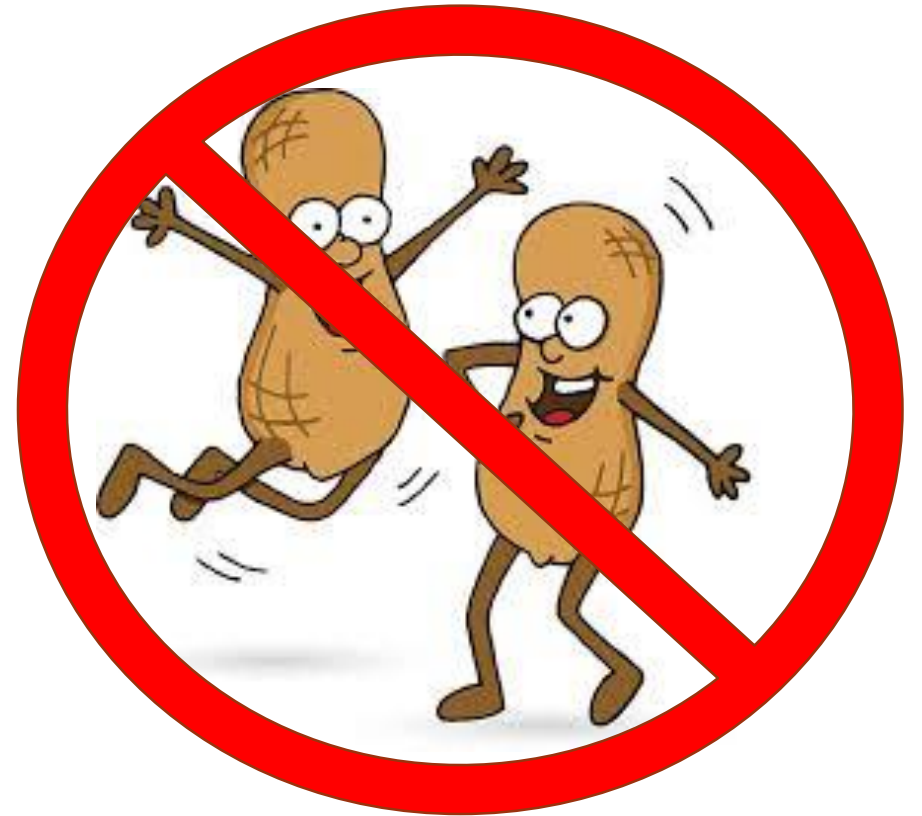
- <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Free school meals for children in all households with no recourse to public funds (NRPF) has been permanently extended subject to maximum income thresholds. More information is available here for [children of those who have no recourse to public funds](#). Families in these groups cannot apply online and should telephone **0300 500 80 80** to apply.



THIS IS A NUT FREE ZONE

- We have several children with severe allergies.
- **NO** products containing nuts should be included in lunchboxes or brought to school at any time.



SPECIAL DIETS/ALLERGIES

Many of our children have special diets. If your child has any food allergies or intolerances you will need to:

- Complete a health care plan with the Office Manager or a Teaching Assistant.
- Arrange a discussion with the school meals team from Eat Culture, our catering team, to plan a suitable menu.

Please contact our school office, they will help with arranging this.



ADMINISTRATION OF MEDICINES

Where the child is well enough to be in school:

- We are only able to administer medication that has been prescribed
- Children who require ongoing medication, such as inhalers, will need a health care plan. Please contact the school office to arrange this.
- Pain relief can be administered in certain circumstances to allow a child to attend school such as ear pain, fractured limbs etc.



MEDICAL TRACKER

- Almost all our staff are first aid trained and we have several specialist paediatric first aiders.
- We use an online system to record any injuries sustained at school or medication administered.
- If your child sustains a **MINOR** bump or injury you will receive an email informing you of this. This means we have treated and assessed your child, have no ongoing concerns and feel they are fine to be in school.
- If a child has any injury that is more significant, we **always** call parents to explain the circumstances and check they are happy with our treatment plan or to advise they take the child for medical treatment.



PARENT PAY/ARBOR

- All payments for trips etc. are now made on line
- You will be given a login and password in September



PREPARING YOUR CHILD FOR A SUCCESSFUL START TO SCHOOL

You can help your child to develop resilience, confidence and self help skills using the following advice:

- Start talking to your child about the fact that they will be moving to a new class or school now. Keep the conversation casual and focused on the positives.
- Talk about change as a positive, exciting opportunity.
- ***Avoid expressing your own doubts, negative thoughts or anxieties to your child.***



IF YOUR CHILD TELLS YOU THEY ARE ANXIOUS OR WORRIED:

- Normalise their feelings.
- Talk about how you sometimes feel this way too and that it's ok to feel this way.
- Help your child to develop resilience by talking through problem solving strategies to manage their worries.
- Give your child opportunities to share their feelings about their new class/school by drawing pictures or writing messages to a family member or to a favourite toy.
- Help them to challenge negative thinking. (For example, you might remind them of how they made new friends last year or talk through how to ask someone to play etc.)



LEARNING SELF REGULATION & RESILIENCE

- Remember that if we try to provide too much certainty and comfort, we are getting in the way of children being able to develop their own problem-solving skills.
- Overprotecting children from difficult or uncomfortable situations only fuels their anxiety. The only thing which is certain is having to deal with change throughout our lives. The earlier we learn to do this, the better our mental health is likely to be in the longer term.

There are resources to help on our website

<https://www.westbridgfordinfants.co.uk/SafeHappyHealthChildren&Families>

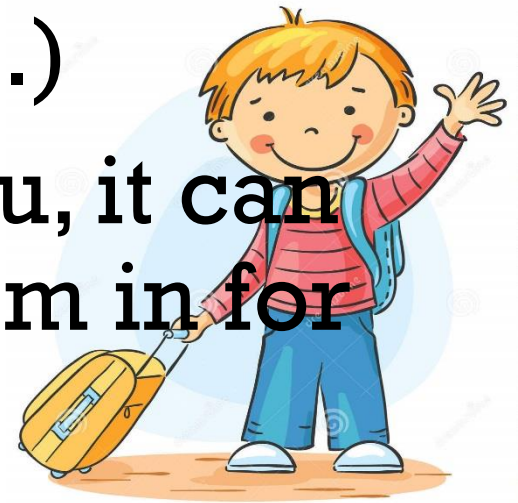


SEPARATION

- Prepare your child (and yourself) for the routines for getting to school and back home. Tell them what the plan is clearly, including childcare arrangements.
- Don't leave without saying goodbye: even if it feels easier at the time, your child will not trust that you will tell the truth next time.
- Say goodbye quickly. Experience shows children often find the 'saying goodbye' hard, but settle quickly once you have gone.
- Saying goodbye clearly and confidently reassures children that you believe school is a good and safe place.



- This can be hard to do when children are really distressed. Be with someone afterwards in case you are upset.
- We will call or text you to let you know everything is fine. If we don't, it might be just because we are busy, not because there is a problem. (We will always call if there is.)
- If they find it hard to say goodbye to you, it can be helpful for someone else to take them in for a few days, until they get used to it.



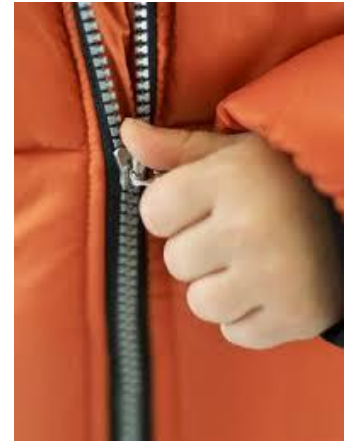


- **Keep evenings and weekends quiet for the first few weeks – starting a new school is tiring, with a lot to get used to and remember and lots of new people to meet.**
- **Behaviour at home can be more challenging while they settle in and they may be feeling tired or anxious.**



IT WILL HELP YOUR CHILD TO BE READY FOR SCHOOL IF THEY CAN...

- **Be independent in their toileting needs including washing their hands**
- **Put their coat on and attempt to fasten it.**
- **Use a knife, fork, spoon and a cup.**
- **Recite or sing 10 Nursery Rhymes or songs.**
- **Use a variety of pens and pencils to make marks and write some letters from their name.**
- **Recognise their own name.**



- **Show an interest in stories and recall the main events of a simple story.**
- **Count and recognise numbers in everyday situations.**
- **Use scissors and cut out simple shapes**
- **Follow simple instructions and focus, when an adult is speaking.**
- **Understand simple rules.**
- **Confidently try new activities.**
- **Turn-take and share.**



HELPING EVERY CHILD TO ACHIEVE THEIR BEST

- We hold a parent/carer curriculum information meeting in the autumn term.
- This will give you more details about the curriculum and how you can help your child with learning at home.
- During the first few weeks in September we carry out the national statutory baseline assessment and our own assessments to identify your child's individual strengths and learning needs.
- These assessments are practical, informal activities built into their day to day activities.
- Our Teachers are continually assessing children on a daily basis. This informs their planning and any additional support each individual child may need.
- Many children need a little support for a short while at some point in their time at school.



CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

West Bridgford Infant School
A Guide to Special Educational Needs



Headteacher: Ms F Stevens
Tel: 0115 9747885
office@westbridgford-inf.notts.sch.uk
SENCO: Gayle Cutts
gaylecutts@westbridgford-inf.notts.sch.uk
www.westbridgfordinfants.co.uk

- Some children may need ongoing support because of a special educational need, medical condition or disability.
- We have very successfully supported many, many children with a wide range of needs.
- We work very closely with a range of partners such as the school health team, speech and language therapy etc.
- If your child requires support, or you have any concerns about their health or development, please do not hesitate to contact school.
- Mrs Cutts our Deputy Head Teacher and Special Needs Coordinator or Ms Stevens will be more than happy to offer advice or support.



HELP & SUPPORT

Help and support is available for a wide range of common childhood issues and parent worries

The Healthy Families Team

- A 'single point of access' Advice Line for parents, carers and healthcare professionals who want to speak to the Healthy Family Team for advice or support, covering the 0-19 years age range. It operates Monday to Friday, from 9am to 4.30pm.
- The team can offer support and advice on a range of issues including toileting, sleeping and eating.
- Telephone: [0300 123 5436](tel:03001235436)

<https://www.nottinghamshirehealthcare.nhs.uk/healthy-family-teams/>

Nottinghamshire Children's Centre Services

- The children's centre Service offer a range of confidential support services and advice for children under 5 years old including sleeping, behaviour management etc. (Even if your child is 5 they offer support if you have another child under 5.)
- <https://www.nottinghamshire.gov.uk/care/early-years-and-childcare/childrens-centre-service>



SEE OUR WEB SITE FOR LINKS



The infographic features a central blue circle with white text, surrounded by six white circles containing text and illustrations. The background is a colorful illustration of a park with a white picket fence, trees, and a butterfly. The central circle is connected to the surrounding circles by dashed lines. The Nottinghamshire County Council logo is in the bottom left corner.

Nottinghamshire Children's Centre Service

Children and families are happy and healthy

- Healthy pregnancy
- Help with breastfeeding and weaning
- Promoting healthy lifestyles e.g. healthy diet on a budget
- Emotional health and wellbeing
- Home safety

Children are ready for school and achieve developmental milestones

- Addressing speech, language and communication needs
- Home learning and play
- Children's development
- Preparing for nursery & school

Children are safe and families supported as early as possible

- Parenting programmes
- 1-2-1 family support
- Home learning and play
- Targeted health interventions

Who is the service for?
Expectant mums and dads, children under the age of 5, and families with children aged 0-4

Where do we deliver our service?
Dedicated Children's Centre buildings, people's homes and community venues.

How can you access the service?
Telephone, email, website, speak to a worker, or just walk in.

Who provides the service?
Co-ordinators, Early Years Practitioners, Child and Family Support Workers, Community Development Officers, District Data & Finance Officers, Volunteers and Administrators.

Parents have high aspirations and are supported to be job ready

- Volunteering
- Building confidence
- Preparing for work
- Help with childcare

...giving children the best start

Nottinghamshire County Council



FAMILY SUPPORT

- All families experience times of stress due to various reasons and, during these times, we are committed to supporting the children and the family.
- Please let us know of anything happening at home which might impact on your child.
- Please let us know if we can offer any help you feel you may need.
- We have a range of information about common childhood/family issues.
- In addition, we can signpost you to various sources of support in the community.



KEEPING CHILDREN SAFE

If at anytime you have concerns about the safety or welfare of a child at our school:

- Our Designated safeguarding Lead is Mrs Cutts
- Our Deputy Safeguarding Lead is Mrs Pavier
- They can be contacted via the school office.



MENTALLY HEALTHY SCHOOL

At WBIS we place as much importance on mental health as physical health. Developing good mental health skills now will support your child throughout their development. Good mental health is vital to children being able to engage in learning. Ms Stevens is our school Mental Health Lead and is able to offer advice or support or signpost you to other appropriate support.

We are part of a mentally healthy schools project. This means we are supported by a fantastic team of highly skilled specially trained practitioners. The team can offer a range of support to children and parents/carers around common issues such as:

- o Worry
- o Anxiety
- o Phobias

If you have any concerns do not hesitate to contact **Mrs Cutts**.



MENTAL HEALTH SCHOOL TEAM (MHST)

- In the autumn we will be hosting a Children's emotional health workshop
- In the meantime you might be interested in watching their sleep workshop video via this link (choose young people section)
- <https://www.nottinghamshirehealthcare.nhs.uk/camhs-mental-health-support-teams/>



WRAP AROUND CARE

We do not run our own wrap around care at present.

There are a number of local providers who drop off/collect from school. Including:

- West Bridgford Out of School Club (WBOOSC)
- The White House Nursery
- Tiny Talkers

You will need to contact them directly to arrange care.



FIND OUT MORE ABOUT OUR SCHOOL

- Listen to our staff reading stories
<https://www.westbridgfordinfants.co.uk/Storytime>
- Find out about our curriculum
<https://www.westbridgfordinfants.co.uk/curriculum>
- Look at our class pages to see photographs of school in action <https://www.westbridgfordinfants.co.uk/classpages>



COMMUNICATION

- Weekly newsletters will be emailed on Fridays to keep you up to date with events etc. They will also be posted on our school website www.westbridgfordinfants.co.uk. **PLEASE** check regularly!
- We use a text messaging service to inform you of anything urgent.
- We operate an 'Open Door' policy so please feel free to make an appointment to see staff if you have any concerns. After school is a preferable time, but before school is possible by arrangement.
- If there is something you need to speak to the teacher **urgently** about, the staff are on the playground first thing in the morning to bring the children into school. If they are busy please feel free to talk to Ms Stevens.
- Class Teachers are always happy to arrange a time to talk on the phone or face to face. Just email or call the school office.



A FEW USEFUL CONTACTS



Ms Cutts
Head of School
Designated Safeguarding Lead
SENCO



Mrs Pavier
Deputy Head Teacher
Deputy safeguarding Lead



Miss Pickering
EYFS Leader



Mr Willis
Executive Head
WBIS & WBJs



Mrs Traquair
Office Manager



Miss Rudolf
Admin Assistant



Miss James
Admin Assistant



CONTACT US

- **Telephone: 0115 974 7885**
- **Email: admin@westbridgford-inf.notts.sch.uk**

All staff can be contacted via this email address

