

Frequently asked questions

How do I contact the school?

The school office number is 01953 882669. Our email address is office@westfield.norfolk.sch.uk

Class teachers can be contacted directly through Class Dojo for class based queries.

What do I do if my child is unwell?

If your child is unwell please contact the school office by 9.15am on each day of absence unless told otherwise. You can contact the school on 01953 882669 or send us an email office@westfield.norfolk.sch.uk. Please do not report any absences by Class Dojo.

Can the school give my child medicine?

We are only able to give prescribed medicines. The medicine must be in its original container complete with dispensing label attached. A consent form will need to be completed which is available from the school office.

What do I do if someone different is collecting my child?

If you know in advance you can inform the class teacher in the morning when you drop your child off. If this is not possible please ring the office and they will pass the message on to the class teacher.

What happens if my child has a toileting accident?

We understand that small children have accidents. We encourage you to send your child in to nursery/school with clothes they can self manage.

It is asked that children in Nursery and reception have a change of clothes with them, in a bag on their peg.

At Westfield we have an Intimate Care policy. This covers help with toileting, changing after accidents, and the administering of some first aid. When your child starts with us you will be asked to sign to give your permission for us to help you child in these ways if needed.

What uniform does my child need?

For the children in our 2 to 3 and 3to 4 year old nurseries uniform is optional.

In Reception and KS1 we ask that your child wears:

- A white or blue polo shirt or blouse
- A royal blue sweatshirt or cardigan preferably with the school logo
- Grey or black trousers, skirt or pinafore dress
- In Summer girls may wear a blue gingham school dress
- In Summer boys may wear grey or black tailored shorts
- Children must wear sensible, self manageable school footwear, no open toes.
- Socks or tights must be worn. Preferably black, grey or white
- All children need a royal blue book bag, preferably with the school logo

For PE children need:

- Plain PE shorts

- A t-shirt in their house colour
- Plimsolls or trailers for outside PE
- Warm clothing for outside PE

Where can I buy it?

Uniform with the school logo on can be purchased from Birds of Dereham either online or from their store on Yaxham Road, (behind Halfords and Jolleys pet store).

What equipment does my child need?

Your child will need to bring a book bag and water bottle each day. They will also need a PE kit consisting of t-shirt, shorts, trainers or plimsoles and warm clothes for outdoor games.

Can my child bring a packed lunch?

Reception and KS1 are entitled to receive a free hot meal each day however if your child wishes to bring a packed lunch they may. Nursery aged children meals are chargeable.

Do I need to provide a snack?

No, children do not need to bring in a snack from home. All children will receive a free piece of fruit each day and are given a drink of either milk or water. Milk is free to all children until the term after their 5th birthday. If they wish to receive milk after this it is charged at 20p per day per term payable in advance.

What happens at lunchtime?

In our 2 to 3 year old nursery (Hedghogs) the children sit together at a table in their classroom to eat. They may either bring a pack lunch from home, which is transferred to a plate for them to eat from, or you may purchase a school hot dinner which is brought through to them. A member of staff stays with the children who are eating. The children have approx 45 mins to eat their lunch.

In our 3 to 4 year old nursery (Monkeys) the children eat at a table together in the school hall. The children are taken to the hall by a member of nursery staff who will hand over to their designated MSA. You may send them with a packed lunch from home or purchase a hot school dinner. If the children have a school dinner their MSA will collect their lunch for them and assist them where needed. When they have all finished a member of nursery staff will collect them and take them back into nursery to finish their lunchtime play.

Each class in reception and key stage one has their own designated MSA who will oversee and assist the children when needed, both in the hall and outside. At present we have two lunch sittings, with all of reception and one KS1 class eating first and then going out to play and the remaining KS1 classes play first and then eat. The children are taken to the hall by their teacher and/or TA (first sitting) or MSA (second sitting). They sit in class groups and collect their lunches table by table. At the end of lunchtime the MSA hands over to the class teacher.

If it is wet play each class will be supervised by their MSA in their classroom.

How can parents be involved within school?

We have many activities where parents/carers can feel part of the school community. Each year, in the summer we have our sports days and family fun sports evening. We have a Christmas Fair with lots of stalls and fun activities for the children to do. We have a weekly reading café on a Monday afternoon where parents are invited in to their child classes for reading activities. This is on a rotational basis with EYFS classes one week and KS1 the next.

What parking options available to me?

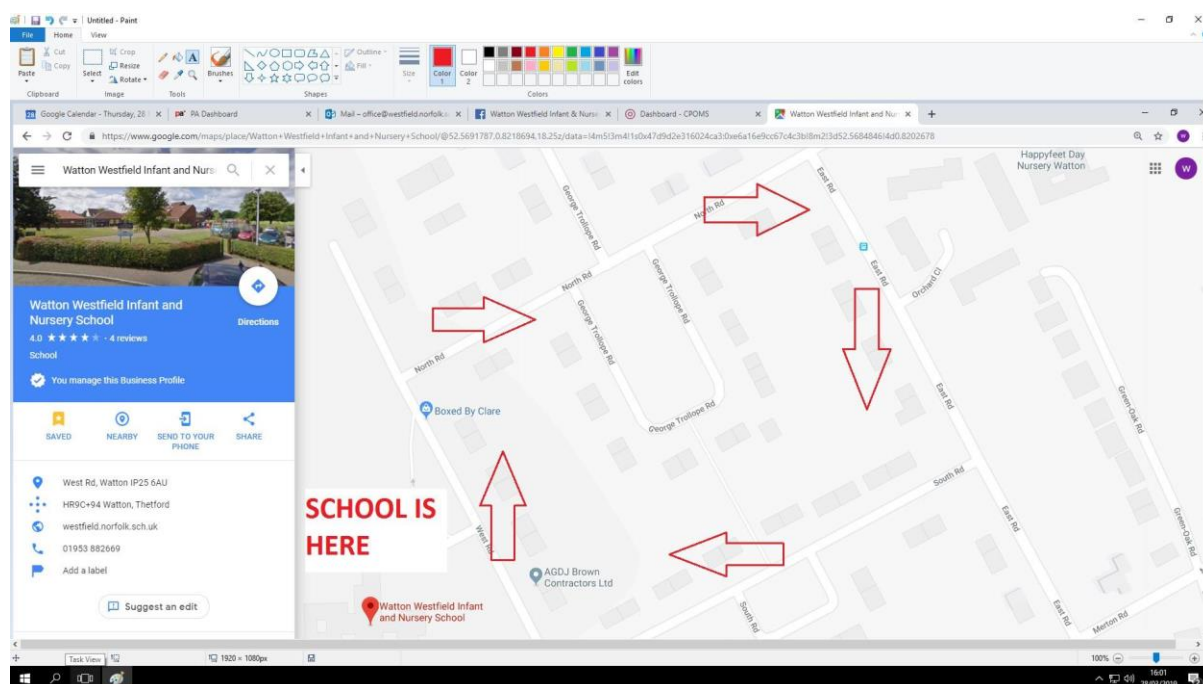
Unfortunately, we do not have a parent/carer car park and roadside spaces around school are limited. Please walk to school where you can or park in one of the free carparks in town and walk the last few minutes of your journey where possible. These are the safest and healthiest options.

If you genuinely have no alternative than to park near the school, please follow the unofficial one way system on the residential streets around Westfield to help ease congestion and keep the roads safer.

If arriving from George Trollope Rd., please turn LEFT onto North Rd., RIGHT onto EAST Rd., RIGHT onto South Rd., and RIGHT onto West Rd. keeping the school to your LEFT.

If arriving from Merton Rd., please turn onto East Rd., LEFT onto South Rd., and RIGHT onto West Rd., keeping the school to your LEFT.

Please also park safely, legally and with consideration to pedestrians, other road users and local residents, taking care not to cause obstructions.



Where do I drop off and collect my child from?

Nursery parents and their children use the main entrance and will be greeted by Nursery staff at the Nursery door.

If your child is in reception or year one or two, when the gate opens at 8:40 you can walk them around to the outside door of their classroom where you will be greeted by their teacher or teaching assistant.

At the end of the day you wait to collect your child from the outside door of their classroom.

How often will I get to see my child's progress?

You will be invited in twice a year to meet with your child's teacher to discuss their progress. In Nursery and Reception you will be able to look through your child's Learning Story and in KS1 you will be able to look at your child's books. You can also contact your child's class teacher directly through Class Dojo.

Will my child meet their new teacher and visit their classroom before they start school in September?

Where possible we offer transition visits or shorter sessions to help your child settle.

What is the usual child to staff ratio?

Each of our EYFS and KS1 classes are staffed by a qualified teacher and teaching assistant. Our Nursery is staffed by a qualified teacher, a nursery nurse and a teaching assistant.

2 year olds – 1 adult to 4 children

3 year olds – 1 adult to 8 children where possible, but minimum 1 to 13 with a fully qualified teacher.

Reception, year 1 and year 2 have a maximum class size of 30 children.