



Early Years Information Pack

2024-2025

Farsley Westroyd Primary School and Nursery



Welcome to Farsley Westroyd Primary School and Nursery. We are very excited that you have chosen our school and can assure you that you have made the right decision. We are a small, friendly, happy school with a strong sense of community. Your child only has one go at their primary education and we are committed to ensuring we utilise every moment so that they can be successful. We promote a positive can do attitude, and we are determined that nothing will stop us from achieving our goals. No excuses, no boundaries and certainly no limits! Working in a school is joyful everyday and at Westroyd we certainly have lots and lots of fun!

At Farsley Westroyd Primary School & Nursery, our personal development is outstanding and we prioritise ensuring that the children explore their individuality and become self assured and confident to be who they want to be! For this reason our transition plans have been carefully plotted to ensure staff have the time to really get to know each individual child.

And build a strong relationship.

I am really looking forward to working with all the new families. We are a community of life-long learners and as the Headteacher always open to ideas, suggestions and feedback.

My door is always open and I would love to hear from you soon!

Miss J Pashley

Head Teacher

You can contact us on office@westroyd.org

Early Years Office Tel: 0113 257 4178

Main School Office Tel: 0113 255 1601

STARTING AT WESTROYD

Smooth transition from home to school is key to ensuring your child settles well and feels positive and happy about coming to school. Preparing for Nursery and school starts with us offering you as parents / carers a few opportunities to build strong relationships, trust and communication with us. These opportunities usually include a parents meeting, a home visit, stay and play sessions and staggered entry dates.

Parent Meeting

Parent / carer meetings are an opportunity to hear key information about Westroyd and receive information you need to know for your child starting at Westroyd. It is also a chance to meet our staff team and ask any questions. Your attendance is key to ensure you have all the information needed.

This meeting will be held in the main school hall and then parents will have the opportunity to visit the Nursery and Reception classrooms and speak to the Early Years staff.

Please ensure that you bring your child's birth certificate and you will need three emergency contacts as well as GP contact details to complete the administration forms.



STARTING AT WESTROYD

Westroyd Website

For video tours and pictures of the setting please visit our Early Years page on our school website. There is dedicated section for new Reception and new Nursery parents under the 'Early Years' tab.

www.westroydprimaryschoolandnursery.co.uk

Stay and Play Sessions

Stay and play sessions are an opportunity for your child to experience their classroom prior to starting, with the support of a familiar adult in the form of a parent or carer. Being familiar and comfortable in the setting at this point allows children to feel more confident coming into school or nursery and allows children to separate from their parents or carer a little more easily when the time comes. Information about your child's stay and play sessions will be shared at the New Parent Meeting.

Staggered Entry

Experience tells us that staggered entry is the most successful way to introduce children into School and Nursery. By taking children in over a period of time it allows the staff to get to know each child on an individual basis a little more easily and complete baseline assessments. It is also less overwhelming for the children to come in gradually.

Home / Nursery Visits

Just as the children will come to us for visits we like to see them in their current setting. For children in Nursery a home visit is arranged and staff from Nursery will come to 'play'. This is an opportunity for you to share information about your child and also so staff can see what your child likes and how they interact. For children in Reception a member of staff will go to visit them in their current setting or nursery. Staff will ask to speak to your child's key worker and ensure any transition records are completed.

T R A N S I T I O N

In all year groups, the children will have a transition plan to assist them in settling into their new classes. This continues annually all the way through school. Transition days normally take place in the summer term but for January and April Nursery admissions, these can be organised to fit these intake dates.

Nursery

Week 1: Home visits take place week commencing 2nd September

Week 2: Stay and Play Sessions - 1 visit with parents and 1 independent visit

Week 3: 2 x independent sessions

Week 4: All children attend their selected sessions and before/after school club sessions if requested and offered will start.

Reception

During the summer term there will be stay and play sessions. Information given at the information evening.

Week 1: Half class do 2 mornings including a lunch and 2 afternoons / half class do afternoons and 2 mornings including a lunch time.

Week 2: All children start full time

In the Early Years we strive to be as flexible as possible during this staggered entry to ensure we meet the needs of individual children. Please be aware that some children take longer to settle than others and may need increased shorter sessions. There will be discussions with staff during the transition as to how your child is settling in.



Provision for pupils with Special Educational needs

Westroyd is an inclusive Primary School and Nursery which strives to meet the individual needs of all its learners. We work in partnership with children, parents and other agencies to ensure high quality provision and provide the best possible outcomes for all our children, including those with a range of additional and complex needs. Westroyd values every individual and celebrates their achievements.

What policies support my child with SEND?

These policies have been written to further support your child within school. They are available to read either on the school website or copies can be requested from the school office:

- Special Educational Needs
- Behaviour
- Teaching and Learning
- Safeguarding/Child Protection
- Health and Safety
- Accessibility Plan
- SEND Information Report

Who to speak to?

You can speak to: your child's class teacher, the school SENDCO (Special Educational Needs and Disabilities Co-ordinator), the pastoral lead or our SEND Governor. For more information on SEND please see our website.



Getting

Have a look at the list below and think about whether or not your child has these skills and, if not, how you might be able to help your child improve these skills before they join the Early Years.

Nursery

Can your child:

- *Ask an adult for help?
- *Take off their coat and hang it up on their peg?
- *Recognise their own name?
- *Share toys and games?
- *Wait for their turn for an adult?
- *Follow simple instructions?
- *Hold and drink from a cup?
- *Begin to use the toilet and wash hands with more independence?



Reception

Can your child:

- *Respond to an adult or ask for help?
- *Put their coat on and off, managing the zip/buttons?
- *Get changed into PE kit?
- *Go to the toilet and wash their hands independently?
- *Get a tissue and blow their nose unprompted?
- *Carry a tray and eat with a knife and fork?
- *Unwrap food packaging including having a go at peeling fruit?
- *Tidy up toys and put things away unprompted?
- *Have a go at writing their name?



T h e E Y F S

EYFS stands for 'Early Years Foundation Stage' and is the name given to the stage of education for children from birth, to the end of the Reception year. This stage of education is built on the recognition that children learn best through play and active learning. It is a very important stage in children's education as it forms the foundation for all future learning, preparing them for both school and life by equipping them with all the skills they need to develop independence, resilience and a love for learning.

The Curriculum

The curriculum is divided into 7 distinct areas, 3 known as prime areas and 4 known as specific areas.

Specific areas:

- *Literacy
- *Mathematics
- *Understanding the world
- *Expressive arts and design

Prime areas:

- *Personal, social and emotional development
- *Communication and language
- *Physical development

Each area of learning is then split into 2-3 sub areas so that there are 17 areas in total. Every child is observed across every area so that we gain a thorough and well-rounded view of every child and their learning. In addition to this we also observe the children's characteristics of effective learning.

- *Playing and exploring
- *Active Learning
- *Creative and critical thinking

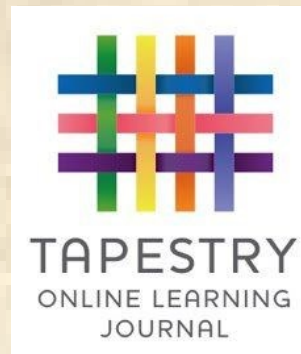
These areas provide us with an understanding of HOW every child learns and better enables us to provide learning opportunities that all children can access and are stimulated by.



D o c u m e n t i n g L e a r n i n g

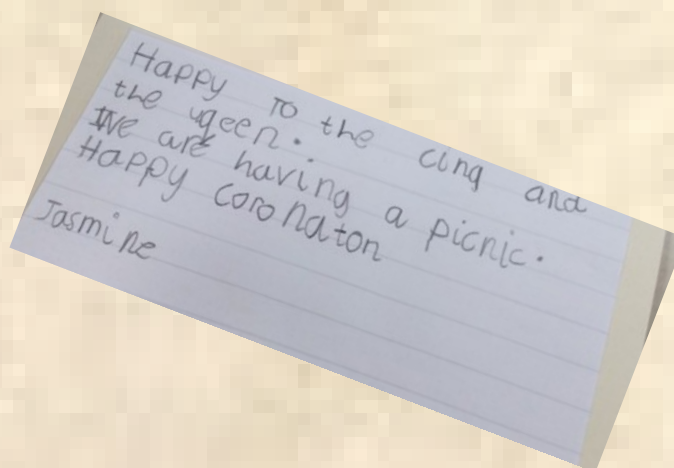
Tapestry

Tapestry is an online app. that is also used in web browser: <https://tapestryjournal.com/>. We use this to capture children's learning on a day to day basis and to record independent and adult assisted learning. Pictures and videos of your child are added to tapestry with a description of what your child is doing and the different ways they engage in the activity. Parents and carers receive instructions of how to set up and log in to see their child's individual learning. Parent's are also encouraged to add their own observations of their child playing and learning at home. This enables school to use Tapestry as an assessment tool to create a holistic picture of each child's successes and to plan and identify next steps for each child. Please ensure you fill in the additional forms regarding Tapestry to ensure we can set up your access.



Books

In Reception children will start to record some of their learning in books. This is mainly writing and maths work, and is usually learning that is done in a group with an adult leading. The amount of recording in books will build up over the course of the year.



BEHAVIOUR

We were very proud to achieve 'Outstanding'; for Behaviour and Attitudes in our last Ofsted inspection in November 2019.

We expect the children at Westroyd to show respect for all members of the school community. We believe that setting clear guidelines for behaviour that all children understand is essential. We believe in reinforcing the positive and explaining to children why inappropriate behaviour will not be accepted. Staff provide good role models of appropriate behaviour and always speak to children and adults with respect. We believe it is essential for both home and school to work together in order to achieve a high standard of behaviour. Our behaviour policy can be found on our website.

SCHOOL RULES:

1. At Westroyd we listen.
2. At Westroyd we follow instructions the first time.
3. At Westroyd we use kinds hands, kind feet and kind voices.
4. At Westroyd we use walking feet and inside voices.
5. At Westroyd we show pride in ourselves, our work and our environment.

We reward children by:

- *Praise
- *Stickers, Star of the Day, Green Points or Sheep Points
- *Westroyd Learner awards in assembly
- *Visiting the Headteacher and Assistant Headteachers for special praise

At Westroyd, we are very fortunate that as a school we show exemplary and superb behaviours on a daily basis. Despite our outstanding label, we are always looking to positively move forwards as a school and as such we are determined that children who regularly display these superb behaviours are rewarded for this.

'Pupils' behaviour is superb. Throughout the school, pupils' attitudes to learning and manners are a stand-out features.'



BEHAVIOUR

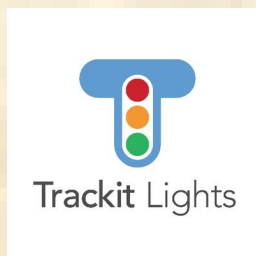
Track-it-Lights

At Westroyd we use an online tool called 'Track it-Lights'. The Track-it Light system allows all pupils to earn 'green points' for showing excellent learning attitudes, behaviours or values at Westroyd. As the year progresses, children will earn points towards achieving different levels of certificates. The order of the awards are as follows and will be awarded on Fridays in celebration assemblies:

- Bronze
- Silver
- Gold
- Platinum
- Diamond

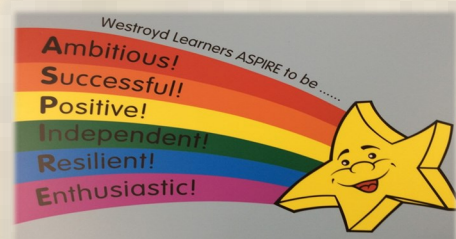
Also, there is an opportunity for children who display exceptional behaviours and attitudes to instantly gain 10 green points by earning the 'Westroyd Role Model' award.

If you wish to read further about 'Track-it Lights' and how we are using it across school, please visit the website link <https://trackitlights.com/> and watch the short video explaining the system.



Westroyd Aspire Poster

Our Aspire poster underpins how we approach learning at Westroyd. We believe that all of the outlined learning attitudes are essential for the children to become lifelong learners. These learning behaviours are promoted and celebrated in class and during our weekly celebration assemblies.



A Day in Early Years

Our aim is to keep group learning times short and pacey to suit the learning styles of the younger children. We give more focus time to children's differentiated needs during free flow time with an emphasis on high quality resourcing and access to continuous provision. Children will have continuous access to outdoor provision when we are not involved in group time.

Nursery

9:00am Self registration
9:10am Group learning session
9:30am Free flow play (indoor and outdoor provision)
10:50am Tidy up time
11:00am Group learning session
11:20am Get ready for lunch or home
11:30am-12:30pm Lunchtime
12:30pm Group time
12:45pm Free flow play (indoor and outdoor provision)
2:20pm Tidy up and story time

Reception

8:45am–9am—Self registration / Start of day activity
9am-Whole class teaching
9.20am- Free flow play (indoor and outdoor provision including adult led activities)
11:15am Phonics and reading
12:00-1:00pm-Lunch
1:00pm-1:20pm-Whole class teaching
1:20pm-2:40pm-Free flow play (indoor and outdoor provision including adult led activities)
2:40pm Book talk session
3:05pm-3:15pm- Home time

Drop off & Collect

We have a one-way system, for drop off and pick ups. To drop off your child please follow the arrows around the building and drop off your child at either the Reception or Nursery classroom door. You can then follow the one-way system out.

At pick up time we ask you follow the same one-way system. The adult collecting will need to queue outside. A member of staff will open the door and send your child to the relevant adult. At the beginning of the year this may take longer as staff are getting to know the adults, so please be prepared to give your child's password again when asked. We thank you in advance for your co-operation.

Other people collecting your child

We will only let your child leave at the end of the day with a known adult who you have informed us will be collecting at the beginning of the year. If anyone else will be collecting your child, you must either inform the teacher at the beginning of the day or phone the office to let us know and a password system will be used. When it is an adult collecting who has not been before we will also ask them for your child's password.

Late to collect your child at the end of the day

We ask that you are prompt at collecting however, we know that on occasions a parent collecting a child may be delayed in getting to school. If this happens please contact the Early Years office on 0113 2574178 and we will ensure that the child remains in the unit until the adult arrives.

Please do tell us if contact numbers change. The parents and carers of children who are regularly late collecting will be contacted to see if we can support you to resolve any difficulties.



A b s e n c e

Our priority for any child absent from school and Nursery is to know they are safe. We ask that parents phone our Early Years office to inform us of the reason for their child's absence by 9.30am when it is unexpected; this usually occurs when a child is ill. When you ring for the first time, it is helpful if you can indicate how long you think your child may be off for. We appreciate that this is not always possible but where it is, please do. Otherwise we ask that you phone in every day your child is off ill.

We operate a system called 'First Day Calling'. This means if a child is absent from school or Nursery and we have not received a reason as to why by 9:30am, staff will call the child's first contact to establish a reason for absence. If we are unable to make contact with the first contact, we will then ring the second contact, third contact and fourth contact in this order. Any child who is not in school/Nursery where we have not received notification of absence will receive a home visit as part of our Safeguarding Policy and procedures.

It is essential that parents/carers inform us if they require to take their child out of school/nursery during term time. This is done by completing a 'Request of Absence' form.

For Reception, 95% or above is good attendance. This is closely monitored by school, the authority and attendance officers.

Punctuality

It is really important that Nursery children arrive in time for their session as this helps them to settle well into the sessions routines. In Reception, if your child arrives later than 9:00am they will be marked as 'late before the register closes' and if it is after 9:20am they will be marked 'late after the register closes'. It is really important that your child arrives to school on time. Arriving late not only disrupts the learning of others but may also result in your child missing a part of their learning time.

We monitor late arrivals over each half term and if a child is continually late we will contact parents/carers to see if there are any issues which are causing the late arrival.



U N I F O R M

We expect children to be smartly presented and that clothing, shoes and haircuts are appropriate for this age of child.

Uniform can be purchased through our suppliers Whittakers Schoolwear. It can also be purchased from other stores without a school logo. Although the majority of children wear uniform in Nursery, it is optional.

School Uniform:

- White shirt or polo shirt
- Red sweatshirt or cardigan
- Black or grey skirt/trousers/pinafore/ (joggers are acceptable for Nursery)

Winter

- Suitable coat with hood, preferably waterproof
- Wellies
- Hat, scarf, gloves.

Summer

- Black or grey smart shorts
- Red and white checked school dress
- Sun hat for sun protection
- Water bottle

Please note - children should wear sensible shoes at school - not high heels or flip-flops, as this is a health and safety issue.

Please do not send your children in shoes with laces unless they are able to tie them independently.

PE KIT—Reception Only from January

- Black close fitting shorts, jogging bottoms or leggings
- School PE or plain red T-shirt
- Jumpers or sweatshirt for outdoor if needed
- Black Pumps or trainers

Please note:

- Long hair must be tied back



U N I F O R M

Other things to bring:

- Seasonal Coat
- A waterproof coat/trousers to stay in school
- Lunch box
- Book bag including reading book and diary (Reception only)
- Bag for other belongings if needed



Labelling

The most important part of your child's uniform is the label inside it. Please ensure every item of clothing is labelled including outdoor coats, shoes, socks and tights as well as water bottles, book bags and lunch boxes. If clothing is not labelled and it gets lost, it is extremely difficult to return it to you. Labelling must be checked regularly throughout the year as they do fade and sometimes labels fall out over time so may need replacing.

Jewellery

Children are not allowed to wear any kind of jewellery in school or Nursery for health and safety reasons. Children with pierced ears may wear stud earrings only. These must be removed by parents on P.E. days. Staff are not permitted to remove earrings. If you are going to have your child's ears pierced, please do so at the beginning of the summer holiday to ensure they can be removed for P.E. lessons by the time they return to school in September.

Spare Clothes and Intimate Care

During the year it is quite likely your child will have a toileting accident at some point. At this young age it is perfectly normal to need a spare change of clothes at some point over the year. Because of this, it is really useful to bring a spare change of pants, school bottoms (be that trousers or skirt) and pair of socks to school and leave them in your child's bag the entire year. In the event that a child does have a toileting accident we follow our intimate care policy which ensures your child is never put in a position where they feel embarrassed and are helped to manage their changing as independently as possible whilst feeling supported at all times. You must give consent for your child to be changed at school or Nursery.

LUNCH TIME

Free School Meals—Reception

Since September 2014 every child in Reception and KS1 has been entitled to a free school meal. Every day there are 3 options: a meat option, vegetarian option, and a sandwich or jacket potato option. Halal meals are available, if you wish your child to receive a halal meal please write a short letter to us confirming this. Menus are posted on the school website, (Parents, Useful Information, School Dinners), enabling children to discuss and select their options ahead of time. School meals are free but not compulsory and healthy lunch boxes may be brought in instead if preferred.

The Healthy Lunch Box

All Nursery children staying for a full day need to bring a packed lunch or you can pay for a school dinner.

We are a healthy school so should you choose to bring a packed lunch in for your child, please follow the guidance below.

A balanced packed lunch should contain:

- Starchy foods. These are bread, rice, potatoes and pasta, and others.
- Protein foods. These are meat, fish, eggs, beans and others.
- A dairy item. This could be cheese or yoghurt.
- Vegetables or salad, and a portion of fruit, please remember to slice small fruit items such as grapes.

In order to promote healthy eating we ask that your child's lunch box contains at least 1 piece of fruit or vegetable.

Water is available to drink for all children.

Things that must not be included:

- Chocolate bars and sweets
- High sugar soft drinks
- Chocolate biscuits or cakes
- Nuts

Examples

*Ham and cheese sandwich, cheese, peas and carrots.

*Crackers, cream cheese, grapes, apple and banana.

*Turkey pitta, mixed vegetables, raisins, yogurt and crackers

S N A C K

In Early Years we operate a free flow snack system. Children are supported but encouraged to access snack when they are hungry or thirsty. As part of the Government's School Fruit and Vegetable Scheme, each child receives a free piece of fruit or vegetable each day. All children are encouraged to try the fruit or vegetables, therefore, it is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that may harm them.

Milk

Children in our Nursery are entitled to free milk. Children in Reception start to pay for milk when they turn 5 years old. From September, parents will be paying for their child's milk directly with Cool Milk who are our supplier. Details will be provided during the information evening. Children also have access to drinking water and snack during the day.



S A F E G U A R D I N G & C H I L D P R O T E C T I O N

We have a duty of care for all children in our school. The authority requires any Headteacher to report any obvious or suspected cases of child abuse which includes nonaccidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk. The Child Protection Policy is available on our school website or on request.

Operation Encompass is an initiative in Leeds which provides communication between police and schools. If police attend any domestic violence incident in the home where children are present Child Protection staff in schools will be informed within 24 hours. This enables settings to put any appropriate support in place.

The designated staff members for child protection are Miss Pashley, Mrs Hollingshead and Miss Rayit. If any parents have any concerns, please contact a designated member of staff.

Preventative safeguarding curriculum

As part of our preventative safeguarding curriculum we aim to empower the children with knowledge on ways to keep themselves safe and healthy. In Early Years this is mainly done through the Personal, Social and Emotional part of the Early Years curriculum, whilst in Years 1-6 it is largely covered through weekly PSHE (Personal, Social, Health Education) lessons.

We hold focus days about online safety to reinforce the message about being safe online. We also cover topics such as 'Pants are Private' as part of Child Sexual Exploitation preventative curriculum. Our annual health week promotes all aspects of keeping healthy, including our emotional well-being. We also have whole school and key stage assemblies where we include 'healthy me' themes.



F I R S T A I D

The majority of school staff are First Aid trained with Early Years staff receiving Paediatric First Aid training. Staff are experienced at giving first aid to children. Children in need of minor first aid will be seen by a first aider and an email notification will be sent home via 'Meditracker'. If your child requires further medical attention you will be contacted via a phone call. In case of a more serious accident or illness in school all possible steps will be taken to contact you immediately. The first priority will be to arrange treatment for your child and it may be necessary for a member of staff to take the child to hospital if you cannot be reached straight away.

It is essential for a member of staff to be able to contact a child's parents should there be an accident or illness. Please help us by making sure that the school contact information is always up to date. We need to know immediately if there is any change in your address, place of work or telephone number.

Administering of medicines

Members of staff will administer medication to a pupil if it is appropriate. In line with our Administering Medicines policy we reserve the right to refuse and will judge every case individually.

Please note:

- Parents always have to complete and sign a consent form.
- All medication to be handed to a member of staff in the school office on arrival.
- Medication has to be in original packaging with the label visible.
- Medication has to be clearly labelled with name, class, date and direction.
- Early Years / School will keep an accurate record of when medication has been given.
- Pupils are not allowed to administer their medication themselves unless they are supervised by one of the school's First Aiders.
- If your child has a specific medical problem, please let us know as soon as possible.

Inhalers

We are aware that many children in school need inhalers. These children will need a named inhaler that can be kept in school at all times. A medical form needs to be completed to register this with the school. It is the parents' responsibility to ensure the inhalers are in date and replaced when necessary. Inhalers have to be taken on any school visit/trip.

H o m e - S c h o o l

At Westroyd, we believe that strong links between home and school are essential for children to achieve their best. There are a number of ways in which Westroyd builds a partnership with parents for example:

- Early Years uses the Tapestry app. as a two way tool, school and parent, to share your child's learning at school and home. Weekly – what am I learning on Tapestry is shared in Nursery and Reception
- Regular newsletters from the Headteacher informing parents of events and important information about school
- Class newsletters which outline the learning for the term, for example what children are doing in Maths.
- We hold 'open sessions' every half-term, when parents can come in and view their child's learning and environment. You will also receive invitations to take part in particular sessions, e.g. music.
- All teachers, including the Headteacher, are always willing to talk to parents and appointments can be made for this if needed.
- Curriculum evenings are held to explain to parents how we teach children at Westroyd
- Each child has an annual written report outlining progress in all areas of the curriculum and targets to work towards
- Parents' evenings are held throughout the year when parents can discuss their child's targets, progress and next steps
- Parents are invited to school events, such as curriculum evenings and Christmas performances.

School website

Our school website can be found at: www.westroydprimaryschoolandnursery.co.uk

It is full of useful information including curriculum, policies, home learning support, newsletters, curriculum newsletters, latest news and a calendar to keep up to date with events happening in school. The class pages keep parents up to date about learning that is taking place in the classroom. Visit the website as above then, pupils, class pages and choose your child's class to view what they have learnt each week.



P a r e n t a l I n v o l v e m e n t

Friends of Westroyd

We have previously had an active 'Friends of Westroyd' group of parents who organise and run events through out the year to raise additional funds for school. If you are interested in being a member of this group please let us know!

Volunteers

In order to take children on local walks or trips we will require additional adult support. We really appreciate any volunteer support on these occasions. All volunteers that support children in the classroom are DBS checked and recruited through our safeguarding procedures.

At Westroyd we enjoy going on school trips. Therefore we are asking parents and carers if they would be willing to be on our 'volunteer list' and support us on a few trips throughout the year across school. If you are able to help us in this way please inform the school office. We also welcome volunteers who can come and support with on-going learning for example reading with children..

Nursery

Each half term there will be ideas and examples of activities and games you can do at home to support your child's learning. You are also asked to regularly contribute to their Tapestry Learning Journal.

Reception

Children will be sent home reading books each week which are to be shared at home as well as in school. Each week a 'home learning' task is set via the class page on our website.



W R A P A R O U N D

During term time, Westroyd offers both a Breakfast Club and an After School Club which are run by school staff. Discounts are offered for additional children in families with more than one child attending. We accept payments via Schoolcomms, Tax Free childcare scheme and vouchers.

Breakfast Club:

Runs Monday - Friday from 7:30am until school starts

It is available for all children, including Nursery, dependent upon availability

Each session costs £7

Each morning the children are offered a simple breakfast, usually consisting of cereal, toast, fruit, fruit juice and milk. A range of activities are offered, including board games, books and crafts, with outside games in dry weather.

After School Club:

Runs Monday - Friday from the end of the school day until 6pm

It is available for all children, including Nursery, dependent upon availability

Each session costs £16.50

All children are offered a light tea, such as jacket potato or beans on toast. As with Breakfast Club, a range of activities are on offer, including outside play.

