

# Whitefield Infant School and Nursery



## Prospectus 2025-26



# Welcome to Whitefield Infant School

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On behalf of the staff and governors, I would like to welcome you and your child to Whitefield Infant School and Nursery. In our school we work hard to ensure every child feels safe and secure, within an environment where good behaviour, care and respect is given the greatest priority.

*Pupils are happy and safe and have many friends at the school. Pupils excellent behaviour including in lessons, means that they have a joyful time.*

*(Ofsted, Feb 2025)*

We strive to give all pupils the very best start on their learning journey. In our relentless drive for excellence, we aim to provide an exciting, stimulating and vibrant learning environment, matched to a creative and engaging curriculum.

We place great emphasis on providing a wealth of learning opportunities, both inside and outside the classroom. The curriculum is well resourced by, and supported by, an excellent team of teachers and support staff, working with a diverse range of creative practitioners. Extra-curricular clubs provide enrichment, fun and enjoyment.

We are proud of our strong, established partnership with parents and communities near and far, which contributes greatly to the learning and personal success of our pupils.

We are a popular and highly successful school, serving the Whitefield community for over 100 years. We hope your child will flourish, be happy and have fun learning, whilst reaching their maximum potential, here at Whitefield.

We hope that this prospectus gives you a flavour of what our wonderful school has to offer, but it is no substitute for a visit where you can see the school in action. Visitors are always very welcome. Our school website also offers a wealth of information about our school and curriculum. We look forward to welcoming you in person to Whitefield Infant School and Nursery very soon.

Mrs Erica Mason  
Head Teacher

*Pupils develop the behaviours and attitudes that they need to become thoughtful and responsible citizens of modern Britain. They learn to be respectful towards other people. Pupils say that at this school, 'You can be whomever you want. You can be different'.*

*(Ofsted, Feb 2025)*



# Our Vision and Aims



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## Our Vision

*To promote the development of secure, happy, well-adjusted individuals who are equipped for lifelong learning and valued citizens of their community and beyond.*

## Our Mission Statement

At Whitefield Infant School we are all learners; children, staff and parents. We aim to provide a safe and secure environment in which children develop a lifelong love of learning. Through our broad, balanced and creative curriculum, we develop our children's understanding of the world around them. We place high importance on providing children with language rich, first-hand experiences to make learning meaningful and bring it to life.

In our school, we believe that the moral, social, spiritual, cultural and emotional development of each child is of key importance. Within an inclusive environment where care and respect are paramount, we encourage all children to have high aspirations, take risks and reach their full potential. Every child's individual learning journey is valued.

## Our Aims

- To create an **environment** of excellence, in which children (and staff) feel motivated, happy and secure.
- To provide a creative **curriculum** which is knowledge rich, progressive, purposeful and connects to our community and the world in which we live.
- To encourage confident, independent and resilient **learners**, developing the skills they need to become life-long learners and **valued citizens** in their community and beyond.
- To foster a strong sense of **belonging** within our diverse community, developing **attitudes** which will be positively helpful to the individual child, the whole school and our community.
- To build **positive relationships** with the **wider community** to support and nurture children and their families throughout their school journey.

# Admissions Policy

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## **The school adheres to the L.E.A's Admissions Policy.**

- Parents may register their child for nursery at any time. The child's birth certificate or passport will be required when registering your child for the Nursery.
- Children may start school in September of the school year in which they attain their fifth birthday.
- The current standard admission number for Whitefield School is 90 in each year group.
- Parents who are considering sending their children to this school are welcome to visit the school. The Head teacher, Mrs Mason, will be happy to meet parents, show them round the school and answer any questions they may have.
- The Local Education Authority controls admissions to the school.

### **How to apply for a reception place**

You can apply on line at - [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

If all vacancies at the school have been filled, parents may appeal in writing against the L.E.A's decision. Arrangements will be made for a parent to have the opportunity of stating his / her case to an Appeals Committee under the second schedule of the Education Act 1980 whose decision shall be final.

### **Induction Procedures**

Once a parent has accepted a place for their child they will be invited to a parent's meeting in school to learn about the school day and the curriculum the children will be following. This will be followed by some short stay visits to school for your child. It is school policy to admit Nursery and Reception children on a part time basis until the teacher and parent feels the child is settled. It is important that these arrangements remain flexible to cater for the individual needs of the children.

### **Transition Programme: Year 2 to Year 3**

At the end of Year 2 the majority of children transfer to Lomeshaye Junior School. In order to make the transition as smooth as possible and to ensure continuity in learning, Year 2 and Year 3 staff liaise closely throughout the year. In the Summer Term parents and children visit Lomeshaye Junior School whilst staff engage in meetings to exchange pupil information.

A full copy of the schools Admission Policy can be found on the school website.

# The School Day



## SCHOOL STARTS AT 8.40 a.m.

Parents need to stay with their children before the school doors open to ensure their safety.

Reception children may come into school at 8.30 a.m.

For **Key Stage One**, the bell rings at 8.40 a.m. We like children to get into their class lines in the schoolyard, outside their own classroom door, where their class teacher will meet them.

In case of bad weather, children may go into their classroom at 8.30 a.m.

|           | Reception                       | Key Stage One           |
|-----------|---------------------------------|-------------------------|
| Session 1 | 8.40 a.m. - 11.30 a.m.          | 8.40 a.m. - 10.10 a.m.  |
| Break     | (Continuous access to outdoors) | 10.10 a.m. - 10.25 a.m. |
| Session 2 |                                 | 10.30 a.m. - 12.00 p.m. |
| Lunch     | 11.30 a.m. - 12.30 p.m.         | 12.00 p.m. - 1.00 p.m.  |
| Session 3 | 12.30 p.m. - 3.10 p.m.          | 1.00 p.m. - 3.10 p.m.   |

## SCHOOL CLOSES AT 3.10 p.m.

Please make sure that your child is collected promptly from school at 3.10 p.m. We ask all parents to wait under the covered sheltered area outside the classrooms.

# People Who Can Help You

## School Leadership Team

Head Teacher  
Deputy Head Teacher  
Assistant Headteacher/ EYFS Leader  
SENCO  
School Business Manager  
Home School Support Officer

Mrs E. Mason  
Miss J. Stott  
Mrs J. Hutchinson  
Miss S. Whittaker/ Mrs Nicolle Graham  
Mrs S. Afzaal  
Mr G. Wesley

## Senior Management Team:

Head Teacher  
Assistant Head Teacher  
AHT? Foundation Stage Leader

Mrs E. Mason  
Miss J. Stott  
Mrs J. Hutchinson

## The Governing Body:

Chairperson

Mr S. Wilkinson

Vice Chairperson

Mrs J. Wilson

Governors

Mrs Erica Mason (HT)  
Mr Steve Wilkinson (Co-opted)  
Mrs Karen Wilkinson (Co-opted)  
Mrs Julie Wilson (Co-opted)  
Mrs Jenny Hutchinson (teacher)  
Miss Louise Cowell (Co-opted)  
Mrs. Alison Wilkinson (Co-opted)  
Mrs Amy Sethi (Co-opted)  
Mrs Maryam Yousaf (parent)  
Mrs Iram Aftakhar (parent)

Miss Jess Stott (DHT-observer)  
Mrs Fozia Ahmed (parent-observer)

Mr Andrew Stephenson (Co-opted)  
Mr Nadim Ahmed (Local LA - Councillor)

*'The school achieves the absolute best for its pupils. Over more than a decade, it has maintained an exemplary standard of education'.*

*Ofsted, Feb 2025*



# Lunch Time



**All children under the age of 7 years who attend a  
State funded school are entitled to a free school lunch.**

The government will fund schools in England to provide every child in reception, year 1 and year 2 with a hot, nutritious meal at lunch time. The aim is to improve academic attainment and save families money.

We are committed to promoting Healthy Eating and Healthy Lifestyles. School meals are prepared by our own kitchen staff in the school kitchen who aim to provide well-balanced and nutritious meals. Children are given three choices of lunch during registration time each morning. There are two hot lunch options and a sandwich/salad bar option given.

## **Is your child entitled to Pupil Premium?**

If you receive one of the benefits below, you can register your eligibility with the council so that the school can benefit from additional funding, called Pupil Premium. This will entitle your child to free milk.

The pupil premium gives schools extra funding to raise the achievement of some pupils. This is measured by the number of children eligible for free school meals based on the below qualifying benefits. It is worth over £1000 per pupil for the school.

You can get Pupil Premium if you receive one of the benefits below:

- Income Support (IS)
- Income Related Employment and Support Allowance (ESA-IR)
- Income Based Jobseeker's Allowance (IB-JSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit or Universal Credit
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190
- Working Tax Credit 'run on' - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit.

**How to claim:** Complete the application form online - <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=3> or simply ring your local Area Education Office with details of your name, date of birth and National Insurance number and an immediate on-line decision can be given (see contact details below for phone numbers). **For more information you can contact Lancashire County Council directly: Phone: 01254 220711 or 01254 220716 Area Education Office East, Pupil Access Team, 44 UNION STREET, ACCRINGTON BB5 1PL**

The Pupil Premium is a source of additional funding that has been made available to schools by the Government. This funding is based on the number of children who are either in receipt of free school meals or, who have been in receipt of free school meals in the past six years.

# Lunch Time

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We would like to remind parents that if you are in receipt of Income Support you may be eligible for **Free School Milk**. To apply, simply ring your local Area Education Office with details of your name, date of birth and National Insurance number and an immediate on-line decision will be given. Pupil Access Team - 01254 220711.

**In exceptional circumstance (eg for medical needs), your child may bring a packed lunch. Please could you make sure your child brings this with them in the morning when they come to school.**

**MILK SCHEME** - The nutritional benefits of milk are valuable for a growing child and a third pint of milk per day gives a 6 year old child half of their daily calcium requirement (source: the Dairy Council) and it offers the following:

- Milk is packed with calcium needed to build strong bones
- It provides a broad range of other essential minerals
- It provides a wide range of vitamins
- Milk is a great source of body-building protein and energy

No other drink delivers such a nutritional package. Milk is natural with no additives and is also safe for teeth. Dentists and dieticians agree that the safest drinks for children are milk and water, especially between meals.

**The cost of milk is £10.00 per term.** As a school we have taken the decision to subsidise part of this cost i.e. £6.10 per child per year and therefore the **cost to parents is £10.00 per term (£30 per year) per child.**

**Please contact Pupil Access on the telephone number above if you think you may be entitled to Free School Milk.** Thank you for your co-operation.

## School bags & water bottles

We are pleased to welcome yourselves and your child to our school.

When your child starts at Whitefield Infant School, they will need a school bag and water bottle. These can be purchased either at the induction meeting or from the school office. The initial cost is £7.00 for both.

If either is lost or damaged, replacements can be purchased from the school office at a cost of £7.00 for a school bag and £2.50 for a water bottle.

# School Uniform



| <u>Boys</u>                                                                   | <u>Girls</u>                                                                                                                                                                  |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Red jumper<br>White shirt/polo t-shirt<br>Grey trousers/shorts<br>Black shoes | Red jumper/cardigan<br>White shirt/polo t-shirt<br>Grey dress/skirt or<br>grey trousers<br>Black shoes<br><br>(Red/white gingham dresses may be<br>worn in the summer months) |

## Physical Education (P.E)

At Whitefield School, we recognise the positive contribution P.E makes to the personal health, well-being and development of our children. All children are encouraged to participate fully in all activities and P.E lessons. In order to make P.E safe and enjoyable for everyone it is important that children wear suitable clothing both in the hall and outside.

### PE kit may consist of:

- A pair of black shorts
- A white T- shirt or short-sleeved sports shirt
- A pair of black jogging pants
- A pair of socks
- A pair of pumps or trainers

All children need a P.E. bag with their name on it. Which can be purchased at local shops. This may be kept in school except during mid-term holidays when your child will take their P.E. kit home for washing.

FOR SAFETY REASONS THE WEARING  
OF JEWELLERY IN SCHOOL IS LIMITED  
TO THE WEARING OF STUD EARRINGS.



# Attendance and Absences



If your child is ill or absent you **MUST** inform school by **8.45 a.m.** You can do this in the following ways:

1. Telephone school (01282) 612807 from 7.45 a.m.
2. See Mr Wesley (Home School Support Officer)
3. Call personally at the school office
4. Tell your child's teacher at the classroom door

## Whitefield Infant School and Nursery promotes regular attendance by:

- Providing a caring and welcoming learning environment which is so enjoyable that children do not want to miss it
- Responding promptly to a child's or parent's concerns about the school or other pupils
- Marking registers accurately and punctually during morning and afternoon registration. If a pupil arrives after the register has been taken, a late mark will be recorded
- Publishing and displaying attendance statistics
- Celebrating good and improved attendance
- Monitoring pupils and informing parents in writing of irregular attendance and arranging meetings if necessary

## We expect parents to:

- **ALWAYS** encourage regular school attendance and be aware of their legal responsibilities.
- **ALWAYS** ensure that their children arrive at school **punctually** and fully prepared for the school day.
- **ALWAYS** contact school by **8.45a.m. at the latest** when their child is unable to attend school due to illness or any other reason.

## Responding to non-attendance:

If your child is not in school and you have not contacted us to let us know why, we **will** respond in the following manner:

- We will try to make contact with you via the telephone.
- We may visit your home address if we consider this necessary.

If you do not inform school about your child's absence, they may receive an **unauthorised** absence as a result.

We continually monitor the attendance of **ALL** our pupils. If your child's attendance becomes a concern, we will contact you to discuss the matter and may ask you to attend a meeting in school.

# Attendance and Absences



**Absences will ONLY be authorised by the school for the following reasons:**

- Education off site
- Medical/ Dental appointments with evidence provided  
(but please try to make these appointments outside school time if possible)
- Approved sporting activity
- Religious observance
- Educational visits

## **Term Time absence**

Whitefield School has a standalone 'Absence from School in Exceptional Circumstances' policy. Please refer to this policy for further information in relation to absence during term time.

The Law prevents a Head Teacher from authorising ANY term time absence unless the circumstances of the request are considered exceptional by the school. Absences taken, which have not been authorised by school, may result in parents receiving a Local Authority penalty notice fine and, in some instances, their child losing their place at Whitefield School.

Please remember, Whitefield Infant School and Nursery is a popular choice for parents and as such, we have a long waiting list for admissions in all year groups. Think carefully about the detrimental effect that an absence could have on your child's education before requesting any absence during term time.

**If you make a request for term time absence for your child, you will be asked to provide EVIDENCE of any claimed exceptional circumstances.**

## **Medical appointments**

Please try to make Doctor and Dentist appointments outside school time or for after 2pm if this is not possible. If your child needs to attend a medical appointment during school time, please collect them from school and return them as soon as possible after the appointment. It is important to let your child's teacher know the time of any appointment and when you expect your child to be back in school.

## **Medicines in School**

Administration of any medication will be at the discretion of the Head Teacher. Each individual circumstance will be evaluated. On occasions, parents may be requested to come into school to administer medication (e.g. antibiotics). Medication will only be administered in school if it has been prescribed by a doctor and is in its original container and parents must have attended a clarification meeting with the member(s) of staff who will be administering the medication. It is the responsibility of all parents to ensure that all medication held in school is in date and clearly labelled following guidance in the school's medicines policy.

As an Infant School, we educate children aged from 4 to 7 years covering the Foundation Stage and Key Stage 1.

## **Foundation Stage Reception Class (4 - 5 year olds)**

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentration, perseverance and learning to work and co-operate with others. We incorporate the EYFS 'Characteristics of Effective Learning' into all our assessments and curriculum plans.

There are seven areas of learning that make up the Foundation Stage curriculum. These are separated into three *Prime* areas and an additional four *Specific* areas. These are:

### **Prime Areas**

- Communication and Language (Listening/Attention/ Understanding)
- Physical Development (Gross Motor Skills/ Fine Motor Skills)
- Personal, Social and Emotional Development (Self Regulation/ Managing Self/ Building Relationships)

### **Specific Areas**

- Literacy (Comprehension/ Word/ Writing)
- Mathematics (Number and Numerical Patterns)
- Understanding the World (Past and Present/ People, Culture and Communities/ The Natural World)
- Expressive Arts and Design (Creating with Materials/ Being Imaginative and Expressive)

**The outdoor environment is also a key part of the Foundation Stage curriculum. It is carefully planned for and available each day. The reception classes have their own specially equipped outdoor area for continuous use**



*'Leaders' and staff's first-rate expertise in early years and primary teaching enables them to provide pupils with a wonderful education'.*

*(Ofsted, Feb 2025)*

## Key Stage 1 - Year 1 and Year 2 (5 - 7 year olds)

Key Stage 1 follows on from the Foundation Stage and we have designed a personalised, language-rich, creative curriculum that compliments and builds on the principles of learning in the Foundation Stage. This means that children continue to receive daily learning opportunities that help to develop their skills for learning as well as their understanding of different subject areas.



### **Computing**

In our school, our computing curriculum enables children to become safe, independent and creative users of technology so that they are prepared for the future in a digital world.

### **Geography**

At our school Geography teaches an understanding of places and environments. Our children learn about their local area and beyond. Through carefully planned and sequenced teaching our children become motivated to find out about the diversity of places, people and environments. The development of vocabulary is paramount at Whitefield and through teaching and learning opportunities meaning is given to a wide range of geographical vocabulary. We seek to inspire our children to be curious about the world around them.

### **History**

In our school, the history curriculum enables our children to become critical thinkers about the past, to ask and answer questions through evidence-based enquiries and to understand how learning about the past can help to change the future. We aim to stimulate our children's curiosity and develop their understanding of the process of change and how it affects the community and the wider world.

### **PE**

At Whitefield we ensure all children have access to high quality, engaging PE sessions, wider sporting opportunities, and encourage an enjoyment and value for all sports. To develop the whole child socially, emotionally and physically and give them the skills to make healthy lifestyle choices in the future.

# The Curriculum

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## **Phonics**

At our school, we embed phonics learning by teaching high quality, stimulating and active sessions in a systematic way, so all children develop a secure understanding of letters and sounds, enabling them to read with fluency and apply knowledge and skills to spell accurately within their writing across the curriculum.

## **Science**

At Whitefield Infant School, the science curriculum provides children with an increasing knowledge and understanding of the world around them. It enables children to develop enquiry skills and questioning skills to prepare them for life in an increasingly scientific world. The curriculum focuses on developing scientific vocabulary through hands on, practical experiences to develop a deep and lasting interest in science.

## **English**

At our school, language acquisition is paramount to ensuring children access the whole curriculum effectively. We strive to be good role models as we interact with children and value quality dialogue. The use of first hand experiences, quality texts across the curriculum and artists work further develops children's understanding of questioning, language and builds up a purposeful and meaningful vocabulary.

We are a reading school. We instill a love of reading in our children through providing them with daily opportunities to read and tell stories with adults and peers. A systematic approach to teaching phonics ensures children develop fluency and confidence in reading and spelling.

## **R.E**

At Whitefield Infant School the RE curriculum ensures children develop understanding, respect tolerance for other religious beliefs. We believe that it is vital for all our pupils to learn about different religions, so that they can understand the world around them.

Through Religious Education, pupils develop their knowledge of faiths around the world, and their understanding and awareness of the beliefs, values and traditions of other individuals, societies, communities and cultures. Our Religious Education curriculum is enhanced further with visits to places of worship in our local area and beyond.

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## Art

At our school, art is an important and integral part of the curriculum. We teach art to stimulate creativity, imagination and as a way for children to make sense of the world they live in. The teaching and learning of art is linked very closely to the acquisition of vocabulary and its meaning, and is considered a strength of the school.

Children will experience a carefully planned and varied art curriculum which includes opportunities for them to develop the skills of drawing, painting, collage, 3D and textiles. Staff plan to ensure a progression in the teaching and learning of the elements of art (line, tone, texture, colour and pattern) and provide the children with stimulating resources, including a wide variety of artist's work from a diverse range of cultures and backgrounds. These resources, including real life drawing and painting opportunities, are chosen purposefully to support and enhance other curriculum areas.

All children are encouraged to reflect on and evaluate their own art work, and that of others, and they are supported well by staff so that they are able to reach their full potential. SEND children, in particular, achieve great success in art and this, in turn, raises their self-esteem.

## Maths

At our school, Maths encourages children to become confident and resilient mathematicians, who are able to use mathematical vocabulary, reasoning skills and knowledge in a variety of contexts. The maths curriculum is rooted in practical experiences to ensure a solid sense of number, fostering a lifelong love of maths that will prepare children for life beyond our school.

## Collective Worship

At Whitefield Infant School, Collective Worship plays a vital role in the daily lives of our children. It allows the children the time to reflect on what is important to them and to others. It allows them to celebrate all that is good in their lives and others. It develops a sense of belonging to a community who respect the beliefs and values of others. Teachers do not shy away from difficult issues and children are given time to discuss and reflect on these. Prayer is used to celebrate and guide children.

## D.T

At our school, Design & Technology is used to give the children opportunities for creative thinking, problem solving and the knowledge and understanding of how and why products are made in the way they are and how these products could be modified and improved. These opportunities are relevant and purposeful for the children we teach.

The children are taught a progressive range of skills that will help them design, make and evaluate products for specific purposes. Mathematical knowledge is used to support D&T activities, including measure, shape and money. We link the teaching and learning of D&T to other subjects, including art, science, history and English.

## Outdoor Learning

At our school outdoor learning lies at the heart of the curriculum. It develops children's knowledge and understanding and increases the child's vocabulary by giving meaning to words. It provides the opportunity for collaborative learning in many curriculum areas. It promotes risk taking and further develops a respect for the world around them. Our outdoor curriculum instils a lifelong love of nature and promotes other core values.

## Music

In our school, the music curriculum exposes children to a variety of music experiences, through which we aim to build up the confidence of every child. Children are taught to listen to and respond to a range of musical experiences and develop a life-long love and appreciation of different music forms. We teach them core skills to compose, perform and evaluate their own musical sequences.



# Special Educational Needs and Disabilities

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Our school has an SEND policy which adheres to the SEND Code of Practise (2015)

All children with SEND are fully included in all school activities. Every pupil is valued equally and expectations are high.

Children with SEND are listed on a register and these children have a SEND profile with appropriate targets.

Outside agencies may be involved with some children. These include speech and language, hearing impairment and visual impairment specialist teachers, medical professionals. For pupils with medical needs, care plans and risk assessments are put in place to include for the school day including break times, lunchtime and school visits.

The school receives regular visits from a specialist teacher and speech and language therapist.

Children with learning needs may receive additional support in smaller groups in Reception, Year 1 and Year 2.

Our policy also recognises the need to identify and make provision for children who are 'more able' than their peer group.

*The school identifies and supports the needs of pupils with special educational needs and/or disabilities (SEND) very well. It checks carefully that pupils remember essential subject knowledge. Staff act skilfully to close gaps in pupils 'understanding. Pupils thrive academically, socially and emotionally.*

*Ofsted, Feb 2025*

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## Reception Assessment

All Reception children have to sit the statutory 'Reception Baseline' test for September, which is an assessment that all Reception children will be expected to take in the first 3 weeks of starting school. This will test the children on maths, phonics and comprehension.

Each child will also be assessed and tracked throughout the year against 'Development Stages' and work toward the Early Learning Goals by the end of Reception, where children will be reported as - 'on track' or 'not on track' in relation to meeting the EYFS Early Learning Goals. Parents will be involved in the assessment process and are encouraged to take part in their child's learning and development. At the end of the final year of the EYFS, teachers will provide a written report to parents which summarises the results of the EYFS profile. We will offer parents the opportunity to discuss the profile with the child's teacher, within the term in which it has been completed.

## Key Stage One Assessment

Every year group has identified 'Year Group Expectations' in the National Curriculum. Teachers will make judgements as to whether children are 'Working towards', 'Working within', 'Secure' or 'Working at greater depth' of these expectations. To get 'Secure' children need to have completely met the Year Group Expectations. This information will be reported to parents at termly 'Learning and Reporting Meetings' and in a written report at the end of the year.

## Formal Assessment

- ❖ EYFS - Baseline Assessment and end of Reception ELG assessment
- ❖ Year 1 - Summer Term Phonics Screening
- ❖ Year 2 - Summer Term Teacher Assessment/SAT's testing

## Pupil Progress Reports

Parent Open Evenings are held in the Autumn, Spring and Summer terms. There is also a written report is sent home in July. These clearly outline your child's progress in relation to curriculum targets and areas of learning and development.

# Good Behaviour, Care and Respect

We take great pride in the behaviour of our pupils and encourage our learners to have pride in their own behaviour. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's sense of responsibility for their own behaviour. We have a positive behaviour management policy which is consistently applied by all adults who work in our school. It is available on our website.

## At Whitefield Infant School and Nursery:

- Children and staff are encouraged at all times to show respect, co-operation and a caring attitude to others.
- Within the framework of the school's policy children are expected to exhibit good manners and behaviour both inside and outside school.
- Parents are asked to co-operate fully with the school to ensure that high standards of discipline and behaviour are maintained.
- Parents will be informed if misbehaviour persists or if a serious incident occurs. Parent's support is essential and always valued.
- A highly effective Rewards and sanctions policy is used to underpin and reinforce good behaviour, care and respect in school. The very good behaviour of our children and the care and respect they show to everyone is strengthened by our consistent Behaviour to Stay Safe Code of Conduct.

*'Pupils at the school are self-disciplined, polite and kind. Beginning in the Nursery class and Reception Year, they learn these behaviours extremely well from staff. Pupils know the school's high expectations for their behaviour and meet these'.*

*(Ofsted, Feb 2025)*



# Parents, School and Community



The school enjoys a very good relationship with parents and is committed to involving parents in their child / children's education. We offer a comprehensive range of activities to involve parents in school and as part of "the learning community". We are always open to further suggestions from parents.

## **The following list is some of the ways in which we keep parents informed and encourage active support:**

- Informative school website: [www.whitefield-inf.lancs.sch.uk](http://www.whitefield-inf.lancs.sch.uk) - which includes our latest Ofsted report.
- School policies are available to view, please see a member of staff.
- Family assemblies and celebrations
- Newsletters
- Parents' notice board at the office entrance/in the playground
- Learning and Reporting Meetings/Open Evenings three times per year
- Curriculum newsletters
- Photographs of school activities are displayed throughout school for parents to look at.
- Nursery and Reception classes have 10 minutes parental contact time at the end of the day where parents are free to talk to staff on a daily basis.
- Letters from school are translated into the home language if requested.
- Parents are invited to join us for performances etc.
- Parents support and participate in school fund raising e.g. Fayres, Raffles, Asian food and English cake sale etc.
- Home Reading. Parents are invited to read with their children at home.
- Curriculum workshops for parents.
- Each year the school involves other agencies to visit the school e.g. dentist, nurse, road safety officer, policeman / woman, fire service creative practitioners etc.
- Parents are often invited to join in the organised events.
- Parents helping small groups of children with sewing, baking or other activities in the classroom.
- Parents Forum Meetings
- Parent Questionnaires

## **PARENTS**

If you feel that you can help out or support school in any way please inform Mrs Mason. The school has established positive links with the Local High Schools and Colleges. Several students are offered workplace experience placements in school.

Throughout the year various representatives within the community are invited into school to support the delivery of the curriculum, e.g. Imam of the Mosque, the Vicar, Dentist, Road Safety Officer, Theatre Groups, Creative Practitioners etc. The school is grateful to members of the community for their involvement. Parents are welcome to see the teachers before and after school at any time. **The school has an "open door" policy.**

# Safeguarding - Keeping Children Safe



At Whitefield Infant School and Nursery, keeping children safe is given the greatest priority. Our school works in close partnership with parents to support pupils, ensure their safety and promote their welfare. All staff and volunteers share this commitment and are required to complete a DBS enhanced Police check. The Headteacher and Mr. Wesley, our Home/School Support Officer are the Designated Child Protection Officers, as well as two other staff members as Deputy Child Protection Officers. We work closely with outside agencies to protect the child.

The school has, in place, a rigorous Child Protection and Safeguarding Policy and procedures to ensure the maximum safety of children and adults in school at all times.

Because of day to day contact with children, schools are particularly well placed to see outward signs of abuse, neglect, changes in a child's behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may be abused or is at risk, the school is required to report their concern to an appropriate authority immediately, e.g. Social Services.

The procedures we follow have been laid down by the Lancashire Area Safeguarding Committee.

**The entire premises of Whitefield Infant School and Nursery are securely monitored by CCTV cameras, 24 hours per day.**

| Meet our Safeguarding Team                                                          |                                                                      |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|  | <b>Mrs Mason</b><br>(Headteacher/DSL)<br><br>Ext 231                 |
|  | <b>Mr Wesley</b><br>(Home School Support Officer/DSL)<br><br>Ext 211 |
|  | <b>Miss Stott</b><br>(Assistant HT/Deputy DSL)<br><br>Ext 224        |
|  | <b>Mrs Hutchinson</b><br>(EYFS Leader/Deputy DSL)<br><br>Ext 218     |

Please speak to any of these staff members if you have a safeguarding concern.

# Term Dates 2025-26



## Holiday List 2025 - 2026

### SCHOOL HOLIDAYS AND INSET DAYS 25/26

| <u>Holiday</u>   | <u>School Closes</u><br>(after school on) | <u>School Re-opens</u><br>(at 8.40 a.m. on) |
|------------------|-------------------------------------------|---------------------------------------------|
| <b>2025</b>      |                                           |                                             |
| Mid-Summer       | (Thursday 24 <sup>th</sup> July 2025)     | Tuesday 2 <sup>nd</sup> September           |
| Autumn Half-term | Friday 24 <sup>th</sup> October           | Monday 3 <sup>rd</sup> November             |
| Christmas        | Friday 19 <sup>th</sup> December          | Monday 5 <sup>th</sup> January 2026         |

### **2026**

|                  |                                      |                                  |
|------------------|--------------------------------------|----------------------------------|
| Spring Half-term | Friday 13 <sup>th</sup> February     | Monday 23 <sup>rd</sup> February |
| Easter           | Friday 27 <sup>th</sup> March        | Monday 13 <sup>th</sup> April    |
| <u>May Day</u>   | Monday 4 <sup>th</sup> May           | Tuesday 5 <sup>th</sup> May      |
| Summer Half-term | Friday 22 <sup>nd</sup> May          | Monday 8 <sup>th</sup> June      |
| Mid-Summer       | Wednesday 22 <sup>nd</sup> July 2026 |                                  |

### In service Training Days (School Closed)

2025 – Monday 1<sup>st</sup> September - Curriculum InSeT

2026 – Friday 20<sup>th</sup> March - Curriculum InSeT\*  
Monday 1<sup>st</sup> June - Curriculum InSeT  
Tuesday 2<sup>nd</sup> June - Curriculum InSeT  
Wednesday 3<sup>rd</sup> June - Curriculum InSeT

**\*Changes may be made to agreed dates to accommodate speakers - but not to other holiday dates.**

**(Eid expected to be Friday 20<sup>th</sup> March 2026)**

## How to find us:

**Address:** Whitefield Infant School and Nursery,  
Every Street,  
Nelson,  
Lancashire,  
BB9 7HF

**Tel:** (01282) 612807

**Email:** [bursar@whitefield-inf.lancs.sch.uk](mailto:bursar@whitefield-inf.lancs.sch.uk)

**School**

**Website:** [www.whitefield-inf.lancs.sch.uk](http://www.whitefield-inf.lancs.sch.uk)



|                                                                   |               |
|-------------------------------------------------------------------|---------------|
| Area Education Office, The Globe, Accrington                      | 01254 220742  |
| Citizens' Advice Bureau                                           | 616750        |
| Fire Station, Bradley Road, Nelson                                | 612312        |
| Lomeshaye Junior School, Norfolk Street, Nelson                   | 612063        |
| Pendle Pakistani Welfare Association, 23/25 Market Square, Nelson | 603616        |
| Pupil Access- School Admissions                                   | 01254 220742  |
| <b>Whitefield Infant School, Every Street, Nelson</b>             | <b>612807</b> |
| Yarnspinners Primary Health Care Centre                           | 657600        |

# Home/School Agreement

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## WHITEFIELD INFANT SCHOOL AND NURSERY HOME SCHOOL AGREEMENT

### **School will:**

- Provide a safe and happy working environment for the children.
- Encourage the children to do their best at all times.
- Encourage children to take care of their surroundings and others around them.
- Encourage children to be aware of the equal value of the essential elements of the cultures and lifestyles within our school.
- Inform parents of children's progress at regular meetings during the year.
- Ensure that all children have access to a broad and balanced curriculum and that the needs of all children of all abilities are met.

### **The Family will:**

- Make sure the child arrives at school on time.
- Make sure the child attends school regularly and informs the school, immediately, if the child is absent.
- Attend Open Days / Evenings and meetings to discuss the child's progress.
- Make school aware of any concerns or problems that might affect the child's work or behaviour.
- Support the child in homework and other opportunities for learning.
- Work in partnership with the school to support the school's policies and guidelines for behaviour and issues relating to providing a happy, secure working environment.

### **Health and Safety**

To ensure a safe and secure environment for your child please could you help by:

- Please note mobile 'phones or electronic devices able to take photos or videos are not allowed in school where children are present
- Using the footpath at all times
- Ensuring all gates are kept closed
- Not smoking within the school grounds
- Ensuring your child wears the correct footwear and clothing. When taking part in PE children with pierced ears should only wear studs.