

Welcome to Westbourne



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www.westbourne.sutton.sch.uk

Instagram: [westbourne.primary](https://www.instagram.com/westbourne.primary)

June 2026

WELCOME TO WESTBOURNE

This booklet aims to provide an introduction to the school and includes information which we hope will be of use to you.

Aims

'Westbourne is a friendly, caring family community striving for excellence- committed to achievement and sharing in the success of each individual.'

The aim of our teaching is to give every child the best possible start in life and to help children develop lively, inquiring minds and a love of learning, together with a sense of self-respect and respect for others. The curriculum is challenging but structured so that children succeed in school.

We also aim to establish positive links between home and school and welcome parental involvement.



Class names

All classes at Westbourne are named after rivers. The names of our Reception classes are;

Avon Class - Mrs Qazi (Class teacher)

Ember Class –Miss Walker (Class teacher)

Thames Class– Miss Gomes (Class teacher)

Our Learning Support Assistants in Reception are: Mrs Emans, Mrs Keogh and Miss Robinson.

Westbourne Fundraising Association (Registered Charity)

When your child joins the school, you automatically become a member of the 'Westbourne Fundraising Association'. Each year there are social and fundraising events. New parents are warmly encouraged to make themselves known to the committee.

Funds raised by the association have enabled the school to purchase a whole range of additional equipment including computers, interactive whiteboards, a sound and lighting system for our school hall and playground equipment.

You can get in touch with WFA in a variety of ways;

- By email wfa.sutton@gmail.com
- Place a note in the WFA post box via the school office
- Via the Facebook group "Westbourne Parents' Noticeboard"

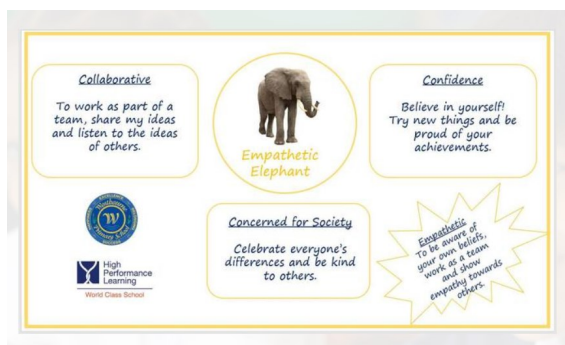


High Performance Learning (HPL) was founded in 2015 by Professor Deborah Eyre, a global educational leader, academic researcher, writer and influencer focused on helping good schools become world class. 40 years of her research culminated in the creation of the High Performance Learning philosophy and framework which re-imagines education and creates schools where almost everyone performs highly and students are able to perform well in school and in their later lives.

Neuroscience research has shown that there is not a fixed level of ability amongst young learners, and that the brain is more malleable than once thought. HPL provides a style of learning that removes barriers to achievement, by giving children an opportunity to develop in their own time.

In our Early Years classes, students enjoy exploring, discovering and developing new skills through a play-based approach as well as embracing the principles of High Performance Learning, that helps develop skills such as independence, innovation, creativity, enquiry, and problem-solving. Children learn through their own initiative as well as teacher-led activities.

Developing important personal attributes such as respect, making positive relationships, cultivating ideas and becoming an active, independent learner are all qualities nurtured through the Early Years curriculum.



Starting School



Home visits

Every child is offered a visit to the school at the beginning of the Autumn term. These visits allow you and your child to get to know the teacher and Learning Support Assistant. They also give us the opportunity to discuss information about the school with you and to talk about any needs your child might have.

We will bring along an 'About me' booklet for you to fill in with your child which you can then bring back to school when you come for your child's 'Stay and Play' session prior to your child starting school. The information in this booklet gives us vital information about your child's needs and experiences and will also tell us the types of interests your child has. We will then plan our class topics around some of these themes.

PLEASE LET US KNOW BY EMAIL BY FRIDAY 10th JULY IF YOU DO NOT REQUIRE A HOME VISIT.

admissions@westbourne.sutton.sch.uk



Stay and Play sessions

We invite you and your child to a 'Stay and Play' session just before your child starts school which lasts about an hour and a half. This will give you and your child the opportunity to meet other children and parents and to get used to the classroom and outside learning environment. We can also answer any questions you may have and show you where to bring your child on their first day and where to meet them at the end of the day.

***The children don't need to wear their uniform to this session—
save it for their first full day at school!***





Start and end of day arrangements

The Reception classes' gate opens at **8.30am** for an **8.40am** start. **The school gate will lock promptly at 8.40am**, so if you are late, your child must enter school via the main entrance and school office. ***We expect all children to arrive on time and before registration so they don't miss out on the important introductions to each day's activities.***

School ends at 3.10pm for our Reception children. The gate will open just before 3.10pm and you are invited to collect your child from his/her classroom. **Please note that the older year groups will leave school at 3.15pm**, so if you are late to collect your child, you will have to go to the school office.

Once your child has started school, they will do a full school day, except for Fridays when all reception children will finish at 1.15pm until October half term.

After the October half term holiday, children will attend school until 3.10pm every day.

On your child's first day at school, please bring;

- Westbourne book bag– this should be brought into school every day (no rucksacks please, as there is limited space in the classrooms for these)
- Water bottle– please fill this with water only
- Healthy packed lunch (if your child is not having a school dinner)
- A packet of wet wipes
- A change of clothes to leave at school (in a named plastic bag please)
- Coat/ Rain jacket

Please ensure that all items are clearly labelled with your child's name and class

To avoid any unnecessary upset, we ask that toys are left at home in case they get lost or broken.

Early Years Foundation Stage Curriculum (EYFS)

The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

(Statutory Framework for the EYFS March 2021)

The EYFS framework is organised into 3 prime areas of learning:



Communication and Language

This involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

This involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.



Personal, Social and Emotional Development

This involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

There are then 4 specific areas of learning;



Literacy

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. We encourage children to foster a love of reading through providing them with a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics

This involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the World

This involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive Arts and Design

This involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



Learning for young children is a rewarding and enjoyable experience in which they explore, investigate, discover, create, practise, rehearse, repeat, revise and consolidate their developing knowledge, skills, understanding and attitudes. During the Early Years Foundation Stage, many of these aspects of learning are brought together effectively through playing and talking both inside and outside the classroom.

Topics are planned based on the children's interests.

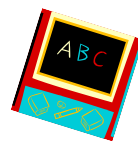
Reading at Westbourne – ‘Jolly Phonics’

Being able to read is one of the most important skills children will learn during their early schooling.

At Westbourne, we use a scheme called Jolly Phonics. This scheme teaches children the letter sounds (rather than letter names) in a multi-sensory way. Once all the children have started school, we will begin introducing it.

To begin with, your child will not bring a reading scheme book home but will, instead, bring home a folder of initial letters which we add to each day. We ask that you share this book with your children every evening for a few minutes to reinforce the work done in school.

Word lists and Reading Books



Before given a reading book, children will take home a word list once they are confident at blending sounds together to read words. They will then move onto phonic based reading books.

Children read to an adult once every week and we encourage you to do as much reading and letter sound practice as possible at home with your child. Activities such as reading signs, cereal packets, shopping lists etc will all help your child to develop the essential skills for reading.

Reading records, word lists and reading books should be kept in your child's book bag and book bags should be brought into school every day.



Please don't worry if it takes your child longer to learn to read than others– we will plan activities to help your child gain confidence with this skill throughout the year and will work together with you to support your child's progress. Our aim is for children to be confident at sounding out and blending sounds together as this is a vital stage before moving onto reading books.

In the Autumn Term, there will be a meeting about the Jolly Phonics Scheme for parents of our Reception children.

Class Library Books



Once a week, your child will have the opportunity to select a book from the fiction and non-fiction books within the classroom.

During the course of the week, we encourage you to undertake a selection of the following activities with your child;

- talk about the pictures
- ask your child questions about the story
- talk about favourite characters/pictures in the story and draw a picture
- find letters from their name in the text
- find words and pictures beginning with initial letter sounds and blends
- find capital letters, full stops and key words in the story
- predict what will happen next

Book Bags



Westbourne book bags can be bought from the uniform website. We encourage you to keep your child's library book and letter sound folders in your child's book bag and ask that you send in your child's book bag every day.

This is the best way of making sure that correspondence to and from home safely reaches its' destination!

Parent Mail

At Westbourne, we use Parent Mail to communicate with parents rather than sending paper correspondence home with your child. It means that;

- messages will get to you reliably and on time
- messages can be sent to mums, dads and other carers at the same time
- emergency or important messages can be sent by text message

You will find more details of how to enrol on Parent Mail in your welcome pack.

Things to work on before your child starts school



It would be really helpful if you could ensure that your child can do the following things before they start school;

- Put his/ her coat on independently and use a zip
- Turn clothes the right way round and dress without help— practise putting on their uniform to get used to wearing it
- Manage the toilet independently and wash hands
- Use a knife, fork and spoon
- Open wrappers and packaging
- Make his/her needs known and ask an adult for help
- Share toys with others and take turns
- Tidy toys away
- Recognise and write his/ her name—Please only use capital letters for the start of your child's name e.g. **Fred** rather than **FRED**.
- Enjoy listening to stories
- Count to from 0 to 10 and recognise some numbers
- Hold a pencil correctly
- Trace patterns and colour in pictures
- Follow instructions
- Be happy to be away from parents/ carers and understand that they will be back soon



It is also very important to establish a good bedtime routine before your child starts school and it would be useful if your child starts to eat their meals/snacks at the times they will when they are at school:

Breakfast

Mid morning snack (fruit) 10.30am

Lunch 11.30am



Outdoor Learning

The Reception children benefit from an outside learning environment which they have access to every day. The area allows the children from the Reception classes to mix and play and learn together. Our outside area is an extension of our classrooms and is, therefore, used daily whatever the weather, so it is essential for every child to bring a coat or raincoat to school every day. On wet days, please also send your child to school in wellington boots.

Assessment in EYFS

Staff in the Reception classes make ongoing observations of the children throughout the year to note each child's achievements, interests and learning styles. These observations are used to identify learning priorities and plan learning experiences for each child.



Learning Journeys

During the year, we will be observing the children in their work and play in order to build up evidence for their learning journeys which record your child's ongoing achievements and learning development over time.

As well as our view about your child's progress, we obviously value both your own and your child's comments too and would like to include these in the learning journeys. Each term, we invite you into school to have a look at your child's learning journey with them. We will ask you to fill in a form with your child which will ask you how you feel your child is progressing and what s/he has particularly enjoyed doing at school and what s/he would like to do. This will help us in our future planning.

Parents' voice

We invite you to contribute regularly to your child's learning journey by telling us about your child or any family events that take place at home that you would like to share with us. We will regularly give you a sheet of Wow moment stars and would appreciate it if you would fill them in to let us know what your child has been doing at home, if they celebrate a special event, if they go on a trip etc. It would be lovely if you could include a photo with your account. We don't expect you to write lots – just a brief account of what happened with a date so that we can share it with the rest of the class. We can then also develop our planning around the children's outside interests and experiences.

Learning journeys are sent home at the end of the summer term for you to keep.

Parent Consultations

Parent consultations take place during the Autumn and Spring terms for children in the Reception classes when you will be able to discuss your child's progress with the class teacher.



You will receive a written report at the end of the Summer term.

Celebration afternoons

Celebration afternoons are held during the year, when you will be able to come into school and look through your child's work with him/her and have a look at the classroom displays.

There is also the opportunity for you to find out how you can support your child at home.

Workshops

Throughout the year, we invite parents into school to take part in workshops where you can come and learn more about phonics, reading and learning through play.



Communicating with staff

We are always happy to talk to you so please feel free to ask us anything you are unsure of or need further details of.

We do ask, however, that if you need to speak to us after school, you wait for all the children in the class to be sent safely to their parents and carers first.

We will then be able to give you our full attention.



The School Day: Reception Classes



8.30am	School gates open for Reception children
8.40am	Reception gate is locked
8.40-11.30am	Learning in and outside the classroom
11.30am	Reception children go into the lunch hall (lunchtime 11.30am-12.30pm)
3.10pm	School ends for Reception children
3.15pm	Reception gate is locked

Before school

Please wait with your child until the gate is opened when the learning support assistants will meet and welcome your child. We encourage all children to enter school independently from their first day if possible, but understand that some children may need more support when separating from their parents/ carers in the morning and we will work with you and your child to ease any separation anxiety.

Scooters can be kept in the scooter racks situated just inside the school gate.

It is a school rule that children may not come through the gate on their scooter for the safety of everyone.

End of the day

At the end of the day, you are invited to collect your child from his/her classroom. Please be prompt to collect your child, as we have to get the Reception children off the premises before the older children are dismissed from the same gate. This also eases congestion around the gate and ensures the safety of all children.

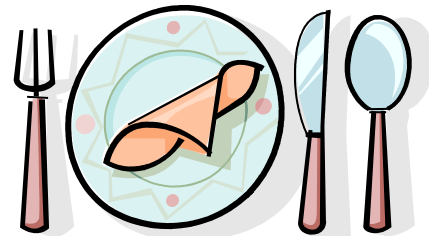
Please be on time to collect your child as it can be very unsettling for a young child if you are late.

It is important that you inform either the office by 2pm or the member of staff on duty at the gate in the morning if arrangements for collecting your child change or if you are going to be delayed for any reason at the end of the day.

Children will not be handed over to another adult unless you have advised the school.

School dinners

All of our meals are prepared and cooked each day by our dedicated Westbourne in-house catering team.



The catering team work hard to ensure they are serving healthy meals that the children will enjoy. Children with specific dietary requirements are given a coloured band to wear at lunchtimes to ensure they are given the correct dinner. We will ask for information regarding your child's dietary requirements at the home visit.

Each day we offer a choice of two main meals; one of which will be a vegetarian option. You can see a copy of the current dinner menu on our school website which changes each term.

Any child in primary school is entitled to a free school meal each day funded by the government.

Water is readily available to the children at lunchtime.



Packed Lunches

If your child brings a packed lunch, please ensure that your child's name is marked clearly on the packed lunch box and drinks bottle. No cans or fizzy drinks and no nuts or sweets are allowed. Please try to make the lunch healthy and balanced. It is very helpful if your child is able to open their lunchbox and unwrap items in their lunchbox independently.

We kindly ask that your child does not swap between packed lunches and school dinners each week. However, we understand that to begin with, your child may like to try both.

We ask that you make a decision about this by the end of your child's first half-term in school.

School Uniform

The children at Westbourne are very proud of their school uniform. We believe that children who take care and a pride in the way that they look also take care and a pride in their work.

The school office has a selection of the uniform for parents to try sizes before completing orders online.

PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY

<https://price-buckland.co.uk/westbourne-primary-school-sutton>

Uniform List

The uniform list is kept as simple as possible and all the items on the list are readily available from the online store (see link above) or the major chain stores:

Whilst Price and Buckland stock uniform with the school logo on some items, pupils are free to wear uniform without a logo that is purchased elsewhere, as long as it complies with the following specifications:

WINTER UNIFORM (Second Half of Autumn Term and Spring Term: Mid October to late March)

Black School shoes/Plain black trainers (**Velcro fasteners or easy buckles-no laces please!**)

Cardigans (Navy)

Jumper (Navy)

School ties

Grey shorts/trousers (Younger children find elasticated waists easier to manage)

Navy/Grey skirts or pinafore dresses

White shirt/blouse

Westbourne Book bags

School baseball/legionnaires cap (for sun protection when needed)

Headscarves worn for cultural or religious reasons should be plain navy or black.

Hair bands, slides and ribbons must be plain and keeping with school colours.

SUMMER UNIFORM (Summer Term and First Half of the Autumn Term: April - Mid October)

As above, but:

- No school tie
- White polo shirt
- Blue and white checked dress



P.E. Kit

On P.E. days, the children must come into school wearing their P.E. kit (in which they will stay all day). The school's P.E. kit comprises of: a plain white T-shirt, loose-fitting navy school shorts (**tight cycling/lycra-style shorts are not suitable or appropriate**), navy jogging bottoms, school jumper and a pair of trainers. Parents will be informed when their child has P.E. during the week.

Second-hand Uniform Sale

The WFA regularly organises second-hand uniform sales **every half term**, providing cost-effective and sustainable options.

Coats and Shoes

Please ensure your child always has a jacket or coat and appropriate footwear in school every day as they will be participating in activities outdoors whatever the weather!



Lost Property

We have a lost property basket in the lobby by the office and anything found e.g. coats, jumpers, is placed there. Whilst we make every effort to ensure children's belongings are not lost, it is very difficult if items are not named.

Please name all items of clothing!

Jewellery/Nail Varnish

Jewellery is not allowed in school with the exception of stud earrings. Any earrings worn to school must be removed or covered in tape during P.E sessions. Please also do not allow your child to come to school wearing nail varnish.

Absence

Please notify the school office by telephone or email on the first day if your child is absent from school. If we do not hear from you, the school office will ring to find out the reason for your child's absence. Please ensure that the school office is provided with up to date contact details.

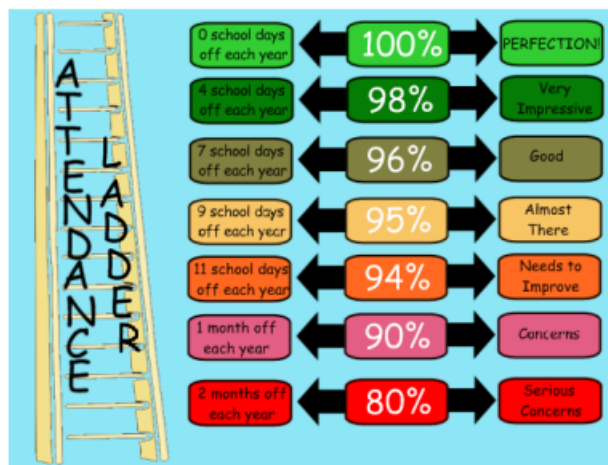
If your child has a dentist or doctor's appointment during school time, please go to the school office first. The secretary will then collect your child from their classroom. On returning to school, you must go back to the office so that we can mark your child back into the register.

Attendance

We believe our pupils will only achieve their full potential if they attend school regularly and punctually. At Westbourne, we expect all pupils to aim for 100% attendance and punctuality. Individual pupil records prove that this is achievable.

At the end of each month and term, the classes who have the best attendance are celebrated in assembly.

***The Reception school gate will be locked at 8.40am sharp but Reception children should be in school by 8.40am when the register is taken.
Anyone who is late needs to report to the school office.***



Illness and Attendance

Is my child to ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

We aim for all children's attendance to be 96% and above. When it falls below 90% we have a legal duty to inform the Local Authority which then triggers an investigation by the Education Welfare Service. When a child's attendance falls below 90%, there is a serious risk of underachievement.

Support your child to succeed in school

Help your child understand that school is their very first job! Make great school attendance a priority for your child. Talk to your child about the importance of daily attendance in every class and how it contributes to future learning.

Don't skip Mondays or Fridays

It is crucial to highlight the impact of a strong start and finish on our pupils' educational journey. Mondays/ Fridays represent a significant fifth (or two) of the learning week and missing Mondays or Fridays every now and then adds up during the school year. It's not just about considering lessons but also fostering social connections and a culture of belonging.

Let's make the most of these moments— reviewing lessons, engaging with peers, and participating in school activities. By collectively emphasising a strong start/ finish to each week, we contribute to a more enriching educational experience for all at Westbourne.



Attendance Policy

Attendance is mandatory (and a parental duty)- we expect all children to be at school, unless they are unwell. Attendance is vital for the children's education, socialising and overall wellbeing, including their economic prosperity and long-term health- children benefit hugely from being at school!

In line with National and Local policy and guidance, we reviewed our Attendance Policy in September which can be found on our website.

Please note the following:

Penalty Notice Fines will be considered by schools, in collaboration with the Local Authority through the Attendance Support Team, when the threshold of 10 sessions (half days) of unauthorised absence (together or separate occasions) is met within 10-school-week period- this means it can span weeks, school terms and academic years. Detailed information is available in the Policy Appendix.



Attendance Service
Cantium House, Railway Approach,
SM6 0DZ



National Framework for Penalty Notices – What you need to know.

The following changes will apply from 19th August 2024:

Penalty Notice Fines will be considered by schools when the threshold of 10 sessions (half days) of unauthorised absence (together or separate occasions) is met within 10 school week period – this means it can span weeks, school terms and academic years.

NB – If in an individual case the local authority (or other authorised officer) believes a penalty notice would be appropriate if a non-attendance trend is identified, they retain the discretion to issue one before the threshold is met.

First Offences:

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.**

Second Offences (within 3 years):

A second penalty notice issued to the same parent in respect of the same pupil is charged at a **flat rate of £160 if paid within 28 days.**

Any Further Offence (within 3 years):

A Third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. If the threshold is met for a third or subsequent times within 3 years, alternative legal intervention will be taken, this may include cases being presented straight to a Magistrates' Court.

For London Borough of Sutton's Penalty Notice Code of Conduct (updated version regarding new framework to come) or further support with any attendance issues, please visit our website:
<https://www.cognus.org.uk/services/attendance-support-team/for-families/>



Fruit

All children in the nursery and infant classes are entitled to a free piece of fruit at morning playtime through the 'National School Fruit Scheme'. Please let us know if your child has any allergies.

Westbourne online

Each year group has their own class page on our website which gives information regarding the topics and activities your child will be learning. Please feel free to take a look.

You can visit our website at: www.westbourne.sutton.sch.uk

The website is regularly updated and you will find term dates, newsletters and all the latest school news on there.

We value the support of parents and look forward to building a strong working relationship with you and your child over the forthcoming year .

We hope your child has a very happy time here at Westbourne.

