

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

Starting School 2026



West Bridgford Infant and Junior School Federation



Infants



Mrs Cutts
Head of School



Miss Pickering
Early Years Leader



Mrs Pavier
Deputy Head



Mr Willis
Executive Head Teacher at
the Infant and Junior School

Juniors



Mrs Bancroft
Head of School



Mrs Arnold
Deputy Head

Our Reception Teachers



Mrs Angus
Class RA



Mrs Pavier & Miss Pickering
Class RP



Miss Gilbert
Class RG

New Beginnings

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

Our School



At West Bridgford Infant School, we believe every child deserves to feel happy, safe and valued. We are a caring community that inspires a love of learning, nurtures curiosity and helps every child grow in confidence to achieve their full potential.

★ Our WBIS Motto ★



Champion Ourselves



Champion Others



Champion our School and Community



Champion the Wider World

Our Champions

- Our 7 WBIS Champions, school rules and daily routines help children live out the motto. Whether it's showing respect, trying their best, or helping a friend — every action counts toward being a WBIS 'Champion'.



Our WBIS Champions



Have a go Hero?

I'm a bear who dares!



Agent Concentrate?

I'm a hen that never stops learning!



Professor Perseverance?

I'm a tortoise on a mission!



The Collaboration Kids?

Together we are unstoppable!



Proud Peacock?

I just keep getting better and prouder!



Captain Curiosity?

I'm a cat with questions!



Respectful Ranger?

I show respect to others and myself!



Our School Rules



Always try your



best.



Keep your hands



and feet to



yourself.



Be kind, polite



and helpful to

others.



Walk quietly in



school.



Listen when



people are



talking.



Look after the



school and all

the things in it

Uniform



Our uniform is non gender specific

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

PLEASE ALSO SEE OUR UNIFORM POLICY FOR MORE DETAILS

<https://www.westbridgfordinfants.co.uk/policies>

PE Kit

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

NAME EVERYTHING



Your Name



Your Name



Your Name



Your Name

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

Jewellery

- Jewellery is not allowed in school with the following exceptions:
- Items worn for religious observance.
- Children with pierced ears may wear plain studs to school.
- However, please be aware that earrings CANNOT be worn during PE lessons and teachers are not allowed to remove earrings. If your child has pierced ears you will need to send them to school without them on timetabled PE days. PE is statutory. If your child arrives on a PE day with earrings they will be unable to participate in the lesson. *We therefore ask that you do not get your child's ears pierced during the school year.*

Book Bags

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

We are unable to accommodate rucksacks due to limited storage space in school.



Pre-visits This Term

Wednesday 8th July & Wednesday 15th July 2026

- All children will visit their new class from 9.30-11.30am
- You will be informed of your child's class and teacher tomorrow (Friday 3rd July) for their initial visits on **Wednesday 8th July & Wednesday 15th July.**

Beginning & End of the Day

When children start full-time

- Once the children are in school for full days, school **starts at 9am and finishes at 3.30pm**
- At the start of the day the gate is opened and staff are on the playground at 8.50am.
- Parents/carers can leave their child in their class line and pass on important messages such as changes to collection arrangements.
- At the end of the day, the gate is opened for you to congregate in the middle of the Reception playground. The teachers will lead out **all** the classes before dismissing the children individually to ensure a safe handover.

Parking outside school

- Avon Gardens is a small cul-de-sac and is used as a pedestrian route to school.
- To keep all children safe, we ask that parents **DO NOT** drive on Avon Gardens at the start and end of the school day.
- At other times if you are parking on Avon Gardens, please respect our resident neighbours by not driving on or obstructing their driveways.
- We request regular CCTV vehicle enforcement drivebys to help support the safety of children and their families.

One way & parking scooters



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

Settling In Arrangements

September 2026

Thursday 3rd Sept - Tuesday 8th Sept 2026

- Your child will start school, attending Thursday 3rd, Friday 4th and Monday 7th September for half days. Either mornings or afternoons.
- Thursday first session, you are welcome to stay and play for a short time for them to settle.
- On Tuesday 8th Sept all children will visit and stay for the morning and lunch **until** 1:40pm.
- From Wednesday 9th Sept all children will attend full time.

Children Attending for **Mornings**

- Whilst children attend for half days, we have a slightly different drop off and pick up arrangements.
- Please enter school via the **back** gate.
- Bring your child to the small playground ready to start at **9:30am**.
- Our staff will be out to meet your child.
- They will line up with their class and be taken into school.
- Return to collect your child at **11:30am**. Enter via the **back gate**

Children Attending for **Afternoons**

- Please enter school via the **back** gate.
- Bring your child onto the small playground ready to start at **1:15pm**.
- Our staff will be out to meet your child.
- They will line up with their class and be taken in to school.
- Return to collect your child at **3:15pm**. Enter via the **front** gate with the other parents.
- *(If your child has older siblings at the Junior School, you will be able to collect the older sibling/s early at 3pm)*

Tuesday 8th September 2026

- **ALL** children stay for the morning and have lunch.
- Bring your child to school in the morning by **8:55am for a gam start (gates open at 8:50)**
- Enter school via the main **front** gate with everyone else.
- Take your child to their class lining up area.(You will be directed to this during part time visits.)
- Our staff will be out to meet you.
- Leave school via the **back** gate (following our one way system).
- Return to collect your child after lunch at **1.40pm via the front gate.**

Wednesday 9th September – all children start full time gam – 3.30pm!!

Attendance

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

The Effect of Absence on School Progress

No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
100%	95%	94%	90%	85%	80%
Good Attendance This level of attendance gives your child the best chance in school		Worrying Attendance below 95% will make it harder for your child to make good progress		Serious Concern Your child will find it very difficult to make the progress they are capable of	

Parent/Carer Contact Details

- Important contact information needs to be completed on Arbor (our school information system) before they start school in September. The Arbor login will be sent to you before the end of this term, so you can complete this before September.
 - It is very important that we have your up to date contact details.
 - We are required to have at least **two** emergency contacts for every child, ideally we prefer more than this in case we cannot get in contact with the first two.
 - Key Information:
 - Medical Conditions
 - Dietary requirements/food allergies/intolerances
 - Languages spoken at home
 - Free School Meals eligibility
 - Family structure & parent contact arrangements
- All payments for trips etc. are made through Arbor
 - If anything changes, please amend on Arbor where the office will update them.



Collecting Children at Home Time

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

Milk

Free milk is available for:

- children under the age of five in school
- children receiving free school meals
- Milk is ordered directly from 'Cool Milk'
www.coolmilk.com
- Although milk is free for under 5's **you still need to register with Cool Milk**
- Once your child turns 5, payment is needed to continue with milk. After payment is made there is usually a 2 week delay for registration before milk is delivered.
- If your child has a dairy intolerance, please let us know



Fruit

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



Water

- All children need a **named** water bottle each day.
- They can drink water throughout the day.
- **Only water** is allowed in drinks bottles.

School Meals

- All children in infant schools currently receive a free school meal under the Universal Infant School Meals scheme.
- You can choose to have a school dinner or a packed lunch, we cannot facilitate a mix of both. Most children have a school dinner.
- Our catering provider is Eat Culture. There is a variety of meals and the children really enjoy them.
- We have themed days throughout the year and Eat Culture gather the views of parents and children regularly.

Ordering School Meals



- We have an online ordering system called Evolve. Parents/carers can order their child's meals for the week, half term or term ahead.
- This means you can select food you know your child will enjoy and which meets their dietary requirements.
- Meals need to be ordered 48 hours before (ideally on Friday before the next week, but ordering the whole half term is recommended) otherwise a set meal is given.
- You will be issued with login details for the App Evolve, the online ordering system, before September so you can register and order the chosen meals for their first day of lunch.
- School will liaise with Evolve regarding dietary requirements, parent/carers will receive a form to complete for the catering team.

Special Diets/allergies

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

- Complete a health care plan from the school office
- Eat Culture, our catering team, will contact you to plan a suitable menu.

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



Mrs Traquair
Office Manager



Miss Rudolph
Admin Assistant

School is a NUT FREE ZONE

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



Additional Free School Meal eligibility & additional support

- Although all children in the first 3 years of school can take a free lunch under the Universal Infant Free School Meals Scheme, your child may be eligible for Free School Meals if you are in receipt of certain benefits.
- If eligible, your child will continue to be eligible for 6 years which will mean meals at the juniors will be free (which are not universally free).
- They will also be eligible for free milk.
- In addition they are eligible for support to cover the cost of school visits and other activities.
- They will also benefit from additional academic or pastoral support.

Qualifying Benefits

Click here for more information [Free School Meals 2026: Eligibility & How to Apply in England](#)

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

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

To apply go to

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

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

Administration of medicines



Where your child is well enough to be in school:

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

Medical Tracker



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

Preparing Your Child for a Successful Start to School

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

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

Separation

- Prepare your child (and yourself) for the routines for getting to school and back home. Tell them what the plan is clearly, including childcare arrangements.
- Saying goodbye clearly and confidently reassures children that you believe school is a good and safe place.
- When you leave, your child may become upset. Be reassured that children settle very quickly once the adult has left. Prolonging the separation, makes it difficult for them and you.

It will help your child to be ready for school if they can...

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



Wrap Around Care and Clubs

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

There are a number of local providers who drop off/collect from school. You will need to contact them directly to arrange care.

- West Bridgford Out of School Club (WBOOSC)
- Tiny Talkers
- Local childminders

Sports Clubs

- Our school runs a daily sports club with 20 spaces every day 3:30 - 4:40pm
- The clubs vary and are open to all children, we have had basketball, football, dance, dodgeball and bench ball over this last term.
- Booking and payment takes place through Arbor. The price is £5.00 per session. Autumn term booking will be sent out when we return in September. They are very popular.



Parent Teacher Association



- We have amazing support from our PTA, who organise fantastic events throughout the year that help fund extra resources. PTA funds have helped resource iPads and computers for the children, new outdoor equipment for Reception and new playground markings. They have also recently funded 2 beautiful wall murals in the playground.
- Parent/carers volunteers are always needed to continue this vital work. A PTA meeting will be take place in the Autumn Term and they look forward to welcoming you.
- Our School Summer Fayre is on Friday 3rd July 3:45-5 in the playground. You are very welcome to come along and join in the fun.

Communication

- Newsletters are emailed every fortnight and a half termly joint newsletter with the Junior School, to keep you up to date with events etc. They will also be posted on our school website www.westbridgfordinfants.co.uk **PLEASE** check regularly!
- We use an app called ClassDojo. Each class has their own page where the teachers share pictures of what they have done throughout the week. Logins will be shared in September.
- Any urgent messages to parents/carers would be via a phone call or whole school as a text.
- We operate an 'Open Door' policy so please feel free to make an appointment to see staff if you have any concerns.



Find out more about our school

- Listen to our staff reading stories

[West Bridgford Infant School - Storytimes with our Staff](#)

- Find out about our curriculum

[West Bridgford Infant School - Curriculum](#)

Keeping Children Safe

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

- Our Designated safeguarding Lead is Mrs. Cutts
- Our Deputy Safeguarding Leads are Mrs. Pavier and Mr. Willis
- They can be contacted via the school office.
- We also have a safeguarding email address which is monitored safeguarding@westbrigford-inf.notts.sch.uk

Contact us

- Telephone: 0115 974 7885
- Email: admin@westbridgford-inf.notts.sch.uk
- All staff can be contacted via this email address