



**WESTOVER
PRIMARY & PRE-SCHOOL**

INFORMATION BOOKLET FOR PARENTS

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WELCOME MESSAGE

Welcome to Westover!

It is my pleasure to welcome you to Westover Primary and Pre-School. We hope your child thoroughly enjoys their time here and leaves us well equipped to continue their learning journey.

Westover is a one-form entry primary school catering for children 3-11 years old. We have a fantastic dedicated staff team who offer a friendly and welcoming environment. We are committed to ensuring your child receives the very best care and education and we are passionate about inclusion on every level.

We greatly value working with you as parents and will encourage you to be as involved in your child's education as much as possible.

Our school is beautifully positioned close to Baffins Pond offering opportunities for local walks and enrichments to the curriculum. Our school boasts large classrooms and lots of outdoor space.

We offer clubs before and after school to support working parents and also some tuition after school to further support identified pupils to accelerate their progress.

We very much look forward to seeing you soon.

J Dorricott and the Westover Team

Kindness, Resourcefulness, Creativity and Resilience.

WHO'S WHO?

Senior Leadership Team

Headteacher - Mrs Dorricott
Deputy Headteachers - Mr Upfield
Inclusion Leader - Mrs Leslie

Site Team

Site Manager - Mr Breen
Cleaning Team - Ms O'Reilly, Mrs Newton & Mr Llewellyn

Admin Team

Business Manager - Mrs Hattersley
Attendance and Admin Officer - Mrs Hayward
Admin Assistant - Mrs Llewellyn

Wrap-around Care

Breakfast Club Leader - Miss Kinsman
Breakfast Club - Miss Cox
After-School Leader - Mrs Thomas

Pastoral Team

Child and Family Support Worker - Mrs Dalton

Pre-School Team

Mrs Newton (EYFS Phase Leader)
Miss Dumper
Mrs Millham
Miss Kinsman
Miss Cox

Year 2 Team

Miss Harman
Mrs Slevin

Year 3 Team

Mrs Rutter/Ms Stacey
Mrs Lloyd

Early Years Team

Mrs Mackett
Miss Kinsman
Miss Cox

Year 4 Team

Mrs Jolliffe
Mrs Brown

Year 1 Team

Miss Hathway
Mrs Ford

Year 5 Team

Miss Snook
Miss Care

Year 6 Team

Miss Eacock
Mrs MacWhirter

TERM DATES 2025/26

Autumn Term 2025

Staff Training Days	3rd September, 10th October, 28th November
First Day of Term for children	Thursday 4th September 2025
Half Term	Monday 27th October – Friday 31st October 2025
Last Day of Term	Friday 19th December 2025

Spring Term 2026

Staff Training Days	5th January, 6th March
First Day of Term for children	Tuesday 6th January 2026
Half Term	Monday 16th February – Friday 20th February 2026
Last Day of Term	Friday 27th March 2026

Summer Term 2026

Staff Training Days	22nd May, 3 rd July
First Day of Term for children	Monday 13th April 2026
Half Term	Monday 25th May – Friday 29th May 2026
Last Day of Term	Wednesday 22 nd July 2026

VISION & VALUES

Through our school rules and values everyone can think and learn; thrive and achieve.

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our school values are:
Kindness, Resourcefulness, Creativity and Resilience.

As well as our values, we have three school rules that help us to make good choices.

Our school rules are:
Be Safe, Be Ready and Be Respectful.

Promoting Fundamental British Values

In accordance with The Department for Education, we aim to actively promote British Values in school to ensure our young people leave school prepared for life in modern Britain.

Pupils are encouraged to regard people of all faiths, races and cultures with respect and tolerance and understand that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.

We promote Democracy, the Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those with different faiths and beliefs.

CURRICULUM INTENT

Our curriculum:

- has our values and rules at its heart.
- is designed to teach the whole of the National Curriculum, but also to recognise the unique characteristics of our school so that it has meaning for our children and supports a sense of belonging in the local area amongst the children.
- is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- has the same high academic ambitions for all learners, regardless of their starting point, allowing children to articulate their learning and demonstrate quality thinking and application of knowledge and skills. It is designed to support our children to lead happy and successful lives.
- encourages and inspires active, independent and resilient learners. This, combined with our values, encourages positive attitudes to learning and high aspirations.
- is underpinned by the teaching of basic skills, knowledge, concepts and values. High priority is given to the key concepts of each subject, ensuring the basic building blocks are in place. The teaching of reading and writing is at the heart of what we do. We want our children to develop within a language rich environment to become confident and articulate speakers who demonstrate a wide vocabulary in their communication.
- it prioritises spiritual, moral, social and cultural development, as well as mental health and well-being, to ensure children have respect and care for themselves and others and an appreciation of diversity.

We want our children to leave our school as confident individuals, well-equipped to participate fully in the next stage of their education. Our curriculum empowers children and promotes courageous advocacy.

We comply with our duties in the Equalities Act 2010 and the SEND Regulations 2014 by making our curriculum accessible for those with disabilities and/or special needs. We adapt activities where necessary or make deliberate choices in the activities we choose, working closely with parents and outside agencies so that every child has the same opportunities.

SCHOOL UNIFORM

We encourage children to dress smartly and wear their school uniform with pride in being part of the Westover family. Please ensure that all items are clearly labelled with your child's name, so that we can reduce lost items.

Items below can be obtained from any high street store.

Day-to-day Uniform

Grey/black skirt or pinafore dress, grey or black trousers (not leggings).
Blue or white shirt/polo shirt.
Blue jumper or cardigan.
Blue gingham dress.
Blue fleece.
No jewellery

PE Uniform

Plain white t-shirt or house coloured t-shirt.
Black shorts.
Outdoor PE only: plain black leggings or tracksuit bottoms.
School jumper or plain black fleece/hoodie.

Outerwear

In winter, children need a warm waterproof school coat. In summer an anorak, cagoule or similar should be brought school for when the weather is unsettled.

Footwear

Shoes should be suitable for school wear, enabling your child to play safely at playtimes.

- Anytime - plain black trainers.
- Winter - flat, plain style black shoes with no coloured stitching.
- Summer - flat, black shoes or sandals (open toed sandals and sling backed shoes or crocs are not acceptable). Please ensure toes are protected.

PE footwear - suitable plain black trainers (outside) and black plimsolls (indoor).

Children may wear boots or wellingtons to school on wet and snowy days, but must change into their school shoes when they arrive at school. Again, please ensure all are clearly labelled with your child's name.

PERSONAL APPEARANCE

Shoulder length and long hair should, for safety and hygiene reasons, be tied back from the face. Hair accessories should be plain in style and in school colours.

Nail varnish, temporary tattoos etc. should not be worn to school. Patterns should not be shaved into hair.

In general, no jewellery should be worn to school. If children have pierced ears, only plain gold or silver studs should be worn. Studs must be removed or covered with tape during all PE lessons; children are expected to remove their own earrings and will be responsible for them, it is preferable not to wear earrings on PE days. Please supply your child with this earring tape in preparation for this.

A small watch may be worn, if your child can tell the time. Smart watches are not allowed to be worn and will be placed in a named envelope and handed to the parent.

If jewellery needs to be worn for religious or medical reasons, you must discuss this with the headteacher.

Children are encouraged to wear sunglasses and sun hats during the summer months when outdoors.

During summer weather, please provide apply a long lasting sun protection.

Bags

- Book bags with the Westover logo are available from Penelope Ann Schoolwear.
- School bags should be practical and carry only necessary items, please do not provide your child with a big rucksack.
- Please limit keyrings and toys on book bags and bags to one only. We know this helps identify your child's bag, which is helpful, but several toys/keyrings are unnecessary and can get lost, which is upsetting.
- Please label all bags with your child's name.

ATTENDANCE

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If a child is absent a parent must: contact the school by 9:00am on the first day of their absence, either by phone, email or in person.

Advise the school if your child is going to be late for any reason.

If we have not heard from you, the school will: text/telephone the parents on the first day of absence. This is because the school has a duty to ensure a child's safety as well as their regular school attendance.

8.30am -Start of the school day

All year groups - End of school: 3.10pm

LATENESS/PUNCTUALITY



It is very important for all children to be in school on time. The start of school is used to review work from previous days and to work on development points given to improve that work or prepare pupils for future learning.

The start of the day is also an important social time where children settle themselves into the school day. All pupils are expected to be in school during the time their gates are open and in time for registration. Pupils will be given a late code 'L' mark if they arrive after 8.40am. All lateness is recorded daily.

Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with Portsmouth City Council and Department for Education (DfE) guidance. This mark shows the child to be on site, but it is legally recorded as an absence.

DID YOU KNOW?

If your child has 90% attendance this is equivalent of:

- one half a day lost every week.
- four whole weeks lost in the school year.
- half a school year lost over five years.
- If your child is 5 minutes late every day this is the equivalent of:
- 3 whole days lost in the school year.

ATTENDANCE PROTOCOLS

What do I do if my child is sick?

If a child is ill during the school day they will be taken to the school office to be cared for by a designated member of staff. A decision will be made as to whether to contact parents/carers for early collection.

Please inform the school if your child contracts an infectious disease such as chicken pox, mumps, and German measles (rubella), which can have serious implications for other children and staff.

Guidance from NHS UK: Vomitting and diarrhoea. Children with diarrhoea and/or vomiting must be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting get better without treatment, however if symptoms persist consult your GP.

Signing in/out procedure

Any child arriving at school after the register has closed and must be signed in by their parent/carer at our main reception using our electronic sign in system, giving a reason for the late arrival.

Any child who leaves school during the school day for a medical appointment or similar valid reason must have a note or appointment card requesting this. Children leaving school during the school day must be signed out using our electronic system at reception by their parent/carer or authorised adult.

Dental and Medical appointments

Please arrange non-urgent dental and medical appointments out of school hours so that learning is not disrupted, where possible. Please do not keep children out of school for the whole day unless absolutely necessary. If you have to make it during the day, after 1pm is best.

Leave of Absence

Requests for leave of absence must be made by completing a 'Leave of Absence Request' form, which is available from the school office.

The school holiday dates are published in advance and we expect parents/carers to do everything possible to avoid taking their child/ren out of school during term time. Holidays will not be authorised during term time - see our policy on our website.

Approval of leave of absence in exceptional circumstances will be at the discretion of the headteacher.

Our Attendance policy is available on our school website, or on request from the school office and sets out our policy with regard to unauthorised absences.

SPECIAL EDUCATIONAL NEEDS

At Westover, we understand that every child is unique and develops at their own pace. If we notice that a child is not making the progress we would typically expect, we begin a supportive process to understand and address their individual needs.

The class teacher, Inclusion Leader (Mrs Leslie), and parents/carers work together to discuss the child's strengths and areas where they may need extra help. Together, we agree on strategies or intervention programmes that may include additional support, either one-to-one or in small groups. This could result in an individual learning plan (ILP). If progress continues to be slower than expected, and with your consent, we may seek advice from external professionals such as an educational psychologist, speech and language therapist, occupational therapist, or advisory teacher.

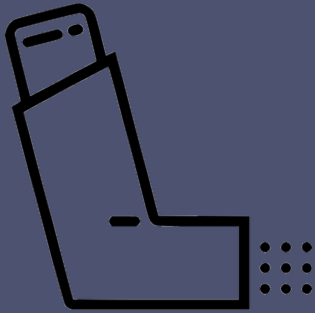
In some cases, where a child's learning is significantly affected by needs such as visual or hearing impairments, specific learning difficulties, emotional or behavioural difficulties or communication difficulties, we may recommend a formal assessment. This helps us gain a clearer understanding of your child's needs and may lead to an Education, Health and Care Plan (EHCP), which details additional support and resources.

We are also committed to supporting children's social, emotional, and mental health. Our Student and Family Support Worker (Mrs Dalton) plays a key role in offering guidance and care, both to pupils and their families. We provide targeted emotional support through our ELSA (Emotional Literacy Support Assistant) programmes and the Hamish & Milo wellbeing programmes. In some cases, we may also involve external professionals such as the Mental Health Support Team (MHST) to ensure children receive the help they need. To further promote emotional wellbeing, we are proud to have two school therapy guinea pigs, Biscoff and Oreo, who bring comfort, joy, and a calming presence to our school community.

Parents and carers are involved from the very beginning and remain central to every step of the process. We believe in working in partnership to ensure the best outcomes for every child.

MEDICAL NEEDS

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include the instructions (the exception is insulin which must be in date but may be available in a pen or pump rather than original container) for administration, dosage and storage. The data sheet should be kept with the medicine.



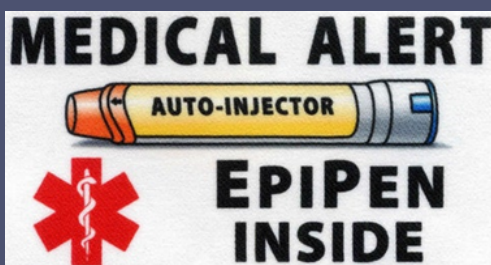
If a child requires medicine to be administered during the school day, including self-administered medication such as inhaler, a consent form must be completed by a parent/carer and accompany the medicine. Forms are available from the school office. All medicine must be handed in at the school office in its original packaging as dispensed, and must be clearly labelled with the child's name and dosage requirements.

Inhalers will be kept with the class at all times. Children with serious medical conditions will need a healthcare plan. The Inclusion Leader will meet with the parent/carer to arrange a time to complete this.

For safety reasons, in general school staff will not administer creams and lotions (excluding Pre-school and EYFS), including sun protection. During the summer, we recommend using a long-lasting product that can be applied at home before the start of the school day.

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

We ensure that children with medical conditions receive appropriate care and support at school. We do all that is reasonable to ensure that we can administer medication and care to enable them to access school life. Our 'First Aid and Medical Conditions' policy has been developed in line with Department for Education (DfE) guidance. The policy can be viewed on our school website, or a paper copy can be requested from the school office.



Please do not hesitate to contact the school office if you have any questions regarding the above.

Staff are more than willing to receive any additional training to support your child's needs. At Westover we are fully committed to the inclusion of all our pupils.

FREE SCHOOL MEALS AND PUPIL PREMIUM FUNDING

FREE SCHOOL MEALS FUNDING

If your child is in the following year groups they will receive Free School Meals (FSM) as part of a government funding initiative:

- Reception (Early Years Foundation Stage - EYFS)
- Year 1
- Year 2

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

PUPIL PREMIUM FUNDING

Pupil premium is funding to improve education outcomes for disadvantaged pupils in schools in England.

Evidence shows that disadvantaged children generally face additional challenges in reaching their potential at school and often do not perform as well as other pupils.

Your child may be able to get free school meals if you get any of the following:

- Pupils who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds).
- Pupils who have been adopted from care or have left care.
- Children who are looked after by the local authority.

Service pupil premium is additional funding for schools, but it is not based on disadvantage. It has been combined into pupil premium payments.

Children qualify for Service Pupil Premium (SPP) if:

- one of their parents is serving in the regular armed forces (including those who are on full commitment as part of the full-time reserve service, and also pupils whose parent is serving in the armed forces of another nation and is formally stationed in England) - recorded in October census as being a 'service child'.
- they have previously been registered as a 'service child' in any school census in the last 6 years.
- one of their parents died while serving in the armed forces, and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

Should you think your child falls into any of these categories, talk to a senior leader who can support you in applying for the funding.

Information Booklet for Parents - 2025/26

CATERING

Your child can choose to have either a school cooked lunch or a packed lunch provided from home each day. Children can alternate between choices - registers are taken each morning when your child's choice will be noted.

School meals are available each day. The meals are not cooked on site but transported to school and then served on site. The menu is on the school website and also sent out when we receive new ones. Catering is supplied by Caterlink.

A school meal has to be purchased for children in Years 3 to 6 if your child does not receive Free School Meals funding (as mentioned on the previous page). The cost per day is £2.86 and whether your child has a meal every day or an occasional basis, the meal must be paid for in advance. We are a cashless school, therefore payments will be taken through MCAS (my child at school app).



IF YOU WISH TO PROVIDE YOUR OWN PACKED LUNCH, PLEASE NOTE:

- Please do not include any sweets of any kind.
- No fully coated chocolate biscuits.
- Fizzy drinks/energy drinks must not be brought into school and no glass bottles or cans please.

- **We are a nut free zone. Please do not send in products containing nuts; this includes chocolate and nut spreads such as Nutella and peanut butter.**

If your child has specific dietary requirements, please discuss with the school/catering team. We will take steps to ensure inclusion with Science, DT, cooking etc.

FRUIT AND VEGETABLE SCHEME

The school takes part in the 'National Fruit and Vegetable Scheme', which enables each child in Year R to the end of Year 2 to receive a free piece of fruit or vegetable for snack time each day.

Years 3-6 may bring in a piece of fruit each day for their snack.



FREE MILK SCHEME

The school also takes part in the free school milk scheme, 'Cool Milk'. Milk is available to all children up to the age of 5.

After a child's 5th birthday, milk is still available at a small cost. To register or more information go to:

<https://www.coolmilk.com/parents> .

Information leaflets are available at the school office.

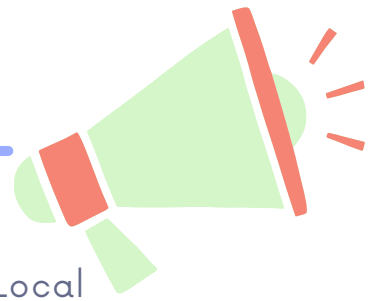
WATER BOTTLES

Children should only bring water to school to drink regularly through the school day.

Lunchboxes may contain a carton of juice or squash.



SUPPORTERS



GOVERNORS

Our school's governance is undertaken by a newly appointed Local Governing Body.

This Governing body meets once a half-term to discuss the running of the school.

The Chair of Governors is Rachel Walker, should you wish to contact her, please enquire through the school.

PARENT TEACHER ASSOCIATION - PTA

PTA is a charity run by volunteer parents, staff and family members who organise fun events throughout the school year to raise vital funds for our school.

During previous school years our PTA held:

- a Halloween Bash
- supported a Carols' Evening at Christmas
- Summer Raffle
- a Teddy Bears' Picnic for the new Reception children
- an Easter Egg Hunt
- Christmas fayre
- Mothers' and Fathers' Day pop up shops and so much more!

These events have helped us raise funds for new playground equipment, assisted in the refurbishment of the library, and helped buy equipment much needed by the school to assist in the day to day teaching of our children. Should you want to get involved please contact the school office - who can put you in touch with the correct person.

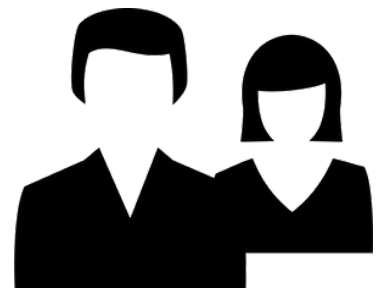
PARENT HELPERS

Westover values parent helpers. This is a fantastic opportunity to help your child's class with reading, activities and school events such as trips or visits.

To safeguard all pupils in our care, should you wish to partake in regular support in school a short application form can be requested from the school office.

Whilst in school, on the grounds or enabling a school trip to take place, it is important to continue to reflect our rules and values.

Any helpers will be subject to DBS and other safeguarding checks.



COMMUNICATION

**At Westover we take a positive approach to supporting our children.
Below is a list of ways the school communicates.**

Conversation	Conversations can be held informally after school. For longer discussions, these can be arranged through the office at parents@ email and passed on to the relevant staff member.
Letters	Letters are regularly sent via parents@ email or Bromcom mail. Copies of letters are available to view on the school website, or a paper copy can be collected from the school office.
Text message	Messages and reminders are sent by text message. Please inform the school if you change your mobile number.
Newsletter	The Newsletter is produced weekly and a copy is sent by email as well as being available to view on the school website.
My Child at School	MCAS is an online portal that enables parents to receive communication, pay for trips, book parents' evening and wraparound care, etc.
Reading Record	This keeps parents/carers informed of reading progress and also enables two-way communication between home and school.
Curriculum Maps	Our long term plans are all on the website by subject area and on the class pages on our website.
School Reporting system	Continuous assessment of skills and achievements take place throughout the term. Parent consultation evenings are held in the Autumn and Spring Terms. Parents/carers receive a full written report at the end of the academic year in Summer Term 2.
School Calendar	The school calendar is on the school website and key dates are also on the weekly newsletter.
Website	The school website holds a host of information. https://www.westoverprimary.co.uk/

Emergency Communication

Emergency messages, for example bad weather, will be posted on our school website and text messages and email communication will be sent out.

We would also inform Portsmouth County Council to update their website as well as the local press, where relevant.

SITE INFORMATION

DOGS



With the exception of guide dogs, dogs are not permitted on the school premises, this includes carrying them. Some children are not used to dogs and get anxious when they are in their vicinity; the behaviour of dogs can be unpredictable around crowds and unfamiliar children.

Dogs should not be tied to the school fence or gates.

VALUABLES

Children should not bring any valuables, such as jewellery or electronic games, into school. The school will not take responsibility for any items brought into school. Toys and teddies are not permitted.

Mobile Phones - Children in Year 6 are permitted to bring a mobile phone to school when a consent form has been completed by a parent. These will be stored in a lock box by the class teacher.



BIKES, SCOOTERS AND HELMETS

We encourage the use of bicycles, trikes and scooters for travel to school - please ensure that a helmet is worn to establish good safety habits.

Do not ride bicycles, trikes and scooters once inside the school gate. Children and adults must dismount.

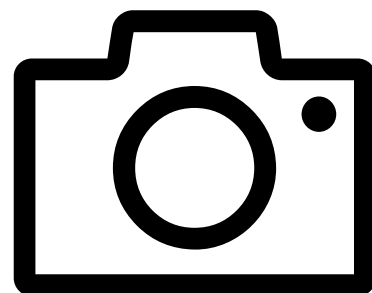
There is a bicycle, scooter parking area near the main entrance; however, we cannot be held responsible for loss or theft, so please use a padlock to keep your child's bicycle, trike or scooter secure. Stowing them responsibly as well.



SCHOOL PHOTOGRAPHS

Individual photographs are taken in the Autumn Term and class photographs are taken in the Summer Term. Parents/carers will have the opportunity to purchase a package of photographs.

The school utilises photography and video clips of the children on a regular basis as part of the curriculum, please ensure you have completed and returned to the consent form to the school office.

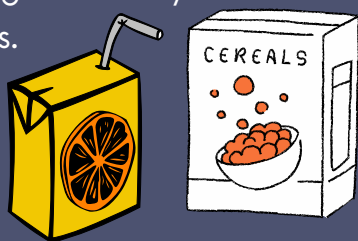


We will never use full names alongside images.

BREAKFAST CLUB

We have an onsite Breakfast club run by Miss Kinsman preparing our children for a day of learning ahead of them.

Providing a range of breakfast options including cereals, toast, fruit juices and the occasional pancake! Breakfast club allows children to engage with children in a range of year groups through a variety of different activities.



AFTER SCHOOL CLUB

We have an onsite after school club run by Mrs Thomas and Miss Kinsman. These include, arts and crafts, board games and a variety of different activities!

Home club allows for children the chance to have a snack and unwind after a busy day of learning.



EXTRA CURRICULAR

TRIPS AND VISITS

Trips and visits enrich the curriculum for all children and support their personal and social development.

We organise different trips and visits throughout the year for all year groups.

Details will be communicated to you via letter.

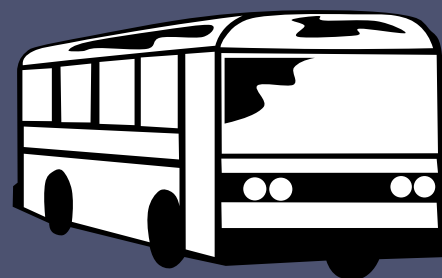
Voluntary contributions are requested to help fund these enrichment activities.

Please note if sufficient funds are not raised trips may be cancelled.

All visits and trips are risk assessed prior to the day of activity and health and safety procedures are strictly adhered to. If transport is needed, coaches with three-point seatbelts are always used.

Please see our 'Outdoor Education and Offsite Educational Visits Policy for further details or speak to our Educational Visits Co-ordinator (EVC) Tom Upfield.

Swimming - Children will attend swimming lessons for a term during Key Stage 2 as part of the PE National Curriculum set by the Department of Education.



HAMWIC EDUCATION TRUST

Westover Primary School is part of HAMWIC, a multi-academy trust.

Their Vision and Values:

At Hamwic Education Trust we have tried to capture the essence of what we are about in two simple statements:

All about the child

We aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

What about Sam?

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'what about Sam?' we ensure that we put our pupils at the heart of our decision making.

For more information please go to: <https://www.hamwic.org>

We thank all our parents and members of the community who continue to support us.

Contact

Westover Primary School
Westover Road
Portsmouth
Hampshire
PO3 6NS
Website:
www.westoverprimary.co.uk
Tel: 023 9266 0178
Email:
admin@westoverprimary.co.uk
parents@westoverprimary.co.uk

