Westfield Nursery School

Prospectus

Westfield Nursery School, Westfield Road, Dunstable, Beds. LU6 1DL
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June 2026

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About Westfield Nursery School

Westfield Nursery School is a maintained 156 place Local Authority Nursery School for 3 & 4-year-old children and additional places specifically for 2-year-old children.

The school was last inspected in October 2023 and rated 'good'. Inspectors stated:

'Westfield Nursery School is a happy place to be.'
'Children are kind to each other.'
'Children access a wide range of high-quality learning opportunities.'
'Children are safe and well cared for.'
'The broad curriculum outlines what children need to know at different stages of development.'
'The school prioritises children's early language development.'
'The school prioritises reading.'

If you would like to read the full report, you can log in at www.ofsted.gov.uk.

Our Nursery offers a great start to children's education, with excellent progress made by pupils, equipping them for their next stage of schooling and beyond. We are a supportive and inclusive setting and nurture children's skills, talents and interests.

The hardworking, enthusiastic, and dedicated staff are caring and sensitive to developing and growing children, and in meeting their needs. We look forward every day to being with the children, working and engaging with them in varied and exciting experiences provided.

We recognise that education is a partnership and value the contributions parents, carers, grandparents and members of our local community make to support the children with different aspects of their educational experience.

Vision

'Inspired beginnings; outstanding future'

Aim

We aim to develop happy, considerate, independent and self-confident children and to inspire them to discover that learning through play is meaningful and fun.

We work to achieve this by:

Encouraging-

- children to explore a well-planned, imaginative, stimulating and challenging environment both indoors and outside.
- children to solve problems and become independent thinkers and learners, building resilience whilst working through the stages of the Early Years Foundation Stage.
- children to develop a positive self-image and attitude to learning.
- children to achieve their best socially, creatively, intellectually and physically.
- school ready behaviours.
- close parental partnership and links with the community.

Providing-

- high quality education and care based on our professional knowledge of how young children learn through play.
- a welcoming, happy place where there is time for laughter and joy in learning together.
- a safe, secure and encouraging environment where it is accepted that powerful learning often involves taking risks, making a mess and making mistakes.
- opportunities for children to learn through self-chosen, independent and supported play, progressing well.
- a high quality, passionate and positive staff team.
- on-going development of the staff's professional knowledge, understanding and practice.

Nurturing-

- close partnership with parents/carers, who we value as children's first and most enduring educators.
- each child, their differences and needs, respecting their family and background, giving rise to mutual respect and understanding underpinned by British values.
- the seeds of hopes and dreams.

Classes
Nursery runs along the same lines as a school and is open for 38 weeks of the year, term time only.

Bumble Bees Class is our class for two-year olds and is open Monday - Friday from 8.45am to 11.45am (and 12.30pm to 3.30pm). This class takes funded two-year olds for 15 free hours per week, the term after their 2nd birthday, term time only. We also offer paid places part time for a morning or afternoon session where spaces are available.

Dragonflies, Ladybirds, Caterpillars and Butterflies Classes are for our three to four-year-old children, who are admitted the term after their third birthday. We offer 15-hour government funded provision; 30-hour government funded provision with a top up to cover the length of the school day. We run from Monday – Friday term time only.
Sessions in Dragonflies and Ladybirds classes are from 8.45am to 11.45am and 12.30pm to 3.30pm. Sessions in Caterpillars and Butterflies classes are from 8.45am-3.30pm.
We use an admission policy to manage our waiting list. We do not currently offer flexible hours.

Staff (June 2026)

Mrs Collins	:	Head Teacher
Mrs Hitchcock	:	School Business Manager
Mrs Martin	:	Office Assistant
Mrs Toumbas	:	Office Assistant
Mr Heading	:	Caretaker

Bumble Bees Class

Mrs Dolby	:	Senior Practitioner
Miss Sewell	:	Teaching Assistant
Miss Marrone	:	Teaching Assistant

Dragonflies Class

Miss Ball	:	Lead Practitioner
Ms Scoggins	:	Teaching Assistant
Miss Jasper	:	Teaching Assistant
Mrs Chira	:	Teaching Assistant

Ladybirds Class

Miss Shaw	:	Teacher
Mrs Sunderland	:	Teaching Assistant
Mrs Aithsine	:	Teaching Assistant
Mrs Hankinson	:	Teaching Assistant

Caterpillars Class

Miss Heading	:	Lead Practitioner
Miss Wells	:	Teaching Assistant
Mrs Linsley	:	Teaching Assistant

Butterflies Class

Mrs Andrews	:	Senior Teacher
Miss Pratt	:	Teaching Assistant
Mrs Sharp	:	Teaching Assistant
Mrs Linsley	:	Teaching Assistant
Mrs Agiri-Nyarko	:	Teaching Assistant

Other

Mrs Bridges	:	Teaching Assistant & EYPP Champion

Governors

Mrs Cannings	:	Chair of Governors
Mrs Collins	:	Headteacher
Miss Heading	:	Staff Governor
Mrs Waceba	:	Co-opted Governor
Ms Mortimer	:	Local Authority Governor
Miss Gee	:	Parent Governor
Mr Humfrey	:	Parent Governor

All the staff are highly qualified and have a great deal of experience and expertise working within Early Years. They have received training in First Aid, Safeguarding and Health and Safety. In addition, the staff are continually involved in training that will enhance children's learning to ensure that all children at Westfield Nursery School receive a high-quality education.

Other Information

Act of Kindness

At Westfield Nursery we want all children and families to have enough of the basic staples such as food and appropriate clothing. Nursery has recourse to support families who they are aware may need some essential extras such as basic food, toiletries and clothing. Please speak to the Head teacher or your child's class leader if you need support. We also have a help yourself larder in the entrance hall.

Admission Arrangements

You may register your child for a place after your child has been born. Children may start in the 2-year-old provision the term after they turn two. Many children start the main Nursery in the term after their third birthday and they transfer to Lower/Primary school the September after they turn four. Children start in the afternoon sessions and as spaces become available, they may change to the morning sessions. We organise the sessions in this way to ensure the needs of the children are met fully.

Attendance/ Absence

Regular attendance is crucial for all children. If they do not attend, they cannot learn. We would ask that parents/carers only keep children at home if they are ill. Adults are asked to phone (01582 608650) to inform us of absences.

	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best attainment they can, leading to the best possible start to their education.
	95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared for starting their educational journey.
	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
	85% 29 days absence in a year: These pupils are missing 6 weeks of school a year; it will be very difficult for them to keep up and achieve their best.
	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

Behaviour- Parents/ Carers

General principles- We expect parents/carers and visitors to have a fundamental understanding and commitment to the following general propositions:

- We want all children to learn in a safe environment
- We must work together for the benefit of all pupils
- All members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism

Prohibited behaviours- In order to provide a peaceful and safe school environment, we will not tolerate

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Threatening to damage the property
- Excessive unscheduled visits, e-mails, text/voicemail/phone messages or other written or oral
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others
- Any criminal offences will be raised with the appropriate authority e.g. police

- Parents/ carers can be banned from the site if their behaviour does not match the general principles

Behaviour- Pupils

We have a behaviour management policy based on the belief that children respond best to positive praise and encouragement. We are very happy to share strategies with you if you feel that it will help you to support your child in a positive manner. We praise effort and attitude as well as outcomes. To support our positive behaviour strategy, we encourage children to:

-Be kind (Kind hands, kind feet, kind mouths/ kind words)
-Look after our Nursery (Choose it, use it and put it away)
-Walk inside Nursery
-Use quiet voices inside Nursery
-Take turns and share

We use conflict resolution when necessary, using the following approach:

1. **S**top any hurtful actions & approach calmly
2. **T**alk to each child about their feelings
3. **O**ffer help by gathering information
4. **N**eutralize the problem by restating it
5. **E**veryone shares their ideas and let the children decide on a solution
6. **S**upport and follow up with the children

Clothing

The Nursery has a uniform consisting of a white polo shirt and navy sweatshirt. It is **not** compulsory, some parents find that children like to wear it, and it saves their other clothes from getting messy. We keep the cost of the uniform as low as possible. There is also pre-loved uniform subject to availability.

We like children to be independent, and to wear clothes which they can manage by themselves e.g. joggers rather than jeans and Velcro rather than laces. Children should not wear jewellery to Nursery, except for simple stud type earrings.

We encourage children to learn through their play - we are outside every day in all weathers, so children need to be wrapped up warm during the cold weather, wearing a suitable coat, hat, gloves and scarf and wear a hat and sun cream during the warmer weather. In wet weather children are encouraged to wear wellies to Nursery and bring an indoor change of clothes.

We ask that all clothing and belongings are named.

Collecting Children

Children must be collected by an adult (over 16 years of age). Please collect during the collecting window times (11.35-11.45am & 3.20-3.30pm), early collections are very disruptive to children and staff. If someone different is collecting your child, please let us know in advance - a telephone message is fine. If we are in any doubt, we will check before letting your child leave the nursery. If someone else is collecting for the first time they will need identification. **We do operate a password system.**

If you are going to be late collecting your child, please phone and let us know so that we can tell your child. Several late collections will result in a fine and continuous late collection could result in your child losing their place. If parents/carers are over 15 minutes late with no contact made, we will have no other option but to contact the police/social care and report this. They will then take responsibility for your child.

Communication

At Westfield Nursery we want to work in partnership with parents/carers. The more we talk to each other, the better it is for the children.

If parents/carers want to chat to a member of staff about their child, the best time is at the beginning or end of the session. For longer discussions, please make an appointment. Each class also has their own email address which you can use to discuss anything with your child's class teachers. These are
bumblebees@westfieldnurseryschool.org
dragonflies@westfieldnurseryschool.org
ladybirds@westfieldnurseryschool.org
caterpillars@westfieldnurseryschool.org
butterflies@westfieldnurseryschool.org

We send regular newsletters to let parents/carers know what is going on. Each term you will be invited to a consultation to discuss children's progress and attainment with his or her key worker and to look through their 'learning journey'.

Complaints Procedures

Please talk to your child's class leader as soon as you have a concern- our experience is that most worries can be dealt with quickly when parents/carers and staff work together. Should this not resolve the issue, please speak to the Head teacher. We do have a complaints policy you can find on the policies tab of our website.

Curriculum Approach

1. Active Learning

Adults support children's active learning by providing a variety of materials, making plans and reviewing activities with children, interacting with and carefully observing individual children, and leading small- and large-group active learning activities.

2. Classroom Arrangement

The classroom arrangement invites children to engage in personal, meaningful, educational experiences. In addition, the classroom contains three or more interest areas that encourage choice. For example, the creative area, the Maths area, the reading area and the writing area.

The organization of materials and equipment supports the daily routine—children know where to find materials and what materials they can use. This encourages development of self-direction and independence.

3. Daily Schedule

Children follow a similar routine each day which helps them feel secure. This includes

child-initiated learning inside and outside, message board (where children self-register, sing hello and listen to key messages), snack time and large group time.

4. Assessment
Adults keep notes about significant behaviours, changes, statements, and things that help them better understand a child's way of thinking and learning.

5. Curriculum
We offer a broad curriculum and a range of rich and exciting learning opportunities supported by qualified and experienced staff. We extend and challenge the children's developmental needs through active learning and practical hands-on experiences.
Children are encouraged to make choices, plan activities, organise resources, discuss what they are doing and review what they have done to help them to begin to organise their own learning. There are opportunities throughout the sessions for the children to talk, listen and to be listened to.

Our own bespoke curriculum is based on the Early Years Foundation Stage Curriculum and includes:
-Communicates with adults and children (C&L)
-Communicates their feelings, wants and needs (PSED)
-Looks after their health and self-care needs (PD)
-Develops a friendship (PSED)
-Moves with confidence in a range of ways (PD)
-Uses simple tools (PD)
-Listens to and tells a story (Lit)
-Uses mark making tools (Lit)
-Understands and uses numbers (MD)
-Knows and uses numerical patterns (MD)
-Shows care for communities, the environment and living things (UTW)
-Creates a piece of art/model (EAD)
-Performs a dance/song or rhyme and uses imagination (EAD)

Our curriculum is published on our website, (click on the Curriculum tab and then on the Curriculum option).

We have identified key vocabulary and text we will use to give all children a sound foundation to their learning.

Early Years Foundation Stage Curriculum
All the activities that are planned in the Nursery are based on the Early Years Foundation Stage Curriculum (EYFS). This ensures that the children develop the knowledge and skills that will enable them to progress onto the next stage in their education with ease and confidence.

In Early Years the curriculum is divided into Prime and Specific areas. The Prime areas include communication and language, personal, social and emotional development and physical development. The Specific areas include literacy, mathematics, understanding the world and expressive arts and design.

Early Years Pupil Premium

We receive some additional funding to improve the education for disadvantaged 3- and 4-year-olds, this is called Early Years Pupil Premium (EYPP). We look at the needs of each child and provide a range of experiences and groups. These can include:

-'Forest School' allows children to develop self-esteem and confidence in outside learning experiences
- 'My time' to develop the understanding of emotions and build resilience
- 'Lift Off to language' supporting children's language acquisition
- 'Games group' to support and encourage turn taking and sharing
- 'Bucket time' to develop attention and listening

We also use the funding to support whole school enrichment activities such as the farm visit.

English as an Additional Language

We are fortunate to have children and families for whom English is an additional language. This enriches life at Nursery. We work closely with families to support children and monitor language acquisition. Please talk to a staff member if you would like more information on how children are supported.

Enrichment

Across the year we undertake a program of enrichment activities. This includes
-curriculum events such as 'Beep beep day' to support road safety, or Eco week to improve understanding of sustainability
-charity events such as Children in Need
-celebrations such as Harvest

Our aim is for all children to experience
-a physical activity
-a musical concert
-an animal experience
-a show (e.g. Panto)
-a variety of visitors and
- food tasting opportunities

Friends of Westfield

Friends of Westfield is the school's parent, staff and friends' association which runs events to raise funds to spend on the children. All parents/ carers/ staff are automatically members. Staff get involved in organising and supporting different events. All monies raised are spent to benefit the children.

Governing Body

At Westfield Nursery School we have a Governing body made up from a range of people including staff, members of the community and parents. We are always keen to attract new parents to the Governors as your support is valued by all. Being a Governor involves attending meetings and training and most people who have been involved in the past have felt it has been a worthwhile experience. Please talk to the Head teacher if you are interested.

Health and Safety
We aim to keep everyone in our care as safe as possible. We do daily checks of the site. If you have concerns about anything in relation to keeping people safe and well, please speak to class leaders or the Head teacher. Please remember
-all gates and doors must always be closed to ensure children are kept safe.
-no mobile phones in use on site
-no dogs on site
-no nuts on site
We have emergency procedures for evacuation (fire drill) and for a lock down situation. We regularly complete and review risk assessments.

Illness/ Injured Children
Please always inform the school of any sickness or injuries.

If your child has sickness or diarrhoea we ask that parents/carers keep them at home for 48 hours to reduce the risk of infection.

If your child has an infectious illness such as chicken pox, please let us know so we can inform other parents/carers.

If children fall ill or have an injury at school parents/carers will be called or informed. Class based staff hold paediatric first aid qualifications.

Medication will only be administered at school for prescribed medications which are four times daily or circumstances where the child has long term illness and requires time specific medication. We do have procedures for administering inhalers and auto-injectors. Talk to a staff member if required.

Library
There is a lending library at the front of school with a range of fiction and non-fiction books for children- all families are encouraged to borrow a book/ some books as often as they like. There are also adult books- please help yourself to these.

Money
Any money sent into school by families should be in an envelope clearly marked with the child's name and class and given to the staff in class or into the office.

Photographs
We use photographs in many ways at Nursery. We display pictures of activities. We use pictures as evidence of skills that children have learnt and one of the favourite ways is the 'learning journey' folders that we make. This is a record of the time children spend in Nursery and will be for the children to keep when they leave us to start school. **No visiting adults are to use mobiles/ take photographs at Nursery.**

Policies
Key policies can be viewed via the website. Please ask to see the Head teacher should you have any queries or comments about policies.

Punctuality
It is important that children arrive at Nursery on time. Arriving late and having to join the class after the session has started can be very distressing for children. It also has a disruptive effect on the group. More importantly, children will miss out on crucial learning opportunities.

Safeguarding & Child Protection

At Westfield Nursery School we are committed to safeguarding all our stakeholders. The well-being of all children and adults (staff, parents, carers and visitors) is paramount. To this end we follow our Safeguarding and Child Protection Policy. It is our duty of care to monitor and act on any disclosures. We work closely with outside agencies. All staff are DBS checked. Mrs Collins is the Designated Safeguarding Lead and Mrs Andrews, Miss Ball, Miss Dhenin, Mrs Dolby, Miss Heading, Mrs Stevenson and Miss Shaw are the named Deputies. Ms Mortimer is the Lead Governor for Safeguarding.

Settling In

Generally, before your child starts Nursery, we will invite you to a stay and play session and a meet the teacher session as well as requesting completion of important documentation. During settling in week, we expect parents/carers to stay with their child for the first short session. Times of sessions are generally extended slowly over a week (or longer if required). Settling in periods vary from one child to another, but we have great success in supporting children so please be advised by staff about how best to go about this process. We will contact parents/carers if there is a problem; therefore parents/carers need to keep phones switched on please. Contact phone numbers also need to be kept up to date as it can be very distressing for children if their grown-up is not contactable, especially if they are unwell.

Remember the grown-ups probably feel more worried than the children. It is important to keep smiling and be positive. If a child is feeling anxious or tearful, it can help to arrive on time. Most tears stop as soon as you are out of sight. If there are continuing problems, we will always let parents/carers know.

Your child may come home very excited and eager to talk about every detail of their day, or maybe not say much at all. Both attitudes are quite normal. Remember after a busy session at nursery they may be very tired. Be ready to listen when they want to talk to you.

Snack time

In addition to their free milk or water, we provide children with a snack every day. We ask that you send in a piece of fruit each day. This is cut up and shared by the children. This is an opportunity for them to pour drinks carefully and socialise. All this is carefully supervised by a member of staff. The children will sometimes have made their own snack in cooking sessions, closely supervised by a member of staff.

Special Educational Needs and Disabilities

We are an inclusive setting and welcome all children. We work closely with parents and outside agencies to ensure children's needs are met and all children make progress against their needs. We have skilled staff who are used to supporting children with a range of learning, physical and medical needs. We also work alongside other agencies to support the child.

Supporting Learning

One of the most important things that you can do to help your child is to **talk to them**. Talk about anything and everything and just as important, listen to what they say. A simple walk to the local shop can become more fun if you point things out on the way or let them help with the shopping. Your child will be able to communicate more effectively if they have a good vocabulary.

At age two children should have a vocabulary of 200-300 words. At three years children can have a vocabulary between 500-1,100 words (Ref- Child talk).

Children like to be independent, as it makes them feel very grown up. Support your child by encouraging skills like putting on their own coats; you will be amazed by the sense of pride they will show when they achieve something themselves. Try letting them help with jobs at home, such as dusting or cooking.

Being able to go to the toilet by themselves is of great importance and we do encourage you to try and make sure they are clean and dry when they start nursery (3-year-olds). If they have not managed this before starting nursery do not panic, please tell the teacher and they will work with you and your child.

Toys need not be expensive. Children can get just as much fun from a few boxes! Try to make sure that they have access to pencils, crayons and paper. Scissors, glue and paints are lovely; however, they need a bit more supervision.

Research has shown that children who know Nursery Rhymes and are read to at home make much better progress with reading when they start school. At nursery we have a large collection of attractive books. Please take the time to share books with them.

We hold regular 'Stay and Play Days' which show you what your child does at Nursery whilst providing ideas for supporting learning. We also send home half termly challenges for your child and you to enjoy together. Please check the parents notice boards which share information with you, these are located at the entrance doors. Our monthly newsletters will keep you well informed.

Remember, the most important thing is to make your child feel what they do at home and at Nursery is valued. If you have something special to share about what your child has achieved, please share that with your child's class teacher.

There are a lot of leaflets on the website (electronically) and in the entrance hall (paper copy) about how parents/ carers can support their children.

Timetables

Across all classes we have different times of the day.
These include
-Drop off
-Child initiated play - outside
-Tidying / hand washing
-Greeting
-Snack
-Child initiated play - inside
-Large group
-Collection time

Toddler Group
We hold a weekly toddler group for families with under-fives every Monday afternoon in term time from 1.00-2.30pm.

If you ever have any concerns or questions, please come to talk to us as we pride ourselves on the open and honest relationship we have with parents.

Thank you

Mrs Liz Collins - Headteacher
Mrs Debbie Cannings - Chair of Governors

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