



Whybridge Infant School

School Brochure 2025-2026

Head Teacher: Miss Susannah K Longhurst
Chair of Governing Board: Mr. M Wheeler

At Whybridge we can!

www.whybridge.co.uk

TEL: 01708 551712



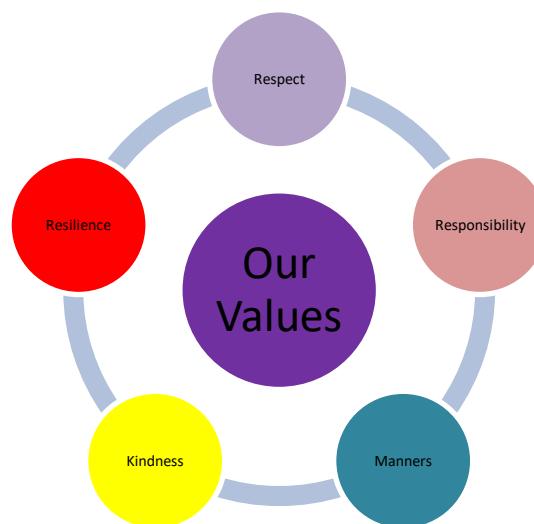


Dear Parents and Carers

On behalf of all the staff and children, I would like to welcome you to Whybridge Infant School. Our aim is for all children to enjoy their time at Whybridge Infant School and reach their full potential. Our school has a calm atmosphere and children feel safe and secure here. All staff are committed to ensuring your child has a happy and rewarding time at school. Our results are consistently above local and national averages reflecting the high standards we have both academically and for behaviour.

We believe in working closely with families to ensure we have a full understanding of your child's needs, this allows us to ensure your child succeeds; for this reason we have an open door policy, you are always welcome in school to discuss your child's needs and we will do our best to meet them.

Miss Susannah K Longhurst
Head Teacher



A Welcome from the Chair of the Governing Board

Dear Parents/Carers

I would like to take this opportunity to welcome you to Whybridge Infant School.

Whybridge Infant School is a vibrant and dynamic school.

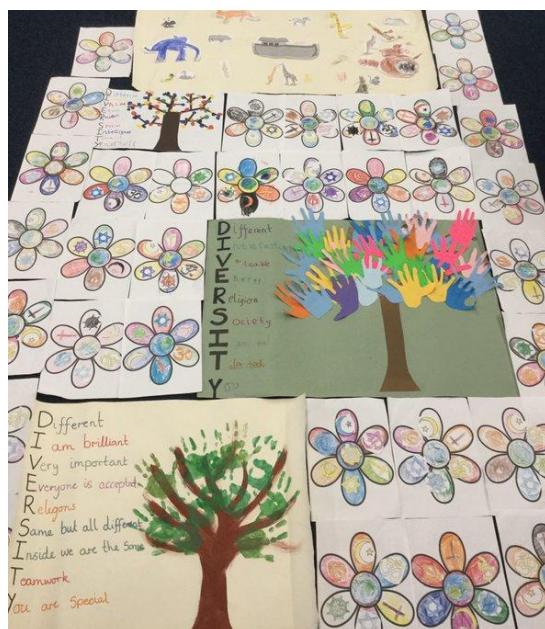
As a school we have had the pleasure of being part of the boroughs expansion program, this has given our pupils modern facilities and enhanced our already well maintained building and grounds.

We continually strive to improve the learning experience of the children, the professional development of the staff and the opportunity to liaise with our local community.

At Whybridge Infants the wellbeing of the pupils is paramount. The friendly community spirit shines through as soon as you enter the gates with a friendly greeting from a member of staff. The staff are approachable and, with the support of parents, strive to make the pupils' time at Whybridge Infants as successful as possible.

The calm respectful atmosphere allows our pupils to shine. As you walk around the school this is evident when observing the wonderful array of work on the walls or hearing the conversations between pupils that show excitement for the subjects that are being taught and the people teaching them.

Michael Wheeler
Chair of Governors





WHYBRIDGE INFANT SCHOOL

Staff List May 2025

* Senior Leadership Team

Role	Name	Class
Role	Name	
Head Teacher	Miss Longhurst – (SLT)*	
Deputy Head Teacher	Mrs Brown – (SLT)*	
Senior Teacher	Mrs Harvey – (SLT)*	
Senior Teacher	Miss Tilbury – (SLT)*	
Senior Teacher	Mrs Maynard - (SLT)*	
Teacher	Mr Goldsmith	
Teacher	Miss Harvey	
Teacher	Miss Whelan	
Teacher	Miss Clements	
Teacher	Mrs McIlroy	
Teacher	Miss Cabezas	
Teacher	Miss Lee	
Trainee Teacher	Miss Jones	
Teacher	Mrs Lawrence (SENDCo)	
Teacher Mrs Bruin		
* Senior Leadership Team		
Finance Assistant	Miss Livermore	
School Officer	Miss Ornella	
Office assistant	Miss Miller	
Home School Support Worker	Ms Meeks	
HLTA	Mrs Ridpath	
HLTA	Mrs Malillos-Cabezas	
Teaching Assistant	Mrs Curtis	
Teaching Assistant	Mrs Armstrong Smith	
Teaching Assistant	Mrs Perkins	
Teaching Assistant	Miss Bissette	
Teaching Assistant	Miss Havard	
Teaching Assistant	Mrs Douglas	
Teaching Assistant	Mrs Franks-Wiseman	
Teaching Assistant	Mrs McConkey	
Teaching Assistant	Mrs McCarthy	
Teaching Assistant	Mrs Latifi	
Teaching Assistant	Miss Muggleton	
LSA	Mrs Jurga	
LSA	Miss King	
LSA	Mrs Greenspan	
LSA	Miss Dance	
LSA	Mrs Schultz	
LSA	Mrs Dillon	
LSA	Miss Bailey	
LSA	Miss Adams	
LSA	Ms Drinkwater	
LSA	Ms D'Silva	
LSA	Miss Parish	
LSA	Mrs Prodger	
Midday Assistant	Mrs Douglas	

Midday Assistant	Mrs Jurga
Midday Assistant	Mrs McCarthy
Midday Assistant	Mrs Franks-Wiseman
Midday Assistant	Mrs Armstrong Smith
Midday Assistant	Mrs Greenspan
Midday Assistant	Miss Bailey
Midday Assistant	Miss Adams
Midday Assistant	Mrs Latifi
Midday Assistant	Ms Arslan
Midday Assistant	Ms Drinkwater
Midday Assistant	Mrs D'Silva
Midday Assistant	Miss Parish
Midday Assistant	Miss Brown
Midday Assistant	Miss Wren
Midday Assistant	Ms Burling
Play leader	Mrs Dillion
Play leader	Mr Kynch
Play leader	Miss Havard
Site Manager	Mr Lynch
Cleaner	Mrs Franks-Wiseman
Cleaner	Miss Havard
Cleaner	Miss Dance

Our School

Whybridge Infant School is a community school for children between the ages of 4 and 7. The main building contains an administrative wing, medical room, hall, library, 3 intervention rooms, a leadership room and 8 large classrooms each with cloakroom and toilet facilities. There is a double demountable building with one room being used as a classroom and the one being used for intervention groups. To the rear of the school building is a fenced playground for reception children, outdoor classroom and grassed area. There is a large patio area with benches and planters which provides a quiet area for pupils at play and lunchtime. There is also an outdoor classroom that is used by Year 1.

Little Rascals Pre-School is housed in an additional building. They can be contacted on 01708550075. There are breakfast and after school clubs available in Whybridge Junior School. The breakfast club runs from 7.45 am. The after school club runs from 3:20 – 5:15 pm.

We work closely with Whybridge Junior School which is part of the Hornchurch Academy Trust (which adjoins the infant school but is independent from it) to ensure a smooth transition for your child at 7 years of age. Children at Whybridge Infant School will be offered first choice to transfer to Whybridge Junior School.



At Whybridge we can!

School sessions times

Morning: 8:40 am - 12:00 pm
(Year 2 8:40 am – 11.45 am)

Afternoon: 1.15 pm - 3.20 pm
(Year 2 1pm – 3.20 pm)

The School Office is open between 8.30 am - 4.00 pm Monday to Thursday and 3:45 on Friday. Please call in during these times if we can help in any way.

Early Years Foundation Stage

Admission Arrangements for the Early Years Foundation stage

Admission to the school is through the local authority who operate the admissions for the school and maintain the waiting list for pupils.



The school has an Equality policy and ensures that pupils and all stakeholders are treated equally regardless of disability. A copy of the policy is available on the school website.

We are able to admit 90 children into the foundation stage year.

In order to help children make the transition from home to school we arrange several opportunities when children can visit. Meetings are held during the Summer term in order to finalise arrangements for admission. This is an opportunity to raise any questions you may have and discuss any

individual needs / circumstances. Children begin with a week of morning sessions for one week before they begin full time. This allows the teachers to settle the children in and the children to become familiar with the school and routines.



"In the Reception Year, children are expertly helped to settle in quickly."
OFSTED 2023



During the first weeks following admission, assessment activities are carried out. These are designed to identify your child's strengths and areas for development and to enable us to plan the appropriate learning experiences for your child. The assessment outcomes are discussed with parents soon after at open night in October.

Child Security

Entry to school is supervised each morning by the School Officer and a member of the Senior Leadership Team who are on duty at 8.40am to open the Library doors and

welcome the children into school, the door is locked at 8.50 am. Entry after this time is through the school's main office door which has an entry phone system. Once the time for children to be in school has passed, the gates at the front of school are shut and access is only through the intercom.

We operate a collection list system where you can nominate up to six adults/ after school clubs who are authorised to collect your child. This should include any parents who will be collecting.

For any adhoc collections by persons not on your child's collection list, a form at the school office can be completed to be sent to class.

Children not collected at the end of the school day

If for any reason you know that due to unforeseen circumstances you will be late you **must** telephone the school to inform them.

Every effort should be made to arrange alternative collection arrangements if you are going to be more than 15 minutes late and the school office informed of those arrangements. Children not collected on time frequently become anxious and upset. Please ensure that any changes to telephone numbers such as mobiles are given to the school office.

If a child has not been collected within 60 minutes of the end of the school day (4:20 pm) the Head Teacher or designated person, if they are unable to contact a parent or named carer, will telephone Children's Social Care.



Safeguarding

"The arrangements for safeguarding are

effective."

OFSTED 2023

The school takes part in a project that runs jointly between schools and the Metropolitan Police Service. The operation is known as Operation Encompass.

Operation Encompass

Operation Encompass is the notification to schools that if a child (under 18) has been exposed to, or involved in, any domestic incident. Children can be significantly physically or emotionally harmed when this is the case and information received is used to make sure the right support is available for children and their families. This will ordinarily be done by the start of the next school day.

Operation Encompass ensures that a specially trained member of the school staff, known as a Designated Safeguarding Lead (DSL) is informed. The DSL can then use the information that has been shared, in confidence, to ensure the wellbeing of the child.

The school is then able to make provisions or adjustment to assist for any difficulties experienced by the child, or the families involved.

The staff have a responsibility to promote the welfare of children by referring concerns that they might have about any children to the Head Teacher. Staff use MyConcern to record any concerns that they have.

To enable the staff to monitor the welfare of your child you are asked to keep us informed of any unusual or serious injuries that your child has suffered and of any circumstances at home that might cause a

change in your child's behaviour at school. Staff may, on occasion wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child's behaviour or raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child then the school is under a duty to make a referral to Havering's child protection team. If this happens please remember that we have a priority to promote and safeguard the welfare of the children in our care.

Home School Support Worker

Mrs Meeks



01708 551712

Many families face challenging periods or a range of difficulties which often fall outside of their control.

Whybridge Infant School employ a Home School Support Worker to work with families, parents, carers and the school to help children overcome barriers to education and have full access to opportunities.

Anything that we discuss will be treated confidentially. I work within the same duty to keep all children safe in education as all members of school staff.

Please be aware that I do not work on Thursdays.

Things that I can help you with:

- talk through family difficulties or situations which are beyond your control
- think about and plan to overcome barriers to education

- sign-posting and referrals to other organisations and community groups
- advice around parenting or setting good routines
- liaising with other school staff
- support with family budget setting and financial support services
- find networking opportunities with other families and parents
- talk about attendance issues and possible solutions
- talk about mental health support and accessing relevant services
- advice and guidance contacting housing support services
- working in partnership with your existing support network...and lots more!

Attendance

Our attendance target for 2025/6 is 94%.

The school operates a first day calling system and parents must telephone, parentmail or email the school office on the first morning of absence. A telephone call **must** always be supported by a written note on return to school if the absence is longer than 24 hours. At Whybridge Infant School we follow the NHS guidelines for absence due to sickness and/or diarrhoea. These state that a child should not return to school until 48 hours after their symptoms disappear. Absences are classed as either authorised or unauthorised, at the Head Teacher's discretion. Examples of authorised absences may include: -

- Illness/hospital
- Treatment i.e. Clinic/Dentist/Doctor
- Formal exclusion by the Governors
- Religious observance
- Family bereavements

Unauthorised absences automatically include absences for which no written explanation has been received if longer than 24 hours or not previously notified.



If your child has a medical appointment please inform us in advance and provide us with a copy of the medical appointment letter/card, wherever possible.

Every effort must be made to bring your child to school before and after medical appointments if they are in the middle of the day.

Pupils with an attendance below 90% will have their attendance monitored by the Attendance Officer from the Local Authority. The attendance policy is available on the website.

Holidays

Under legislation school is unable to authorise any holidays. Should a child be taken out of school for a holiday then a fine may be issued. This is currently £160 per parent per child. In **exceptional** circumstances governors may decide not to fine. For example should a parent be in the armed forces.



Complaints Procedure

We deal with all complaints in accordance with procedures laid down by the LA. Details can be found on the school website or a copy is obtainable from the school office.

Discipline

“Pupils behave well and there is a real sense of peacefulness and calm.”

OFSTED 2023

We expect everyone, children and adults alike, to contribute to making our school a happy caring community.

Our aim is to teach children to choose responsible behaviour and in so doing to encourage self-discipline and to raise their self-esteem.

Our behaviour management programme is based on consistency. Children are taught simple rules, are rewarded for adhering to them and face known consequences for disregarding them.

Should it be necessary to devise behaviour plans for individual children the Head Teacher will ensure parents are fully involved in the process.

The ethos of the school is that control should be based on good personal/professional relationships between the staff and children. However, on very rare occasions, circumstances may arise in which trained staff have to use reasonable force to control or restrain children. Members of staff will only use reasonable force to control or restrain children when all other alternatives have been or cannot be tried. These alternatives are outlined in the school's policy on discipline and parents can be supplied with a copy of this on request. There is also a copy published on the school website.

Documents available for Inspection

Please contact us via the office email address:

office@whybridge-inf.havering.sch.uk

if you would like to see:

1. Policy statements
2. Schemes of work
3. The school's latest Ofsted report (2023)
4. The syllabus for Religious Education

A selection of policies can be found on the school website, all others are available on

request at the school office.

Equal Opportunities / disabilities

Whybridge Infant School promotes the principles of fairness and justice for all through the education that is provided in our school. Our school motto is 'Learning together to make a difference', and we are therefore determined that all pupils should have equal access to the full range of educational opportunities and we are committed to ensuring that this equal treatment is extended to all employees, governors, parents/carers, community members and all persons accessing the school site.

We consider all learners and their parents/carers to be of equal value, irrespective of disability, ethnicity, gender, gender identity, religion/beliefs and sexual orientation.

"Pupils behave well and understand the school's clear expectations. They spoke about how this is a school where everyone is treated with respect."

OFSTED 2023



Ethos and Values

We strive to provide a happy, safe and caring environment where children can form positive relationships, develop independence and responsibility and take pride in their achievements. The wellbeing of our pupils is very important to us.



Our school values are:

- **Respect**
- **Responsibility**
- **Resilience**
- **Kindness**
- **Good manners**

Links between Home and School

We firmly believe that the strength of the links between home and school have an impact on your child's development. As a result of this we try to provide a number of ways for contact between us. A number of these are listed below:

Parentmail



School uses an email system called Parentmail, letters are normally sent by email. Any letters requiring a reply slip are always sent out as a hard copy.

Facebook

You can keep up to date with events at school by following school @WhybridgeInfant

School Website

The school website is regularly updated with information for parents.

www.whybridge.co.uk

Curriculum Meetings

On the website there are links to all areas

of the curriculum. You will also be invited to attend meetings at the school when aspects of the curriculum are discussed, for example LGFL workshops, phonic workshops.

Class Assemblies

Each year the Reception and Year 1 classes lead an assembly.

At the end of Year 2, there is a production involving all the Year 2 pupils.

You are invited to attend and see your child's class perform – an extremely popular event with parents/relatives.

Helping your child at home

Support at home is crucial in a child's academic development, for this reason we cannot stress enough how important it is that you help at home by ensuring you hear your child read at home regularly. Reading books are sent home with a home/school reading booklet in which you can comment. Please use these books as a means of communication between yourself and school for any other purpose. Please also encourage your child to access "Bug Club" our online reading scheme which supports your child's reading and Busy Things which supports all areas of the curriculum.

Family homework is sent home half termly.

Open Evenings

These are held during each school term and you will be invited to discuss your child's progress with your child's teacher. We strongly urge you to take advantage of these opportunities. Autumn and Spring term open evenings have an appointment system. A book fair is held in the hall on these evenings where you have the opportunity to buy books.

Lost property is also available to view on these evenings.

Summer open evening is a chance to look at your child's work on display and visit your child's new teacher.



Parent Group

There is a group of parents and staff who work to support the school with various fund raising events such as cinema nights and discos. Please contact the school office for further information if you would like to join the parent group.

Stay and Play/Family Learning

Throughout the year there are stay and play sessions for parents of Reception pupils and Family Learning sessions for parents of Year 1 and Year 2 pupils.

These sessions provide an opportunity for parents to come and share learning with your child.



Lost Property

Please ensure **ALL** items of clothing/footwear are clearly marked with your child's name. All unclaimed unmarked items are placed in 'Lost Property' situated near the office. This is emptied on a termly basis.

School Lunches/ Healthy Living

School Lunches

Fruit is offered to all children daily, children are encouraged to bring in a plastic bottle of still water to drink during lesson time in a labeled bottle. Bottles are available for

purchase from the school office.

The school serves a healthy menu which is available to view on our website.

All meals are cooked on the premises by Havering Catering Services.

There is a two week menu cycle and there is a vegetarian option each day.

Halal chicken is available each Tuesday.

The teacher takes a lunch register at the start of the day and children say if they are a red, blue, green, packed lunch or home dinner. This is recorded on the computer and sent to the kitchen. At lunchtime for school meals the children say their name and their picture with choice of lunch is displayed on the screen and children get the lunch they ordered. If children have any allergies such as egg intolerance it will be recorded on the system and it will not allow the child to order anything containing egg. All school meals are free for infant children. Water is available at lunchtime. Should you wish your child to have a drink other than water, please send it in with them with their name clearly written on the bottle. Fizzy drinks and sport drinks are not allowed.



Packed lunches

If your child is having a packed lunch please do not send in fizzy drinks, nuts, chocolate, sweets, Nutella, chocolate spread or peanut butter. Consider a sandwich, roll or wrap, a piece of fruit and a drink.



Home Lunches

Children going home for lunch should be collected from the office. Year 2 lunchtime is from 11.45 am until 1.00 pm. Reception and Year 1 lunchtime is from 12.00 pm until 1.15 pm.

Nut free school

Whybridge Infant School is a nut free school. A copy of our nut free policy can be found on the school's website.

Milk

Milk can be ordered for your child to drink during the morning session, it can be ordered online



from Cool Milk www.coolmilk.com Children under 5 can receive free milk as long as you have registered your child with cool milk.

N.B. Children in families receiving Income Support or Income-based Job Seeker's Allowance are entitled to free milk if they are registered as pupil premium pupils with the borough. To do this call the London Borough of Havering on 01708 433929.

Bikes and Scooters

A bike shelter is available at the front of the school for pupils to store bikes and scooters.



Pastoral Care

We care for children on an individual basis to help them enjoy being a member of the school community.

Our School Officer and all support staff are trained first-aiders and available to administer first aid and comfort when

necessary.

You will be notified if your child is unwell or has an accident. Therefore it is very important that we are informed of any changes in home/work telephone numbers and emergency contact numbers.

If your child needs medicine during the school day such as antibiotics we encourage parents to come into school to administer it. However, if you are unable to do so and your child will take the medicine easily, our School Officer will administer the medicine on your behalf. However, asthma related equipment can be kept in the classrooms and the teaching assistant will assist a child when necessary.

Policy for Charging for School Activities

The Law states that education provided during school hours must be free of charge. In order that school activities can take place schools may ask parents to make voluntary contributions towards any aspect of the school's work e.g. visits. However, no child will be left out of an activity because parents are not able or do not wish to make a contribution.

This means that when we organise a trip for a particular class then parents will be asked to make a contribution towards the cost. It is not compulsory to pay but unless a substantial majority of parents do make a contribution, then the trip is unlikely to go ahead. The decision has been made by governors that 90% of the total cost must be met from parental contributions, if not the trip will be cancelled as the school cannot afford to subsidise all trips.



School Uniform

Wearing of uniform is strongly encouraged. Uniform with the Whybridge badge is available online by following the links on the school website.

Navy / grey pinafore dress or skirt or grey trousers

White/ Light blue blouse or shirt OR
White/ Light blue plain polo shirt

Navy Whybridge sweatshirt / cardigan /
fleece

Navy/White socks OR tights

Black shoes without laces unless they can
be tied

Summer option:

Blue and white checked dress OR White/
light blue plain polo shirt and skirt/ grey
shorts.

Sandals (with backs): Black, white or navy

P.E. Kit Available from the school website

A pair of plimsolls

A pair of blue shorts

Whybridge T – Shirt or White T-Shirt
(round neck, no buttons)

Track suit in Winter months

**Please ensure that all uniform is
named.**

Baseball caps, reversible coats, lightweight jackets and book bags are also available online through our school website using the uniform links.

The Wearing of Clothing and Articles for Religious Purposes

The Governing Body recognises that some parents wish their children to wear particular articles of clothing and other marks of their faith. All such requests will be treated sympathetically and with respect and should be made to the Head Teacher in the first instance.

Jewellery

For reasons of health and safety jewellery is not allowed. A watch may be worn by children. If earrings cannot be removed they should be taped over each day with Microporous tape.



- to fulfil the requirements of the national curriculum published in 2014 and the locally agreed syllabus for religious education.
- to teach children to have an awareness of their own spiritual development and to distinguish between right and wrong.
- to help children understand the importance of truth and fairness so that they grow up committed to equal opportunities for all.
- to enable children to have respect for themselves and high self-esteem and to live and work cooperatively with others.



Our Curriculum aims:

- to enable all children to learn, develop their skills to the best of their ability.
- to promote a positive attitude towards learning.
- to teach children the basic skills of literacy, numeracy and computing.
- to enable children to be creative and to develop their own thinking skills.
- to teach children about the developing world, including how their environment and society has changed over time.
- to help children understand our cultural heritage.
- to appreciate and value the contribution made by all ethnic groups in our multi – cultural society.
- to enable children to be positive citizens.

Reception: The Early Years



Foundation stage - (first year in school)

The teachers organise their classes flexibly so that they can work with the whole class, small groups or individual children as required. Each class has a learning support assistant working under the direction of the teacher. Every effort is made to enable children to settle into school routines and feel secure in their new surroundings. Because children learn at different rates all

children have access to a wide variety of learning experiences in order to develop their knowledge, a range of skills and concepts and positive attitudes to learning. The children are encouraged to learn through first-hand experience, play and discussion to support their growing understanding of ideas and language. The teaching programme in the Early Years Foundation Stage is planned through a themed approach focusing on the prime areas of learning.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas of learning are:

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

Years 1 and 2

Teaching and learning in years 1 and 2 is theme based and children learn through a problem solving based curriculum where learning is meaningful and fun.

English

“Early reading is a real priority.”

OFSTED 2023

Language supports the whole curriculum and development in all other subjects depends on the ability to use language.

We teach a high quality education in



English, developing children's skills to speak and write fluently. Children will leave our Infant school communicating their thoughts and ideas with others verbally and written. They will be able to read and develop their knowledge and build on prior knowledge. The curriculum enables our pupils to participate as a member of society. We aim to promote an enjoyment for English and progress skills in Phonics, Spelling, Punctuation and Grammar, Reading, Handwriting and Speaking and Listening across the school.

Mathematics

Our intention for mathematics is for every child to develop an understanding of mathematics, equipping them with the skills of calculation, reasoning and problem solving



that they need in life beyond school. We ensure that these skills are embedded within the Mathematic lessons and developed consistently over time. We want all children to enjoy Mathematics and to experience success in the subject, with the ability to reason mathematically. We are committed to developing children's curiosity about the subject.

Science

The science curriculum is taught through a series of different topics in line with the national curriculum. It allows the children to develop their understanding of the world around them by encouraging them to be curious and ask questions. During each topic the children will be introduced to the relevant scientific language. Working scientifically is embedded

throughout each topic so these skills can be developed throughout their learning. Where ever possible we use the school grounds and the local environment to help the children learn from first hand experiences.



Music

Children are taught to sing a range of songs and play a range of tuned and untuned instruments. They will learn to use their voices expressively and creatively through a variety of songs, chants and rhymes. The children learn about duration, pulse, rhythm, pitch, timbre, tempo and dynamics. They will also develop their ability to listen with concentration to a range of music from different styles and cultures.

History



Our intention for history is to encourage children to develop a curiosity about the past and raise historical questions related to the topic they are studying. Using a theme-based approach, children will learn about changes in their own lives and those of their family and people around them. They will develop this further by learning about events beyond living memory, explore significant people and complete a local study to investigate changes within their local area. Children will learn through investigation and handling of artefacts before using their knowledge to create a final product to showcase their learning. They will communicate through speaking, writing, drawing and the use of ICT.

Geography

Our aim in geography is to encourage children to have an interest in their environment and develop an understanding of the different physical and human features in our world. Children will gain an understanding into their local environment, and how to protect it, as well as an awareness of the wider world and its inhabitants. They will learn through fieldwork, starting with activities in our school grounds. They will be encouraged to think creatively when presenting and explaining their findings. Furthermore, children will have access to maps both digitally and physically and will have experience creating their own maps to encourage knowledge of direction and their own locality.



Design and Technology



Design and Technology provides the children with the opportunity to develop techniques and skills, using a range of materials, tools, and techniques. In the Early Years Foundation Stage children use a wide variety of construction and mechanical toys to develop their spatial awareness, to give them the opportunity to simulate and to understand how objects work and move. In Key Stage One children are given opportunities to build upon this by looking closely at structures, textiles, mechanisms, and food. Children evaluate a range of objects to see how they are put together and work. Specific skills are taught such as sewing, dying, making hinges, and joining methods. Children will learn how to

use a variety of materials and tools to make a range of objects for a specific purpose. Some of the projects include moving picture cards, castles, vehicles, and clothing. Children develop their verbal reasoning skills through evaluating and reflecting on their choice of techniques and the finished product.

Computing

The core of our computing curriculum is computer science. Computer science allows pupils to be taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. We aim for all pupils to become digitally literate and we give them the means to be able to use and express themselves and develop their ideas through information and communication technology. There is a strong focus on internet safety.



Physical Education



Pupils at Whybridge Infant School participate in weekly high quality PE and sporting activities.

Our PE programme incorporates a variety of sports and skills to ensure all children develop the confidence, tolerance and the appreciation of their own and others' strengths and weaknesses. Throughout the year the children get the opportunity to work with a specialist PE coach alongside their class teacher to ensure they are receiving high quality provision. PE sessions involve learning/practising a variety of different skills, some lessons will be conducted using our school hall and some will take place

outside. We provide opportunities for all children to engage in weekly yoga/dance sessions to promote the importance of being active and leading a healthy life style.

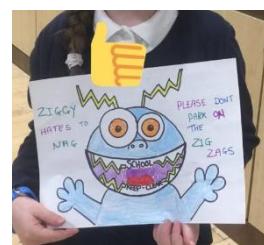
Religious Education

The school follows the London Borough of Havering's scheme of work for religious education. We aim to prepare children to be reflective citizens in an increasingly multi-faith society. RE and collective worship help pupils explore their place in the world and about their values. We celebrate a variety of festivals through the use of stories and talk about them during our assemblies



PSHE

We encourage children to become responsible and happy citizens. This is a key aim for our school. Through the PSHE and relationships curriculum children are encouraged to develop their understanding of how to be a responsible citizen and how to look after themselves, others and our world in a range of ways.



Relationship Education

Relationships Education forms a part of children's learning about the world around them and how they interact with others. Like all areas of the curriculum, Relationships Education is taught

objectively without bias. During our lessons, we hope for children to become aware that we are all different and that our differences should never be a cause for fear, conflict, or disrespect.

In Reception, we hope that children will begin to:

- Develop a positive sense of themselves and others.
- Form positive relationships with others.
- Develop respect for others.
- Develop an awareness of similarities and differences between people.

In Key Stage 1 (years 1 and 2) children learn about topics such as :

- Working collaboratively with others.
- Being kind and treating others with respect.
- Bullying and unkind behaviours.
- Understanding their own and others' emotions.
- The importance of families and friends in their lives.
- Different family structures.

Art

Art provides the children with the opportunity to develop techniques and skills,



using a range of media and materials. In the Early Years Foundation Stage children are given the opportunity to express their creative imagination through a range of resources and tools available in the learning environment.

In Key Stage One children are given opportunities to build upon this by practising and developing the key processes of art: drawing, painting, printing, textiles, and sculpture. They learn different methods, styles, and tools to use alongside artists and craftsman's work, both modern

and from the past. Art is a vital part of our curriculum for all children, acting as a means of expression and creativity. It provides opportunities for reflection through responses to their own work and that of others. Each year there is an art week linking to our whole school ECO approach, involving work around trees, rainforests, and oceans.

Inclusion

Whybridge is a fully inclusive infant school in the London Borough of Havering and follows the inclusive policy of all Havering schools.

Inclusion looks at the needs of all pupils; children with learning disabilities, children who are Gifted and Talented, children who have English as an additional language, children who find it difficult to control their behaviour and children with social and emotional needs and children with specific medical needs.

At Whybridge we adopt the following principles regarding successful inclusive education, taken from the Code of Practice for Special Educational Needs 2014 and fully endorsed by the London Borough of Havering.

Whybridge wholeheartedly adopts the fundamental principles of the Code of Practice for Special Educational Needs, namely that:

- Children with SEN should be offered full access to a broad, balanced and relevant education including the foundation stage curriculum and the national curriculum.
- A child with SEN should have their needs met, where possible in mainstream schools or other appropriate settings.
- The views of the pupil should be sought and taken into account in plans and reviews.
- Parent(s)/ carer(s) have a vital role to play in the education of their child and should have their views sought and taken into account in plans and reviews.
- All teachers are teachers of SEN. Teaching such pupils is a whole school responsibility, shared by all those with a role in the pupils education.

All children may experience some difficulties in learning from time to time. We assess the development of all children in school at regular intervals and personal education plans are prepared for the children most in need. These plans specify targets for learning and progress is monitored termly by the teachers and SENCo. Parents are informed if their child is receiving extra help from her. We liaise closely with external support services as appropriate. The special educational needs policy is reviewed annually by the SENCo. The planning of all school activities takes into account the diverse needs of all children. The building and three classrooms have ramped access.

Assembly

Assembly is conducted in accordance with the Law. The content of the assembly reflects the traditions of Christian belief and those beliefs of pupils in the school, through the celebration of a variety of

festivals. The majority of assemblies are moralistic in content.

As parents you have the right to withdraw your child from Religious Education and assemblies. If you wish to do so please come and discuss this with the Head Teacher and put your request in writing.



Pupil Term dates 2025-26

Whybridge Infant School

School Term and Holiday Dates - September 2025 to July 2026

September 2025							October 2025							November 2025							December 2025									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
1	2	3	4	5	6	7			1	2	3	4	5					1	2			1	2	3	4	5	6	7		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14			
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
22	23	24	25	26	27	28	20	21	22	23	24	25	26	27	28	29	30	27	28	29	30	24	25	26	27	28	29	30		
29	30						27	28	29	30	31											29	30	31						
January 2026							February 2026							March 2026							April 2026									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
			1	2	3	4							1								1									
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	21	22	16	17	18	19	20	21	22	23	24	
19	20	21	22	23	24	25	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
26	27	28	29	30	31																									
May 2026							June 2026							July 2026							August 2026									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
			1	2	3		1	2	3	4	5	6	7	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	
4	5	6	7	8	9	10	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	20	21	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
25	26	27	28	29	30	31																								

Autumn term: Monday 1 September 2025 to Friday 19 December 2025 = 75 school days

Spring term: Monday 5 January 2026 to Friday 27 March 2026 = 55 school days

Summer term: Monday 13 April 2026 to Monday 20 July 2026 = 65 school days

Bank Holidays

School Holidays

School INSET days

Please note parents should make family holiday arrangements to coincide with school holidays. A fine of £160 per parent per child may be charged should a child be taken on holiday during term

Privacy Notice for Pupils and their Families

Rationale

We need to process personal data in order to run and function properly. We need to collect it, use it, store it and sometimes share it. There are laws (Data Protection Act and General Data Protection Regulation or GDPR) to protect you and your data. These laws state that we must tell you why we are processing your data, what data we are processing, how we process it and what your rights are. This document fulfils that obligation. We are only able to process data in accordance with notification and notified purposes.

Where this document refers to “you or your” it means your child and/or you as their parent or other carer.

What purposes and lawful bases do we have for processing your personal data?

We need to use information about you because:

- We have contractual obligations – to provide a particular service for which you may have paid.
- We have to comply with certain legal obligations – to fulfil health and safety/ safeguarding statutory guidance, to treat you fairly under the equalities act, to fulfil educational statutory guidance etc.
- We have to protect vital interests – in safeguarding children, such as knowing about medical conditions, or reporting and sharing concerns to safeguarding professionals or the emergency services.
- We have to carry out tasks in the public interest – such as submitting pupil census and attainment data to the government.
- We have legitimate interests to use your data for school purposes – for example, to provide pupils with a core education service and to monitor that service, to provide adequate pastoral care, or contacting you about optional services we/ other agencies have to offer you, for contacting you about vacancy elections on the governing board, or sharing attainment data with suppliers of educational support services.
- We have consent from you to use it in a certain way – for example contacting you about school events where you have volunteered to help us, or to update you about services via opt-in communications.

What type of data do we need for these purposes and how do we get it?

We get information and personal data directly from you including:

- Contact and identification details – such as name, titles, addresses, phone numbers, date of birth, marital status, gender, parent information and social details.
- Emergency contact details – such as next of kin and other close family or friends' contact information.
- Details about entitlement eligibility – such as income, benefits or entitlement information
- Family background, where this may be relevant to a child's development
- Special category sensitive data such as health or medical conditions, sexual orientation, special educational needs, ethnicity, religious beliefs and other biometric or demographic information for example.

We also get information from other schools and agencies such as:

- Previous pupil record, attendance data and exclusion information
- Safeguarding information
- Information where a pupil may be under the financial or social responsibility of a different local authority
- Relevant information from healthcare professionals, safeguarding, welfare and social teams, or other educational service providers.
- Information already in the public domain, such as social media publications, news articles etc.

We generate more information about you ourselves (either directly or via our service providers) such as:

- Pupil work
- Curricular and assessment data
- Attendance records
- Records of meetings, discussions and emails about your development (educationally and other)
- Educational care plans and support provisions
- Permissions, requests, consents and complaints received and outcomes
- Record of payments or other financial information relating to paid services
- Membership details for optional groups or events
- Record of free meals taken
- Data about your use of the school's information and communications technology
- Photographs, videos and CCTV footage

How will we store and dispose of your data?

We store data in both soft copy (electronic) and hard copy (paper) filing systems.

The paper system provides a useful back up if digital systems are temporarily unavailable and ensure that we have original copies on file where this is required – such as for signatures or certificates for example. Paper copies are kept in locked files on the premises and only staff with the relevant authority have access to the files.

The digital system is the most efficient and widely used method we have for processing your data. We use secure password-protected and encrypted data bases and networks, supported by a professional technical support team. The data is regularly backed up and only staff with relevant authority may access these systems.

In class, work and class lists etc are held on wall displays and in teacher files/ folders or on the staff network which is password protected and backed-up. Sensitive information is held securely in the office or with the relevant lead – such as the DSL or SENCO

We retain indefinitely on file your name and the years of your attendance. We retain the rest of your information for the entire time that you are at our school and then pass your records to your new school. If we are the last school you attend in the UK we are obligated to hold your records until the year of your 25th birthday. Any remaining information after your records have been passed on (or reached your 25th year) is destroyed.

Who will have access to this data and how it is shared?

School staff will have access to the relevant information they need in order to carry out their duties effectively. Staff all receive training in data protection. Data will be shared with other relevant professionals and agencies who provide support to the school at large or specific individual pupils and where this is the case the school will have in place data sharing agreements to protect your data.

Externally we may share your data with the people/ groups listed below (but only where it serves the purposes notified, is limited to just the information required for that purpose and is in compliance with data protection law and our own policies):

- Our staff, governors, and the local authority
- Our service providers and suppliers or partnership agencies
- Our regulator (Ofsted) and auditors
- The UK Government Department for Education
- Central and local government and their relevant authorities or agencies
- Emergency services
- Police forces, courts, tribunals and their appointed representatives/ agencies

- Health authorities and social welfare organisations
- Educators, training and examining bodies
- Other school/s or educational establishments to which you are transferring
- Your appointed representatives/ family/ contacts as appropriate

What are your rights and who can you contact?

The law states that you have the right of:

- access to your data
- rectification of any errors or incomplete data
- erasure of certain data
- restriction/ objection to processing of certain data (and the withdrawal of your consent)
- portability of your data to another organisation or party

If you wish to exercise these rights or would like more information about data protection you can make contact with those listed below. We must respond within one calendar month (when the school is open) and we must not charge you for this service, unless the request is manifestly unfounded or excessive, in which case we are able to make a 'reasonable charge'.

Data Controller and Processors

Whybridge Infant School is a registered data controller, meaning that the school is responsible to the Information Commissioner for decisions, policies and practices under which it instructs data processors to handle information. Documentation on how the school controls data can be found here: whybridge.co.uk/data-protection/

Data processors act on behalf of and are responsible to the data controller for the handling of information according to its instructions. Our main data processors are the office staff. However all staff in the school may process data from time to time, as well as some third parties who we engage to carry out services for us. Please contact the school office or business manager in the first instance if you have an information request or would like further details on how the school processes data:

whybridge.co.uk/contact-access-find-us/

01708-551-712

Data Protection Officer (DPO)

The DPO is directly responsible to the data controller's highest level of management (our head teacher and governing board) for ensuring that the school has met its legal and policy obligations in relation to data management. If you wish to complain or make a formal request regarding the schools handling of data you may contact the DPO:

whybridge.co.uk/data-protection-officer/

Information Commissioner's Office (ICO)

The Information Commissioner is a government appointed post responsible for advising, informing, monitoring and enforcing data protection law across all organisations and society in the UK. They register data controllers and provide advice and expertise to them, central government and members of the wider public. They lead a large office of staff for this purpose. If you require general information about data protection or wish to escalate a complaint beyond the DPO you can contact the Information Commissioner's Office: ico.org.uk/