



# **Woodridge Primary School**



## **Welcome Booklet**

# Woodridge Primary School

## Welcome Booklet

We are delighted that you have chosen Woodridge School for your child and welcome you to the school. In this booklet you will find important information which will help you and your child find out about our school. Please keep it in a safe place for future reference.

If you have any queries about the information in this booklet, please feel free to have a word with the Head Teacher or Deputy Head Teacher.

### **Our Values**

Woodridge has four Core Values – **Respect, Responsibility, Honesty and Kindness** – and eighteen other values that complete a two year monthly cycle.

These values were voted for by the Woodridge families.

It is accepted that all our school community should adopt and follow the twenty two values and this is used to underpin or attitudes to learning and behaviour. This makes Woodridge a Values-Based Education school.

Joining Woodridge means signing up to the values as printed overleaf:



## **OUR CORE VALUES**

**Respect, Responsibility, Honesty & Kindness**

## **OUR OTHER VALUES**

Friendship

Empathy

Co-operation

Compassion

Trust

Humility

Understanding

Perseverance

Love

Hope

Thoughtfulness

Resilience

Courage

Courtesy

Unity

Peace

Tolerance

Freedom

## **Our School Day begins at 8.55am and ends at 3.15pm.**

Staff collect classes from the playground at 8.55am and take them into the classroom. Children who arrive after classes go in must report to the School Office and not go directly to their classrooms. The child's name will be entered into the Late Book.

### **Infants**

8.55am	Children are collected from the playground
9-10.30am	First teaching session
10.30 – 10.45am	Morning playtime
10.45am – 12.00pm	Second teaching session
12.00-1.00pm	Lunch Break
1.00-2.00pm	Third teaching session
2.00-2.15pm	Afternoon Break
2.15-3.15pm	Fourth teaching session
3.15pm	Hometime

### **Juniors**

8.55am	Children are collected from the playground
9-10.30am	First teaching session
10.30 – 10.45am	Morning playtime
10.45am – 12.00pm	Second teaching session
12.00-1.00pm	Lunch Break
1.00-3.15pm	Third teaching session
3.15pm	Hometime

All infant children should assemble in the front (Infant) playground before school and should remain under the supervision of parents or designated adults in the playground until the school day begins at 8.55am. They should not use the playground equipment at this time.

Children in the Juniors should assemble in the Junior Playground.

Children should arrive in good time, but **not before 8.45 am** when members of staff are on duty. Children must not be left on the school site before 8.45 am.



### **Breakfast Club and After School Club**

Breakfast Club is available for all children and opens at 7.50am. If you are interested in using the facility please contact the school office. If parents leave children in school too early, they will be directed to the Breakfast Club where paid childcare is provided. (Please note that this will be charged to parents.)

An after school club is also available for children, at the school. This club runs from 3.15 – 5.30pm every week day. Please contact the office for more details.

## Meeting Children

**HomeTime!**

**Infants** - At the end of the school day parents wait for children in the Infant playground. Children in Reception will be collected from the Reception Unit door. Year 1 and Year 2 children are brought to the playground until the person meeting them can be seen and united with their child.

When your child joins Reception Class we take photographs of all parents or carers who will collect your child from school. This enables staff to ensure that the correct adult collects your child.

**Juniors** - Children are brought to the front of the Junior Playground by their teacher. Parents wait for their children in the staff car park. The teacher will dismiss the children when they see the adult who is collecting them. Year 5 and 6 children may go home alone if their parent has completed an 'Independent Traveller form'.

We ask parents and others meeting children not to go to classrooms or wait inside the building, as it would become very congested and a safeguarding risk.

**Who is Collecting?** - Please make sure children know who is meeting them. We are unable to release children to an adult other than their parent/carer unless this has been arranged in advance. In the infant classes, parents inform us when a child should go home with a friend. This information is written in the class 'Going Home Book'.

Children are expected to be collected on time. However, if they are not collected on time, they will be taken by a member of staff to the entrance lobby where they will wait in safety to be collected. **Never ask your child to wait for you outside the gates or away from the school.**

We request parents supervise toddlers before and after school on school grounds so that accidents do not happen.

For safety reasons, parents should not allow any children to use any playground equipment without **staff supervision**. In addition, scooters, roller blades or bicycles, etc. should not be ridden in the playground.

We ask all parents and children to walk to and from school whenever possible to reduce the potential dangers posed by traffic to all our children. We are a 'Healthy School' that encourages positive actions that protect our environment.

- Walking develops fitness and stamina.
- It can be a sociable activity.
- Walking encourages children to become more alert and aware of their surroundings.
- Children are able to develop their awareness as pedestrians.
- Older pupils can begin to develop the independence they will need when they have to travel to secondary schools.
- Walking to school helps with air pollution & traffic hazards outside school.

## **School Travel Plan**

We have a Silver Status School Travel Plan and this promotes sustainable forms of transport to school. Families are strongly encouraged to walk and leave their cars at home.

## **Park and Stride**

If you need to use a car, please park a distance away and then walk the rest of the way. Children who walk or park then stride for a minimum length of time earn Walk to School badges every month.



## **Car Parking and Safety**

Only a few of our families live too far away to walk to school. However, parents driving to and from school present particular problems because of the school's location at the end of a cul-de-sac.

**The danger posed by parents parking and turning immediately outside the school is considerable. The governors, staff and many parents are extremely concerned about this, and we frequently remind parents about the dangers.**

**There are two parking enforcement cameras directly outside the school and parents will be fined if they park illegally.**

The **yellow zig-zag lines** outside school must not be parked on at those times of the day indicated on the warning sign next to the lines. The area must be kept clear to provide a safe crossing place for the children.





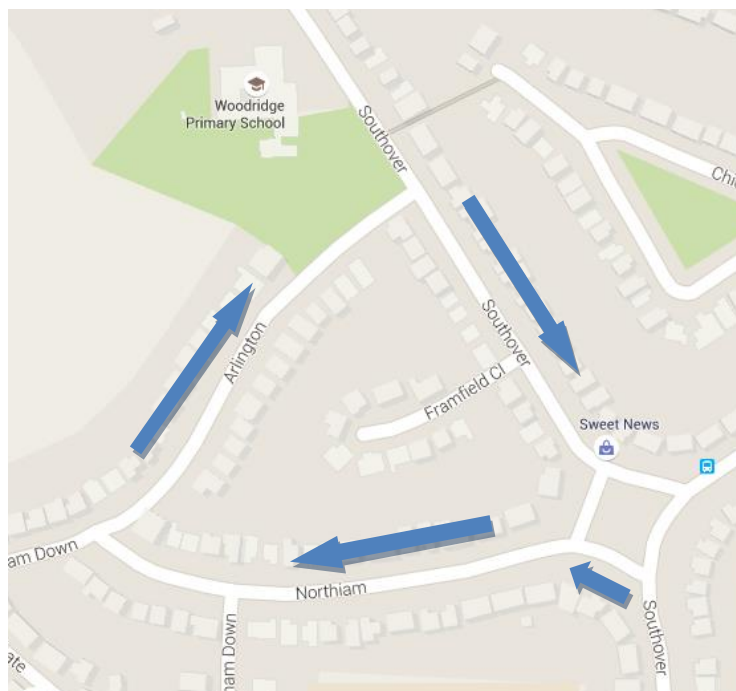
Please be considerate to our neighbours too. Do keep driveways clear and park properly on roads, not pavements or grass verges.



## WOODRIDGE ONE-WAY SYSTEM

To avoid the congestion and danger caused by parents parking and turning outside the school, car users are urged to use the voluntary one-way system as indicated on the map below.

**Car users should park safely away from the school and then walk with children to the school gate.** This adds only a few minutes to your routine and is well worth the effort.



## **Parent/Teacher Consultations**

For Years 1 to 6, we organise formal parent/teacher meetings twice each year and parents are notified of the dates in good time. Meetings can be arranged at other times by prior appointment.

In Reception class, teachers will focus specifically on your child twice a year and you will be invited to attend a parent/teacher meeting in the week after your child has been observed as a focus child.



## **Reports**

Years 1-6 receive a full Mid-Year Report and a shorter End Of Year Assessment Summary and a Learning Review meeting. Reception parents receive a full report in the Summer term.

## **Making an appointment**

If you want to discuss your child's progress at any time, please request an appointment with the class teacher in the first instance. If you wish to speak to the headteacher there is a Headteacher's Surgery on Wednesdays from 8.45-9.30am and 2.45-3.15pm. No appointment is necessary.

### **HEADTEACHER'S SURGERY**

You can arrange an appointment with the Headteacher or Class Teacher by letter or telephone, or speak briefly to the Class Teacher in the playground before children go inside or at the end of the day.

## **School Security**

Entry to our building is by the front door only, and all visitors, contractors and volunteers (including parents) must sign the Visitors Book on arrival and departure at any time of day. Parents who come to collect children during the school day must also report to the office. Additionally, parents collecting children from an after school club should come to the entrance lobby to collect them.

## **Medical Appointments**

Please try to avoid school time appointments. If this is unavoidable, you must contact the office and show your appointment letter/card.



## **Attendance and Absences**

Good attendance and punctuality help children make the most of their schooling. Occasionally your child may be too unwell to attend. When this happens you must contact the school office as soon as possible and send a letter of explanation upon his/her return. If you do not, an unauthorised absence (ie a truancy) is recorded in the register. Every absence must be satisfactorily explained.



## **Holidays during term time**

You should take family holidays during the 13 weeks of school holiday available for this every year.

If exceptional circumstances prevent you doing this you must request permission in writing, from the Head Teacher before booking your holiday. A form is available for this from the school office. The availability of cheap flights is not considered a valid reason.

Each request for leave of absence is considered separately taking into account a child's attendance record, previous requests for leave and the time of year. **Agreement should not be assumed.** If you do not obtain permission for a holiday that you subsequently take, an unauthorised absence will be recorded. **A Fixed Penalty Notice will be issued if you take holiday when permission has been refused.** If a holiday absence is approved, your children will miss important teaching and teachers will not set work.

## **Absences for Religious Observance**

Request to observe significant religious festivals should also be submitted in writing for authorisation.

## **Monitoring Absences**

Absences are monitored by the Head Teacher and Education Welfare Officer. The national expectation is that attendance should be at **96%** or better. The school reports levels of absence to the Department for Education every term and figures are published.

## **Punctuality and Lateness**

Because children need to have a settled start to each day, children should be present in school by 8.55am. They should enter school with their classes. Arrival after the 8.55 lining up and before 9.10 am when registers close, is entered as 'late' in the register. Children who arrive after this without a valid reason for lateness, or children who are regularly late, are recorded as having unauthorised absence for the whole session.

## **Uniform**

Children are expected to wear school uniform and we ask your co-operation in this.

### **Boys**

Grey shorts/trousers

White Shirt

\*School sweat-shirt or cardigan in royal blue

\*School white polo-shirt (summer)

Grey socks

**Black shoes** (not trainers)



### **Girls**

Grey tunic/skirt/pinafore dress or grey uniform trousers

White Blouse

\*School sweat-shirt or cardigan

\*School white polo shirt (summer)

white socks or grey tights

In the summer – blue and white check gingham dress and white socks or grey shorts

**Black shoes** (not trainers)

## **Buying the Uniform**

\*School sweat-shirts, cardigans and polo shirts **are only available from the School Shop**. Order forms are available in the school information folder in the entrance. The uniform shop is open every Friday at 9am and opens at other times for newly admitted children and our new Reception class.

Other items of uniform can be obtained from most major retailers.

Other requirements – a school book bag, obtainable from the school. The School Uniform Shop also sells school sun hats, shorts and PE Bags.

## **PE Kit**

All children should have a full kit for P.E. in school at all times, but taken home for washing at least every half-term.

The PE Kit is:

Blue PE shorts (from the school shop)

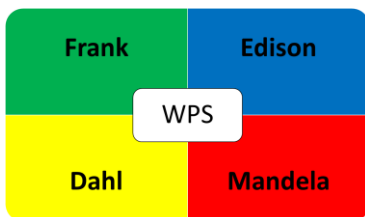
A \*school plain white T-shirt (from the school shop)

Slip-on plimsolls which fit well.

Children work barefoot in many PE lessons. Children may wear a sweatshirt and joggers over shorts and tee shirts for outdoor games in very cold weather. They may wear trainers for outdoor lessons only.

## **Woodridge House Teams**

The children are organised into four House Teams with siblings put into the same team. This is used as part of our reward system using our school values, for effort and for good work. They are also used to organise teams in PE and Games and for Sports Day.



## **PLEASE NAME ALL ITEMS OF CLOTHING**

Lost property can become a real problem. Searching for lost clothing also wastes valuable teaching time. We recommend sew-in name tapes or inked name-stampers.

### **Lost Property**

Lost property is stored in a box in the entrance lobby and items of unclaimed clothing are occasionally displayed after school for you to check if any belong to your child. Please make sure that your child always leaves school wearing the clothes in which s/he arrived!

### **Swimming Kit** (for Year 3 only)

Swimsuit or bathing trunks (not baggy shorts),  
Swimming cap (for those with long hair), towel and a waterproof bag.

## **Personal Property**

All personal property brought to school by children remains your responsibility. Children are not encouraged to bring any valuable items onto the premises. The school is not responsible for any loss or damage. Electronic games are not allowed. Mobile phones are only allowed for independent travellers and must be given in to the office on arrival at school.

## **Toys**

As these are often the subject of distractions or disagreements, we ask you to make sure that children leave them at home.

## **Jewellery**

Plain watches may be worn but should not have alarms. All watches must be removed for PE lessons.

Jewellery should not be worn by pupils during P.E.

Only plain, stud earrings are allowed, but these must be able to be removed by the wearer before any school PE lesson or sports event in or out of hours. We would recommend that studs are left at home on PE days

## **Hair Accessories**

Hair accessories should be in school colours and modest in size.

## **Nail Varnish**

Nail varnish is not allowed in school.



## **Behaviour**

Our Behaviour Policy (found on the school website) emphasises positive strategies for encouraging good behaviour. We use assemblies and circle times to reinforce an ethos of respect, care and concern for everyone in our school.

## **Bullying**

Bullying at Woodridge will not be tolerated. When incidents occur we work closely with children and their parents to tackle the problems. Staff and Governors have developed the school's statement and strategies for dealing with bullying.



## **Protection from the sun**

All children must wear a sun hat in the summer months (May to September). They should bring it to school daily. Please also ensure that their clothing covers sensitive areas of skin. If your child needs sun cream, please apply a long-lasting one before s/he comes to school. (Any medical needs related to sun protection should be discussed with our Welfare Assistant.)

Juniors may look after their own sun protection cream, provided they use it safely and sensibly. Sharing is not allowed.

## Medicines in School

Medicines should be administered by parents at home.

However, if your child has a prescribed medicine, or cream whilst at school, (eg if it is required four times a day) you must complete a medical form, available from the office. All items sent to school must be clearly marked with the child's name and in original packaging.

We cannot administer over-the-counter medicines.



Children cannot keep any medication (including cough sweets, etc.) with them at school. All items must be held safely in the First Aid Room by the school Welfare Assistant. However, Y5 and Y6 children are allowed to carry their own asthma inhalers.

You must let us know if your child has any medical problem like asthma, eczema or severe allergies so that we can look after them properly and reduce the risk of problems at school.

If a child has a medical condition, a health care plan will be drawn up by the School Nurse in consultation with parents.



## Lunches

Children have a choice of a school lunch or a packed lunch. School lunch menus are displayed in the dining room.



Our school lunches are provided by specialist caterers. They meet the Government's strict nutritional standards and are well-balanced and healthy. Menus follow a three week cycle, are displayed in school and emailed to parents. Our caterer seeks the views of children and parents to ensure that menus meet the children's needs.

School lunches for infant children are currently free of charge, funded by the government.

## Dinner Money

On joining, junior school parents are asked to pay for dinners through our cashless system – ***pmx.Parentmail***. You will be given details of how to register and then all payments can be made online.

## Packed Lunches and Snacks

Children should not share their food due to the risk of food allergies and religious considerations. We encourage healthy eating. Sweets and drinks other than water are not allowed.

## Snacks

Children may bring only fruit or vegetables for their mid-morning break. Infants are provided with a daily portion of fruit.



## Milk

Reception children receive free milk up to their fifth birthday. Parents can choose to pay for this for the remainder of the year and in other years as they move up the school. (See the *Cool Milk* website).

## Food and Pupil Safety

Children may not bring sweets, crisps, cheeses or other playtime snacks in packets, because we have a number of children in school who are allergic to common foods. Contact with many common foods is life-threatening for some of our pupils and we must eliminate these from the pupil's classroom and playground.

## Nuts

Our school has a '**No Nuts**' policy because a few children and staff are **dangerously allergic to nuts**. In order to keep them safe, we must insist that nuts and nut products are not put in packed lunches or snacks.



Parents are asked to be very careful indeed and to read all product labels in detail. **ALL** products containing any nuts or nut oils are unsuitable. WE RELY ON ALL PARENTS AND CHILDREN TO HELP KEEP EVERY CHILD SAFE

## Drinks

All classrooms have a drinking water tap and infant children are provided with a beaker for use in class. Juniors are encouraged to bring a small re-usable plastic bottle to school which should be named. **Parents must wash or replace this frequently to avoid bacteria developing.**

## **Drinks at Lunchtimes**

Water is served for those who have a school dinner and is available for those who have a packed lunch. Children who have packed lunch may bring a drink in a carton or unbreakable container. (It should not be fizzy or hot).

## **Birthday Treats**

When your child has a birthday, we do not give out sweets, etc. to their friends. This is because of the danger of food allergies and the practical problems involved. We encourage you to provide a book for the class book corner instead. A sticker will be put in the book to show who donated it.

## **Party Invitations**

If you bring invitations to school, teachers in Reception to Year 2 will only give them out if all children are invited. In the Juniors, invitations can only be given out after school and off the school premises.

## **Clubs**

Woodridge has an amazing offer of before school, after school and lunchtime clubs. These include music, dance, art and sports clubs and many others. Please check the school website for the current offer of clubs.



## Parentmail

Dinner money, music lessons, trips and other events are paid for through our cashless system – ***pmx.Parentmail***. You will be given details of how to register and then all payments can be made online.



## Cooking in the Curriculum

When we cook at school, we don't use nut products. If your child has an allergy or sensitivity to food, it is essential that you tell us.

## Homework Policy

Each term Class Teachers inform you of homework activities in their Curriculum Newsletters. The amount of homework that each pupil receives increases as they move through the school.

In Reception, activities to work on at home will be linked to learning to read and other subjects such as maths, English and topic work.

All weekly homework instructions are loaded onto **Fronter**, a 'virtual classroom' for each class. This means that children can access the homework at home even if they have forgotten it or been absent.



## **Woodridge School Association (WSA)**

All parents are members of the Woodridge School Association (our Parent Teacher Association) which has the following objectives:-

- to advance the education of the pupils at Woodridge by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority)
- to foster more extended relationships between staff, parents and others associated with the school..', and
- to engage in activities which support the school and advance the education of the pupils attending it.'



The WSA organises many events for both children and adults, and always welcomes the support of parents. Our summer fete is always a lively community event. Committee members are always delighted to hear from any parent who wishes to help with any function, serve on the Committee, etc. If you can help, just have a word with any Committee member, or the Class Teacher. Each class has a representative who liaises with class teachers and organizes the rotas of volunteers for cooking, assistance with library sessions and Christmas parties, etc.

## **Volunteers**

We warmly welcome support in school by volunteers and have a growing band of helpers across the school. Our volunteers are neighbours, friends and, of course, parents, and they give their support in a variety of ways; hearing readers, helping with activities in class e.g. cooking, or providing expertise e.g. ICT support. If you would like to help, please let the office know and we will invite you to discuss how you would like to assist in school.

All volunteers are checked to ensure there is no reason that they should not work with children. This check is called 'Disclosure and Barring Services' check and is applied for through school. You may be asked for references as part of the vetting process. These checks give you and us the reassurance that all volunteers are suitable to work with children.

## **Fronter**

When children are registered as pupils, they receive a username and password for Fronter, our Managed Learning Environment.

Each class has its own 'virtual classroom' and teachers use it to provide homework information and interesting links for children to pursue at home.



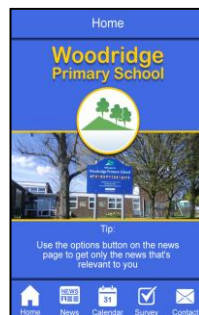


## School Website

On our website [www.woodridgeprimaryschool.com](http://www.woodridgeprimaryschool.com), you will find important information about school including school policies, curriculum information, calendar dates and our latest school newsletter.

## The Woodridge App

You can keep up to date with what's happening in your child's class by installing the free Woodridge App onto your phone or tablet. Just search *Woodridge Primary School* via your provider. This includes news, a calendar of school events and all the School Newsletters.



## Curriculum Information

There is a meeting with your child's class teacher at the beginning of each school year and you will receive a termly newsletter about class work and homework for your child.

We hold meetings about secondary transfer for you when your child is in Year 5.

In the Spring Term Y1 to Y6 have a Workshare Evening for parents and children, followed in the Summer Term by a Learning Review meeting. Reception parents are invited to a Stay and Play day.



## **Governing Body**

There are twelve governors at Woodridge who are either parent, staff or community governors. A short profile of each governor can be found on the school website.



Governors meet termly and also conduct much of their work in committee meetings. All Governors are linked with a curriculum area. Details of how to contact a governor are available from the office. For more information about the Governing Body, refer to our information leaflet or see the website.

## **If you have a concern or a complaint**

We trust that your child will be happy at our school. On occasions, however, a problem may arise. You should first raise your concern with your child's class teacher or the Head Teacher. The great majority of problems can be sorted out informally but if you feel that a concern has not been adequately dealt with you may wish to make a complaint. A copy of the Policy & Procedures for dealing with Parental Complaints available to download from the school website.

If you wish to discuss any aspect of your child's schooling please pop into the office to make an appointment to see the headteacher or come to the Headteacher's Surgery on Wednesdays 8.45-9.30am or 2.45-3.15pm – no appointment necessary.

*Colin Dowland – Headteacher*

*May 2018*

