



Welcome to Woodlands Primary School

READY - RESPECTFUL - SAFE

Together Everyone Achieves More

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Dear Parents and Carers,

A very warm welcome to Woodlands Primary School.

This is the start of your child's journey with us and through working as a team with families we can enable children to reach their potential. At Woodlands we use collaborative learning styles to encourage children to be inquisitive, motivated and passionate learners. This information book is designed to answer the most frequently asked questions.

If you require any further information please do not hesitate to contact us at school.

Morning Session:	Nursery & Pre-School	08.45am — 11.45am
	Infants	08.55am — 12.30pm
	Juniors Yrs 3 & 4	08.50am — 12 noon
	Juniors Yrs 5 & 6	08.50am — 12.30pm
Afternoon Session:	Nursery & Pre-School	12.30pm — 3.30pm
	Infants	1.15pm — 3.15pm
	Juniors Yrs 3 & 4	12.50pm — 3.20pm
	Juniors Yrs 5 & 6	1.20pm — 3.20pm

SCHOOL HOURS

Children are able to enter their classroom from 8.45am each morning.

This is to help alleviate traffic congestion. Official start times - 8.50am for Juniors and 8.55am for Infant children. Please be punctual.

As a school community, we pride ourselves on the children's attendance and punctuality. Please try to ensure that your child arrives promptly for the start of the school day. Lateness has a strong negative effect on children's learning.

- It disrupts other children's learning
- It means your child misses something important
- It is embarrassing for your child
- It may upset their whole day
- It forms bad habits for life
- It is truancy and against the law

We adopt an 'open door' policy and your child's class teacher is usually available at 3.20pm each day to discuss any concerns. We would ask, if at all possible, that you try to avoid seeing the teacher at 8.45am, as teachers need to be free to greet the class and settle children into routines. *If you need to see your child's class teacher, please telephone or call into either office to make an appointment.*

CLOTHES/UNIFORM

School colours are green and grey. Green 'Woodlands' sweatshirts/cardigans may be purchased online at www.monkhouse.com and www.theuniformshopwebsite.co.uk & www.uniformityschools.com in Ellesmere Port. You are also welcome to order additional items of uniform, such as PE kits, book bags, fleeces and coats. Uniform consists of sweatshirt or cardigan (as above), white polo shirt, shirt or blouse, grey trousers, skirt or pinafore dress. During the warmer months, children may wear green gingham dresses or grey shorts. Uniform is not necessary for our Nursery children.



Please send children to school in **sensible black shoes**. No trainers, boots, slip-on or heeled shoes please, as these are not suitable for outdoor play. Please try to avoid sending Nursery and Infant children with lace up shoes, as young children struggle to tie laces. No jewellery or fancy hair accessories please.

On PE/Co-Jo days, your child will come into school wearing their kit. PE kit consists of plain white t-shirt, black shorts, sensible trainers or indoor pumps. During the colder months pupils may wear black leggings or jogging bottoms and a sweatshirt/tracksuit top. (No football kits or bright colours). You will be advised of your child's nominated PE day shortly after they start school.

We request that children with long hair should have it tied back neatly, especially on PE days. Nursery & Pre-School children do not require PE kits but suitable active wear is advised for their PE days.

*Please help us by making sure **all** clothes are marked with your child's first name, surname and class.*

REGISTRATION AND ATTENDANCE

Registers are taken as soon as the session starts. Any child who is not in class at this time should report to the Infant/Junior office with a parent to sign them in. They will receive a 'late' mark after 9.00am. Arrival after 9.30am will be recorded as an unauthorised absence. The school works with the Education Welfare Service and follows their guidance for dealing with lateness and absence. School must be informed of absence on the first day by telephone. Any absence not explained is registered as unauthorised.

The government discourages holidays taken during term time and we would ask that parents avoid booking family holidays during term time. If this is absolutely unavoidable, you should apply in writing on a 'Leave of Absence' request form available from school at least four weeks in advance of the period for which leave is to be requested. At this time parents should advise of any extenuating circumstances they feel apply to their application. Leave will only be granted in exceptional circumstances (the only exception that the LA recognise is Service Leave). We would also ask that non-urgent medical/dental appointments are made outside of school hours. Proof of term time appointments will be requested.

Following application for Leave of Absence, parents will be advised in writing whether leave has been authorised or not and whether the Local Authority will be notified and a Fixed Penalty Notice applied. Fixed Penalty Notices may be considered appropriate for absences of more than 9.5 sessions (4.5 school days) lost due to unauthorised absence during the current term. These do not need to be consecutive. Please refer to the Cheshire West and Chester Code of Conduct for Educational Fixed Penalty Notices for further details.

ILLNESS

If your child is not well enough to attend school, please ensure that you telephone the school office before 9am on the morning of your child's absence and leave a message to advise us of the reason. If there has been any sickness or diarrhoea, they should remain at home for 48 hours after their last episode. For other infectious illness, further advice is available from school.

It is important that we are kept informed of any changes of address and/or emergency telephone numbers in case we need to make contact with you during the school day if your child is unwell.

If your child is prescribed a course of antibiotics which requires administering 4 times a day and they are well enough to attend school, we can administer a lunchtime dose. You will need to complete a medication form from the school office. As a general rule, school staff are not permitted to administer creams or drops.

PHYSICAL EDUCATION

Infant children do indoor PE, drama and dance in the school hall during the Winter term and play games outside during the Summer months. Junior children do both



all year round. The children will wear outside trainers, white T-shirt and black shorts as a minimum during the warmer months. Tracksuits may be required during the winter months. As mentioned overleaf, children are to come into school on their nominated PE day wearing their kit. All items should be clearly marked with your child's name. For health and safety reasons no jewellery is allowed to be worn during PE. Teachers and classroom assistants are not permitted to remove, replace or cover jewellery. Earrings will need to be removed/covered by the child or the parent on PE days. Please do not have your child's ears pierced during term time. We would not wish for children to miss PE lessons because they have earrings in.

SAFETY

Car parking is a constant problem and we do ask for your help and co-operation regarding the parking of cars outside the school. **Do not** park on the zigzag or the double or single yellow lines, block driveways of local residents, double park or park opposite junctions. Parents are not permitted to park or drop children off in the school car park. Parents from our school are welcome to use the footpath through the junior school grounds from Randle Meadow which is open both before and after school.

Please note, we are now running a school streets initiative which means that between **8.30-9.00AM & 2.45-3.30PM**. Eddisbury Road is only accessible by car if you have a blue badge. Every day over 500 children are entering and leaving both schools – so we must constantly guard against accidents happening. Children should be brought into school through the pupil gates, not through the car park.

BREAK TIMES

Drinks

As part of our 'Healthy School' ethos, we believe it is important that children drink water rather than sugary drinks, so we encourage everyone to bring a water bottle to school, preferably in clear plastic, with a drinking spout to cut down spillage. (This is in addition to drinks provided as part of their packed lunch). The bottles are kept in the classroom and the children are encouraged to drink a little water regularly throughout the day. Bottles can be washed and refilled each night at home.

Please can you ensure your child's name is clearly marked on bottles using a permanent marker.

Food & Snacks

Your child may stay for school meals or if you prefer bring a packed lunch.

School dinners for Infant children are currently free. For Nursery and Junior children school dinners the current cost is **£2.90** per day, **£14.50 per week**, unless you are eligible for Free School Meals, see below. Dinner money is due in **advance** and must be paid online via ParentPay (further details and activation codes are available from the school office once your child joins us.). The school meal always includes a drink.



School lunch registers are taken by teachers each morning and children need to let their teacher know whether they are having a packed lunch or require a school dinner and advise which choice of meal they would like each day. There is no requirement to pre-book. Our menu offers a choice of meals each day. A copy of our current menu which is on a 3 week rotation is displayed on our website.

To find out if your child is eligible for Free School Meals, please telephone 0300 123 7039 or email info@cheshirewestandchester.gov.uk.

Children having a packed lunch may bring a still, cold drink but no glass bottles or cans please. Water is always available for all children.

Nursery & Pre-school children are provided with a variety of healthy snacks at each session.

Reception and Infant children are provided with a free mid-morning snack of either fruit or vegetables each day.

We are trying to encourage healthy eating at Woodlands and have achieved 'Healthy School' status. We would, therefore, request that you support us and send into school with Junior children snacks of fresh/dried fruit or vegetables only. No sweets please or sticky, sugary snacks which are very messy and extremely unhealthy, despite being advertised as 'fruit' or 'health' bars. Children often have difficulty opening and assembling the pre-packed 'lunchables' or similar so please try to avoid these if at all possible. We also insist that any grapes are cut lengthways to avoid a choking hazard. Our kitchen also provides a snack menu whereby you can pre-book snacks via ParentPay for the cost of 75p per day. A fixed menu is in place daily and includes food such as toast, bagel, crumpet, bacon butty and a fruit cup.

FORMS

You will have received a Data Collection Form for your child. If you have not returned this form to us, please do so as soon as possible. This information is required by school to ensure that we have up to date emergency contact information for your child and relevant information regarding their medical and dietary requirements etc.

We also require various consent forms completing and returning to us when your child starts school. These include Photographic Consent, Internet Use Consent, Home & School Agreement, Local Area Visit Consent and School Dog Permission.

We understand that there seems to be a lot of information required and forms to be filled out, but we only have the safety and welfare of your child in mind.

COMMUNICATION

At Woodlands we try to keep parents as up-to-date as possible with information regarding school and details of events etc. Class teachers will share updates, photos, celebrations and news via Seesaw. You will receive details for creating your account once your child has enrolled. In addition to individual class letters, we produce a weekly bulletin every Friday via email, which provides details of forthcoming events, important dates and links to menus, terms dates etc on our website.

To further improve the school's communication with parents, we use a service called ParentPay, which enables us to contact you by email and text message. Once your child is enrolled, activation codes will be produced and a letter sent home, enabling you to set up your account.

I would also recommend you view our website, which contains information about the school and is an absolute must see! I would particularly recommend you visit the Year Group page relevant to your child and the 'Newsletter' and 'Parents & Carers' pages which are situated under the School Community tab. Further information can also be found on our school Twitter feeds.

You can access our website at: www.woodlands.cheshire.sch.uk

PAYMENTS

You can pay for school dinners, morning snack, Nursery & Pre-School sessions, Trips and Visits, Sports and other clubs online from your credit/debit card. If you have not already set up your ParentPay account please do so, your unique code can be obtained from the school office once your child has officially joined us. School no longer accepts cash or cheque payments.

PARENTAL INVOLVEMENT

In school, we have a PTA who raise funds for the children through events. We also have an active Parent Forum, where elected parents meet once a term to discuss life in school and continue to improve partnership working. We are always keen to welcome volunteers into school. Please speak to the school office if you are interested.

OUT OF SCHOOL PROVISION

We provide full wrap-around care provision at Woodlands. This is staffed by Woodlands employees and provides breakfast and afterschool club, along with holiday clubs during the year. You will need to fill out an additional Data Collection Form to use our Wraparound care. Further details and how to book are enclosed or can be obtained from the school office or our website.

PUPIL PREMIUM FUNDING

For children from Reception to Y6, Pupil Premium is additional funding of £1455 per pupil paid to schools to improve outcomes for eligible children. Your child may be eligible if you are entitled to receive one of the following, Free School Meals, Income Support, Child Tax Credit, Income Based Jobseekers Allowance. For more information on eligibility and how to apply, please visit the 'Our School' tab on our website and select the Pupil Premium page at www.woodlands.cheshire.sch.uk. A paper copy can also be collected from the school offices upon request.

For children of Nursery & Pre-School age, an application can be viewed and completed from <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/early-years-and-childcare/three-and-four-year/early-years-pupil-premium> and follow the link for Early Years Pupil Premium, apply online.

GENERAL INFORMATION

Starting school can be exhausting emotionally, physically, socially and mentally for both children and parents. Your child may not tell you what has been going on at school. You will probably get the same answer as all the other parents, such as "nothing much" or "just playing". The Foundation Stage enables children to learn through play and the curriculum is carefully planned around the children and their interests. This is a very exciting time in your child's life and we look forward to welcoming them to our school.

Remember the better the home/school partnership the more your child will benefit.

We welcome parental help in school with a wide variety of activities and if you are interested or would like more information please come and ask.

For the younger children starting at Woodlands it would be helpful if you could practise the following with your child/children:

- Dress and undress
- Take off outdoor clothes and shoes and hang clothes up
- Use the toilet properly and flush after use
- How to wash and dry their hands
- How to use a knife and fork efficiently
- How to tidy/clear away toys
- Share toys and take turns

**Lastly, we would like to introduce you to the Woodlands school dog, Angus,
AKA 'Gorgeous Gus'.**

Woodlands Primary school recognises that animals offer the potential for a wide range of very positive learning experiences for children, in particular in relation to taking care of and showing responsibility for living creatures as well as developing an understanding of the importance of their humane treatment. Children can benefit both educationally and emotionally, increase their understanding of responsibility, and develop empathy and nurturing skills through contact with animals.

Following the receipt of parental permission, the children will have opportunities to interact with Gus in a safe and nurturing environment.

Please feel free to follow him on Twitter, [@GorgeousGus1](#)



A very warm welcome from all at Woodlands!



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