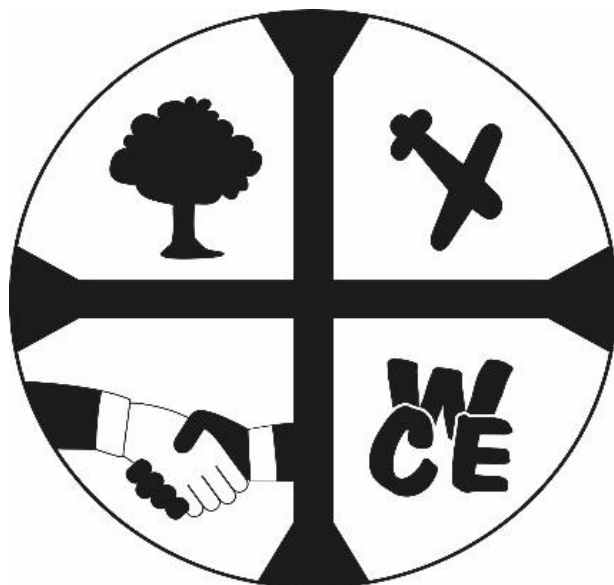


**Woodley Church of England (Controlled)  
Primary School**



# PARENT PACK 2019-2020

Version	Review Date
1	September 2017
2	January 2019
3	September 2019

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## **School Hours**

Pupils are not expected to arrive at school before 8.30am at which time the gates are opened. Children are able to enter the school building at 8.40am via their designated entrance, where an adult will be on duty in class and a member of staff will be by the gates to take messages. Registration takes place at 8.50am so that lessons can start promptly at 9.00am. School will not accept responsibility for children before 8.40am.

Lunchtimes start and end as follows

FS2 11.40-1.00

KS1 12.00-1.00

KS2 12.15-1.15

All children in KS1 and KS2 will have a 20-minute break from 10.30-10.50.

School finishes at 3.10 pm. (FS2 and KS1) and 3.15 pm (KS2). Children from Foundation to Year 4 will be dismissed from their classroom by their teacher. Children in Years 5 & 6 will be dismissed by their class teacher to meet the adult collecting them from the Junior Playground.

Some parents may wish their child in Year 6 to either walk home on their own, or be permitted to meet an adult outside the main school gate. If this is something that you wish for your child, we request that you write to the school to give your permission. Please note that unless written permission is received by the school, Year 6 children will still be expected to be collected from the playground each day.

If children are being collected by older siblings we request that you write to the school giving us permission for school to hand children over to older siblings.

If a child cannot find the person collecting them, they are expected to inform their class teacher who will be in the Junior Playground, unless they are taking an after school club. In this instance, another teacher should be informed. Children who are not collected by an adult will be taken to the school office to wait.

If you wish your child to be collected by an adult who is not recorded in the admission booklet, please let your child's class teacher know.



### **School Access**

The school gates will be opened from 8.30am until 8.50am each morning. The gate will be locked during school hours. The gate will be reopened at 3.00pm each afternoon. Any child arriving or leaving other than at the usual school time should be signed in or out at the office stating the reason why they are leaving during school hours. School gates will be locked at 3.30pm.

Parental access to the school should only be through the school office which has an intercom system. All visitors to the school must sign in and out.

### **Using The School Site After School**

The school day ends at 3:10pm for Foundation and KS1 and 3:15pm for KS2, unless the children have an after school club. At 3:30pm the playground gates will be locked. All after school clubs will be dismissed from the infant courtyard.

The Airfield Club will be collected from the side gate by the kitchen pod which is located next to the bus. To access the entrance, please press the buzzer and a member of staff will grant access to the school site.

### **Bicycles, Scooters and Skateboards in School**

Bicycles, scooters and skateboards can be stored in the bike racks located on the junior playground and the front of the school. They should be secured using a lock if possible. Please note that the school cannot accept responsibility for any items left in the bike racks. Please collect, bikes, scooters and skateboards daily.

For health and safety reasons please note that bicycles, scooters and skateboards must be pushed when on the school site and not ridden.



### **Cars on Site**

For the safety of the children we insist that parents do not drive on to the school site. If you are dropping or collecting your child to or from a school club, please park remotely from the school and walk on to the site. The only vehicles which have permission to drive on site are staff vehicles, vehicles which hold a disabled badge, emergency vehicles and taxis. Please speak to a member of the school office if you need to discuss regular parking arrangements.

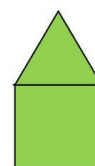
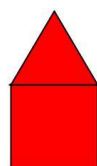
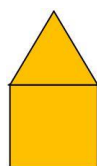
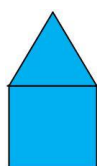
## **Home Learning**

We believe that learning at home is an essential part of a good education. Homework is set, giving pupils the opportunity to practise at home the tasks covered in class and helping them work towards improving important skills. We expect children to read with an adult five times a week in order to become proficient and confident readers. We expect this from every child in the school and encourage parents to sign the homework diary when they have heard their child read/discussed a book with their child.

Homework and home learning provides an excellent opportunity for parents to become actively involved in their children's learning. We ask that parents encourage, support, and where appropriate, help with their child's homework.

## **School Houses**

Every child in school belongs to a "house". Houses will usually be allocated during the first week of term for Foundation children. Children will remain in the same house during their time at the school. Our Houses are: Bader, Earhart, Johnson and Wright.



## **Behaviour in School**

At Woodley C of E Primary School we aim to create the conditions for an orderly school community in which effective learning takes place. Within the school environment, the children are offered the opportunity to develop self-discipline, to have regard for other children and adults and to develop respect for their environment.

We encourage good behaviour in school as well as enforcing sanctions against those who do not follow the school rules. For more details, please refer to our Behaviour Policy which is located on the school website.

## **Playground Rules**

1. Be gentle when playing with friends
2. Be kind and helpful to everyone
3. Listen to all instructions given by members of staff
4. Be honest when talking to members of staff
5. Look after the play equipment
6. Be respectful to all and use appropriate language
7. Only use areas of the playground and the field you are allowed to use on that day
8. When the end of break bell rings, walk sensibly to your line.
9. If you hear whistle during play, stop what you are doing and listen to instructions



## **Clubs**

We run a large variety of lunchtime and after-school clubs each term. These are run by our own staff as well as external providers. Your child is invited to join at the start of each term and you will be notified if they have been successful. Some clubs may incur a charge. This will be made clear on the club's letter at the beginning of term.

1. Attendance at the club you have joined is compulsory whether lunchtime or after school. If you cannot attend a club for any reason, a note must be given to your club leader from a parent or carer, explaining why you cannot attend. The school will phone any parents whose child does not attend an after school club.
2. Non-attendance at a club for 2 weeks may lead to the loss of your place. Unfortunately, we will be unable to issue a refund.
3. Club leaders will speak to children if they have not attended a club and warn them that they may lose their place.
4. Parents are expected to ensure that children attend the clubs they have signed up for and check with children that they are attending.
5. Children are expected to have the correct kit or resources for a club. At busy periods the office maybe unable to phone parents if children have forgotten items.

## **School Meals**

**School Dinners** – Meals are cooked on the premises. Each day a choice of meal is provided which includes a vegetarian option. The meals are provided in accordance with the DfE guidelines on nutrition. If your child has a food allergy and has school meals, you will need to complete a Caterlink Special Diet/Allergy Form. As it takes 10 days for this form to be processed by Caterlink, you will need to provide your child with a packed lunch until the process is complete.

The school run an online ordering system for hot school meals. Please speak to the office to obtain an activation letter and instructions on how to set up a Sco-pay account. Dinner must be ordered before midnight of the evening before you need a hot meal. The office may phone to ask you to bring in a packed lunch for children if a meal has not been ordered.

**Sandwiches** – Children are welcome to bring in their own sandwiches. Please ensure that they use a non-breakable, clearly labelled sandwich box or lunch bag. We encourage children to bring a lunch that is nutritionally balanced. It should not include sweets or fizzy drinks. A small lunch size chocolate biscuit i.e. Kit Kat, Clubs or Penguin biscuits is acceptable. If you are unsure please ask at the school office. Please note that as we are a nut free school, children should not bring in any items containing nuts. Children must eat their own food and be encouraged not to share food with friends.

**Nut Allergy** – some pupils in our school have severe allergies to peanuts/nuts. It is important that there is a strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are therefore asking parents **NOT** to send any peanut or nut containing products to school with your child. This does include Nutella and peanut butter. If your child has eaten peanuts/nuts before coming to school, please ensure your child's hands and face have been thoroughly washed before entering the school. We appreciate your support in keeping our children safe in school.

**Free School Meals** – Foundation and KS1 children are all currently entitled to free school meals. For Junior children, if you are receiving Income Support or Income Based Jobseekers Allowance, your child may also be entitled to a Free School Meal. If you are entitled to free school meals, your child may be eligible for extra funding under the government's Pupil Premium grant. This could benefit your child in many ways during their school life. Please contact the school office for further details if you think you may be eligible.

**Snacks** – At Woodley C of E Primary School, we encourage our children to eat healthily. Foundation and KS1 children have fruit provided for them by the school. Children in year 3-6 are required to provide their own fruit or vegetable based snack.

Milk is available to order at a cost via Cool Milk. Forms can be collected from the school office. If your child is under 5 years old until statutory school age in Foundation, milk is provided daily free of charge.



## **Medical**

### **Absence Due to Illness**

When a child is not able to attend school due to illness, it is the expectation that parents will notify the school on each day the child is absent. This should be by telephone in the first instance. The school endeavours to contact parents / carers in the event of an unexplained absence. Please leave messages on the answer phone.

### **Medical Conditions/Allergies**

If your child has a medical condition or suffers from allergies, please inform the school immediately. Dependent upon the nature of the condition/allergy we may need to complete an Individual Healthcare plan for your child.



## **Medicines in School**

If your child requires medicine in school, it must be brought to the office. Parents/carers must complete a form giving permission for the medicine to be administered by a member of staff. Medicines will not be given to children without written consent from the parent/carer. It is the responsibility of the parent/carer to check that all medicine in school is in date. When collecting medicines, please ensure an adult comes to the office. Medicines will not be handed to children.

## **First Aid**

There may be occasions when your child feels unwell or become injured during the school day. Your child may be referred to a trained first aider using the information provided by the child. Based on this information, their illness or injury will be treated accordingly. If the member of staff assessing your child feels it is necessary, a phone call or text message may be placed to a parent for advice or to inform you that your child is unwell and needs to be collected. If your child receives a head injury during the school day, a text message will be sent to their primary contact and the child will wear a bumped head sticker to alert all staff to their injury. This is purely cautionary to notify you in case later that day your child becomes unwell. In the case of a more serious head bump you will be phoned immediately.



## **Sickness and/or Diarrhoea**

Medical advice states that children who have been suffering from sickness and/or diarrhoea should be kept off school until they have been symptom free for **24 hours** in order to prevent infection of other children. This has changed from our previous 48 hour notice rule.

## **Sun Protection**

Due to health and safety reasons, sunscreen should not be brought into school. There are many all-day sunscreens available which we would advise you to apply to your child before they come to school. We will encourage the children to sit/play in the shade and we suggest that the children bring a suitable hat to wear during break times.

## **Equipment**

### **Stationery and Bags**

In each classroom, essential stationery is provided for the use of pupils. Please do not send in any personal stationery. Due to limited space, children must only use the school book bag which can be ordered via the office.

### **Home School Diaries**

Home school diaries must be brought into school every day. We expect every child to record the reading that they do. Children must read to an adult at home five times per



week. The adult must then sign the home school diary to demonstrate that this has taken place. The class teacher or teaching assistant will sign your child's homework diary at the end of every week. We expect the children's diary to be signed at the end of the week by an adult from home.

### **Water Bottles**

We believe that keeping well hydrated aids children's learning as well as keeping them healthy. Please can you provide your child with a named water bottle which they can bring in on Monday morning and take home for washing on Friday afternoon. Bottles must be clearly named and contain water not juice. Children must have a separate water bottle from the drink provided in their lunchbox. The bottles are kept in the classroom and can be topped up throughout the day. It is parental choice whether the bottle goes home daily or stays in school all week.

### **Electrical Equipment and Mobile Phones**

Electrical equipment, including mobile phones, must not be brought into school. We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in school or on school trips;
- Mobile phones brought to school without permission will be confiscated. Parents will then be contacted and asked to come into school to collect the phone. The phone will not be returned to the child.

In the rare event that a parent wishes their child to bring a mobile phone to school for a specific reason, they **MUST** leave their phone at the office and collect at the end of the day. School cannot take responsibility for electrical equipment that is brought into school and not left in the safety of the school office.



### **Lost Property**

We ask parents to make sure that all items brought into school are clearly named. When items are found and cannot be returned to their owner they are placed in our lost property boxes which are located just inside the Lower Junior and the Infant corridors. Unclaimed items are disposed of at the end of every half term. If you wish to check the lost property boxes please do this at the end of the day and ask a member of staff from the playground to assist you. Due to safeguarding we cannot allow adults to wander around in corridors before school. Your understanding is appreciated.

### **Uniform**

All uniform must be clearly named. If your child has to wear an item of clothing or footwear that is not usual school uniform for a specific reason please inform the school office and also write a note in the Home School Diary. A uniform pass will be issued to your child during this period.

### **PE Kit**

PE kit should be in school from Monday to Friday each week and should include red shorts, white t-shirt and trainers. A long sleeved sweat top and jogging bottoms are optional during cold periods.

We insist that all earrings are removed for PE as it is a Health and Safety issue. Tape should only be used for a limited time after piercing. If you have any concerns about this please speak to the PE co-ordinator.

If PE kit is forgotten children will be given a slip in their home/school diary informing you of the fact and asking you to make sure the kit is in school from the next day. If children forget their kit on several occasions, a letter will be sent home to parents in order to address this issue.

Children are unable to take part in the lesson without the correct kit so they will be given written work appropriate to the lesson.

### **Communication with Parents**

Our website contains general information about our school. We also use an e-mail and text system to communicate with parents.

### **Website**

Our website can be accessed at [www.woodleyceprimary.co.uk](http://www.woodleyceprimary.co.uk)



### **Letters**

These are always e-mailed, however, copies of letters can be sent to those parents who have notified us that they do not have an email address or a hard copy can be picked up from the school office. Letters of a sensitive nature will always be sent by hard copy by post or via your child and in an envelope where necessary. If you require a copy of letters being sent to both parents please let us know.

### **Newsletter**

We publish a half termly newsletter which lets parents know what has been happening in the school. Please take time to look at the newsletter as it is a valuable source of information. The newsletter is sent by e-mail. Again, this can be sent to both parents if required. Please let the office know. Friday Forecast is sent home every Friday detailing events for the coming week.

### **Texts**

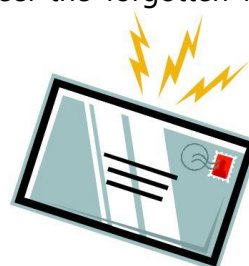
We use our text messaging system to alert parents of any last minute changes to our plans, for example if we have to cancel an after school club due to staff illness. We will also use this to let parents know if the school has to close for any reason, for example due to snow. We also use this method to send reminders about activities for example, to bring in a packed lunch for a school trip. Again, this can be sent to both parents if required. Please let the office know.

### **E-mail**

We use an e-mail system to send letters and other useful information such as holiday activities organised by Wokingham Borough Council. We will use the e-mail address of parents provided on the Pupil Data Form. Please make sure you provide the school with the correct email address.

### **Forgotten Items**

In order to help the children to learn to take responsibility for the equipment they need to bring to school, during busy office times we are not always able to phone home for you to bring in forgotten items. This will include items such as, PE kits, homework, trainers, etc. We will contact home if we feel the forgotten item is a matter of urgency, for example, reading glasses.



### **Communication with the school**

We believe that good communication with parents is important to strengthen the learning partnership between home and school. In order to facilitate good communication, we have developed a number of strategies.

Please remember that the home school diary can be used to transport messages to your child's class teacher. Messages that are urgent should be given via school office as homework diaries may not be checked every day.

Your first port of call for any issues should always be your child's class teacher. You will find teachers in the playground at the end of the school day unless they are running a club.

Alternatively, parents may contact the school office to make an appointment to see the class teacher specifying briefly the area of concern. They will assist you by making the appointment and passing on your request to the class teacher.

Please remember that the home school diary can be used to transport messages to your child's class teacher. Messages that are urgent should be given via the school office as homework diaries may not be checked every day, alternatively a message can be left with the staff on the gate in the morning.

If you are requesting a leave of absence for your child (to attend an exam, observe a religious event etc.) you should complete a Leave of Absence Request Form. These are available on the school website and from the school office. A form is also required for taking children out of school for medical appointments.

Please also let us know via the home school diary/office or staff member if someone different is picking your child up at the end of the school day.

**Urgent information must always be telephoned to the school office.**

### **Charging Policy**

The school has a policy of how charges can be made for school activities and trips. Please see the 'Charging for School Activities Policy' on the school website at:

[www.woodleyceprimary.co.uk](http://www.woodleyceprimary.co.uk)

### **Office Hours**

The school office is open from 8.00am until 4.25pm Monday to Friday There will be a member of staff in the office or reception to assist any parent during this time.

### **School Contact Details**

Woodley C OF E Primary School

Woodley C OF E Primary School  
Hurricane Way,  
Woodley,  
RG5 4UX

Tel: 0118 9693246

Email: [admin@woodley-pri.wokingham.sch.uk](mailto:admin@woodley-pri.wokingham.sch.uk)



## **Staff and Governors 2019/2020**

A list of all staff and Governors will be published at the start of the academic year.

### **Senior Leadership Team:**

Mrs L Gurney	Head Teacher
Mr C Blakely	Deputy Head Teacher
Mrs C Thomas	School Business Manager
Mrs H Parsons	Assistant Head Teacher
Mrs E Blakely	Inclusion Manager

### **Teaching Staff**

Miss E Lord	Willow Class Teacher/ EYFS Phase Leader
Miss J Daniell	Chestnut Class Teacher
Miss L Adkins	Ash Class Teacher/ KS1 Phase Leader
Miss S McEvoy	Fir Class Teacher
Miss F Khaliq	Oak Class Teacher
Mrs M Jay	Cedar Class Teacher/LKS2 Phase Leader
Mr A Hall	Maple Class Teacher
Miss C Minchinton	Rowan Class Teacher
Mrs A Sharman	Silver Birch Class Teacher/UKS2 Phase Leader
Mrs A Morton	Sycamore Class Teacher
Mrs H Parsons	Aspen Class Teacher
Mrs S Ghosh	Year 5 Maths Teacher
Mr M Clare	PE Co-Ordinator
Mr D Miles	Support Teacher

### **Office Staff**

Mrs M Smith	Administration Manager
Mrs L Howard	Administration Assistant
Miss S Hurst	Finance Assistant

### **Site Team**

Mr R Chescoe	Site Controller
Mrs S Bull	Site Team
Mrs C Holmes	Site Team

### **Lunchtime Controllers/Caterlink Staff**

Mrs A Church  
Mrs Louise Robin  
Mrs V Driver  
Mrs S Chescoe

### **Support Staff Team**

Mrs A Benham, Pupil Premium TA Champion  
Miss E Brett  
Mrs K Davis-Lane  
Mrs V Driver  
Mrs S Fennemore  
Mrs A Keag  
Miss S McCabe  
Mrs D Marsh

Mrs C Moore

Miss H Moutray

Mrs R Offord

Mrs L Pearce

Mrs D Pegg

Mrs Z Rehman

Mrs A Sutton

Mrs C Vickery

Mrs T Wallace

Mrs K Williams

### **Governors**

Mrs L Gurney	Head Teacher
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Mrs G Plowright	Local Authority Governor/Chair of Governors
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Mrs N Quinnell	Foundation/Inclusion Governor
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Mr C Boys	Foundation/Health and Safety Governor
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Mr D Miles	Staff Governor
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Mrs C Denley	Parent Governor/Pupil Premium Governor
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Mrs N Poole	Parent Governor/Safeguarding Governor
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Mrs K Flynn	Parent Governor
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Mr S Claydon	Co-opted Governor
Mr P Fahy	Co-opted Governor
Mr C Blakely	Co-opted Governor
Mrs M Smith	Clerk to Governors