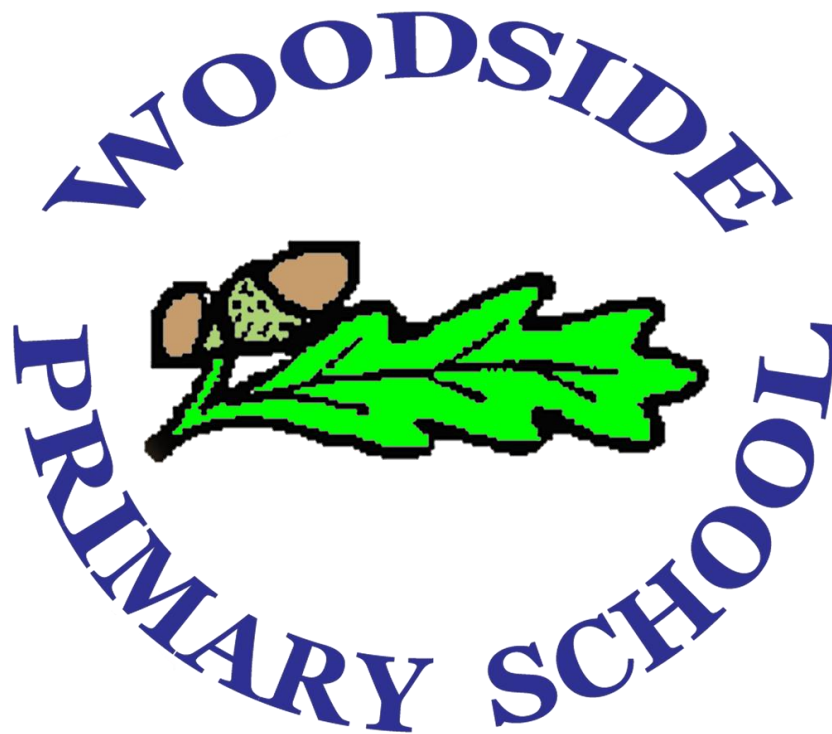


[www.woodside.gloucs.sch.uk](http://www.woodside.gloucs.sch.uk)



# Parents' Handbook 2017-18

## WELCOME TO WOODSIDE!

Our website is regularly updated to show photographs of school events, display newsletters and achievements and to provide up to date information.

[www.woodside.gloucs.sch.uk](http://www.woodside.gloucs.sch.uk)

**OUR SCHOOL STAFF**

<b>Head Teacher</b>	Mrs Davis
<b>Teaching Staff</b>	Mrs Cotterell (Senior Leader)
	Mrs Fawkes (Senior Leader)
	Mrs Oliver
	Miss Waugh
	Mrs Jeavons (Special Educational Needs Co-ordinator)
<b>School Business Manager</b>	Mrs Phelps
<b>Office Administrator/Family Worker</b>	Mrs Matthews
<b>Teaching Assistants</b>	Mrs James
	Mrs Hoare
	Miss Haskett
	Miss Brain
	Ms Gibbon
	Mrs Freeman-Price
	Mrs Knight
	Mrs Ingledow
	Mrs Melton
	Mrs Carpenter
<b>Caretaker</b>	Mr Linnane
<b>Cleaners</b>	Ms Burford
	Mrs. Lewis
<b>School cook</b>	Mrs Day
<b>Lunchtime Supervisors</b>	Mrs Tippins
	Ms Iszatt
	Mrs Howard
<b>Breakfast Club Supervisors</b>	Mrs Howard and Mrs Tippins

## OUR GOVERNING BODY

### **Staff Governors**

Mrs M Davis (**Head Teacher**)

Mrs Fawkes

### **Co-opted Governors**

Mrs A Davis (Chair of Governors)

Mr R Hall (Vice Chair)

Mrs Brain

Mr Bent

Mrs Cotterell

Mrs Matthews

Mrs Manning

Vacancy

### **Parent Governors**

Mr Rudge

Ms Horton-Bussey

Mrs Welch

### **Clerk to Governors**

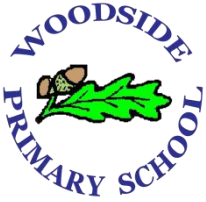
Mrs Southwell

### **What does a school governor do? (from LA information leaflet)**

*Together with the head teacher they set the future direction for the school and decide how the school's budget should be spent. Governing bodies make decisions collectively on matters such as performance targets, school policies and the school's improvement plan.*

*Governors monitor the impact of policies and oversee the use of the school's budget. They report to parents on the school's achievements and respond to inspection recommendations. They hear appeals from pupils and staff and consider complaints.*

*Governors provide the head teacher with support and advice, drawing on their knowledge and experience. They may ask searching questions. The governing body must respect the head teacher's position as professional leader of the school.*



## Woodside Primary School Ethos and Aims

### **School Ethos**

We strive to establish a caring community, whose attitudes and values are built on mutual trust and respect for all. Our intention is that every member of the school community feels valued and respected, and that each person is treated fairly and well. We promote an effective learning environment, so that everyone can feel happy, safe and secure. We endeavour to show compassion, understanding, good manners and conduct in all that we do so that Woodside School and all the people within it are proud of where they belong.

### **Aim**

Our aim is to provide an enriched and secure learning environment in which every child can achieve their potential across all areas of school life: academic, creative, sporting and social.

### **To achieve the above, we aim to:**

- raise achievement, setting high standards in learning and teaching
- provide the best possible education, ensuring all children make good progress
- ensure that all pupils experience high quality and purposeful teaching and learning
- actively involve children and their parents in their learning
- focus on developing literacy and numeracy skills and to balance the remaining teaching and learning time across the range of subjects, so that our children will be confident in a wide range of skills and abilities
- develop a school which relates to and respects the immediate environment, the wider community and the world beyond. To achieve this we emphasise outdoor learning; a commitment to promoting environmental awareness; links with local schools and our development of international cultural awareness

### **Our Values are:**

**Friendship, Respect, Self-belief, Tolerance, Determination and Courage**

## **ORGANISATION**

The school was opened in 1878 and is set in its own playing fields with views across the Forest of Dean towards Wales.

We currently have 112 children on roll as well as part time pre-school Early Years children, known in our school as Little Dormice. During 2016-17, classes will be arranged as follows:

Dormice	Pre-school and Reception
Fallow Deer	Year 1 and Year 2
Wild Boars	Year 2 and Year 3
Wood Peckers	Year 4 and Year 5
Red Squirrels	Year 5 and Year 6

The organisation of classes is reviewed annually according to the numbers in each year group and local authority funding. The Early Years Foundation Stage (EYFS) is made up of Early Years children (pre-school children of three and four years of age) and reception age children (four and five years old within the reception academic year). Key Stage One (KS1) is years one and two and Key Stage Two (KS2) is years three, four, five and six.

## **ADMISSIONS**

For information about admission to our Early Years setting at three and four years of age, visit us and refer to our Early Years booklet. Attendance at this provision does not guarantee a place in the reception class, as the Local Authority admissions procedure needs to be followed to gain a place in reception. Children enter the reception class in the September of the academic year in which they are five. For the LA admissions procedure, please see the Gloucestershire website for details at: <http://www.gloucestershire.gov.uk/schooladmissions>

For new children, we ensure that the transition into school is easy and enjoyable. Our experienced staff meet with parents and pre-school providers well before their start and arrange for children to visit for 'settling in sessions.'

## **PROSPECTIVE PARENTS AND PUPILS**

Prospective parents and pupils are welcome to visit at any time, although a prior appointment is preferable to ensure that the headteacher is available.

We have a pack called "Happily to School" for prospective parents of reception age children, which contains useful information to help ensure children settle quickly into the school. We have a separate Early Years pack for children from three years to reception age.

## THE SCHOOL DAY

At 8.40 am each morning there is a member of staff on duty in the yard to make sure that the children are welcomed and adequately supervised. Children should not arrive before 8.45 am ideally. The school day begins at 8:50am, when the whistle is blown for children to line up and put away lunchboxes and coats before registration. Children should enter through the playground gate. In the event of bad weather children will be directed to come straight into school through the front door, from 8:45 am.

We run a breakfast club from 7:45am. If you are interested in more information, please contact us.

### **Lateness and Absences**

At 8:50 am the playground gate is locked and the only entrance open is the main entrance. Lateness is monitored closely by the school and by the Local Authority. Children arriving after 9.00 a.m. will be recorded as late. A child arriving after 9.30 a.m., once the registers are closed, will be recorded as absent unless you have contacted us to explain why they are going to be late. **All absences from school should be notified either in writing or by telephone by 10.00am on the first day of absence.** If we do not hear from you then you will be contacted, to find out why your child is not at school.

### **Unauthorised absences**

An unauthorised absence is defined as follows:

- an unexplained absence - if your child is absent without a reason being given
- arrival after 9.30 a.m. that is unexplained
- unauthorised requested absence

### **Holidays during term time**

The head teacher can **no longer** approve absences during term time for holidays. Some other absences may be authorised, such as for attending a wedding of an immediate family member or for a funeral. In the event of unauthorised absences, penalty and fines may be issued by the Local Authority without prior warning. **Each** parent would be fined £60 for **each** child's absence.

### **The School Day**

Morning session (EYFS and KS1)	-	8:50 – 12:00
Morning session (KS2)	-	8:50 – 12:15
Afternoon session (All Classes)	-	1.00 – 3:00

Morning break for EYFS and KS1	-	10:30 – 10:45
Morning break for KS2	-	10:50 – 11:05
EYFS and KS1 afternoon break	-	2:00 - 2:15

### **At the end of the day-3pm:**

EYFS children remain in the classroom until they are collected by a parent or carer from outside the conservatory area.

Children in all other classes are taken to the playground and dismissed at 3.00 p.m. Parents are asked to collect their children from the playground and there will be a member of staff supervising. Children are reminded that if there is no-one there to meet them then they are to tell a member of staff

immediately. Children who live near school are allowed to walk home if their parents have provided written authorisation.

Children who go on the school bus gather in the hall for bus registration and are escorted by two members of staff to the bus, who check seatbelts are fastened. Children on the school bus must abide by the bus company rules and whilst school staff support and reiterate these rules, the bus company have the discretion to bar children from using the bus service in the event of any problems with behaviour, bus passes or payment.

**If, for any reason, you are delayed and not able to meet your child, can you please let us know and we will make sure your child remains in the reception area until you arrive.**



### **ACADEMIC RESULTS**

The most recent results can be seen on our website. Every child's progress is carefully tracked and monitored and all year groups make good progress.

### **OFSTED**

We had an Ofsted inspection in March 2014 and the full report can be accessed at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). We were delighted that the inspection confirmed the effectiveness of improvements and confirmed that our lovely school is good with outstanding features.

### **SCHOOL ATTENDANCE 2016/2017**

The attendance for 2016/17 was 96.1%.

### **SCHOOL UNIFORM**

The school uniform consists of the following items:-

- Navy sweatshirt
- White polo shirt
- Navy, black or grey trousers/shorts, skirts/pinafores/skirts
- Pale blue striped or checked summer dresses
- Sensible black shoes



Sweatshirts, polo shirts and T-shirts with the school logo on, can all be ordered from the school office or direct from our Suppliers School Trends  
[www.schooltrendsonline.com/schools/woodsidePrimarySchoolGL179XP](http://www.schooltrendsonline.com/schools/woodsidePrimarySchoolGL179XP).

All children will be expected to have a P.E. kit which they keep in a suitable bag in the cloakroom.

This consists of:-  
 Green Polo Shirt  
 Shorts  
 Daps (preferably slip-on)



Children may wear tracksuits/jumpers for outdoor P.E. during the cold weather. We do not allow them to do P.E. in shoes so it is imperative that they do have the necessary footwear. All items of clothing must be clearly marked with the child's name. Any unclaimed articles of clothing will be put in the lost property box which is in the school office. P.E in the hall is done in daps or barefoot not trainers. Black jeans or short skirts are not permitted, in line with local secondary schools.

### **JEWELLERY and HAIR**

The only earrings that are acceptable are plain studs. During P.E. sessions earrings and watches must be removed, for safety reasons, and given to the class teacher for safe-keeping. Hair must be tied back if long, to help minimise the spread of head lice. We do not approve of shaved designs or hair colouring, in line with rules in secondary schools.

### **SCHOOL MEALS**

Hot school meals are available at lunchtime at a cost of £2.20 per meal (free for KS1 children from September 2014). A cashless system for ordering and payment is now in place via ParentPay, an on-line facility. More information is available in a pack from the school office.

Milk is available from Coolmilk. A form giving you information on how to order milk is included at the back of this prospectus. At break-time, the children in Classes 1 & 2 are supplied with a piece of fruit or vegetable, free of charge (Government funded scheme). Children in Key Stage 2 who want to buy into the Fruit and Veg Scheme can do so for 12p a day or 60 p a week. Children who want to bring their own snack are allowed to bring any fruit or healthy alternative such as dried fruit, tropical mix, other fruits or vegetables. If your child is bring a packed lunch, please do not include sweets and make sure that the food they have to eat comes in containers that they can open themselves. Yoghurt in tubes, and winders in a roll are particularly difficult for the children to manage.

### **EMERGENCIES**

All parents must complete the Emergency Contact forms. Please ensure that any alterations to this information are passed on to the School immediately. No child will be allowed to travel with another adult unless you have specifically instructed the school to the contrary.



Should an accident occur and we are unable to contact either parent, unless expressly instructed in writing to the contrary, the school will take appropriate action.

### **CURRICULUM**

Our curriculum is driven by the National Curriculum and we have developed a two year rolling programme to ensure good coverage. The aim of our curriculum is to ensure that every child makes appropriate progress, whatever their starting point and we see lots of the foundation subjects as vehicles to improve basic numeracy and literacy skills, where appropriate. Details of our curriculum can be found on our website.

### **SPECIAL EDUCATIONAL NEEDS**

We closely monitor the progress of each child and our experienced staff can identify when a child needs special intervention. Parents are kept informed and encouraged to work with the staff to help children as much as possible. Our good practice includes:

- a) The teacher considers the child's ability to make progress within the usual class provision of differentiated activities for different ability groups.
- b) The teacher and our Special Educational Needs and Disabilities Co-ordinator (SENDCo) discuss specific short term intervention activities that can be provided, such as phonics work, small group maths activities or social skills activities.
- c) An Individual Education Plan is written for the child, with three short term targets and work is carried out for a term, which is closely monitored.
- d) The targets are reviewed and new targets are set as appropriate.

If your child has special educational needs which are likely to require educational provision above and beyond those available in this school, the SENDCo will contact colleagues from the Local Authority to carry out further assessments and advise the school and parents. Please see our SEN policy and SEN information report on our website for more details.

### **HOMEWORK**

Homework requirements vary with each age group. In EYFS and KS1, children will be asked to learn spellings, play number games and read their reading book. A Reading Record Book is provided so that parents can keep a record of when they hear their child read and comment on their progress.

In KS2, homework will be set as required in Maths (eg times tables/number bonds) and in English (Book Reviews, Spelling and Reading). Children may also be asked to do research for work in other areas of the curriculum. Children who are unable to do homework at home or who choose not to do it at home are given the opportunity to do it in school supervised by a member of staff. We ask parents to make sure that any books taken home are treated with respect to avoid replacement costs.

### EXTRA-CURRICULAR ACTIVITIES

Our staff and some parents volunteer to run a wide range of extra-curricular activities throughout the year. These include football, cooking, gym, Choir and Woodside Families.. All children are encouraged to take part in the different activities. The children also benefit from coaching sessions with external coaches whenever we can arrange them.

### REPORTING TO PARENTS

Parents are welcome to talk to their child's teacher or the Head Teacher at any time during the year. In addition, evenings are set aside in the Autumn and Spring Terms for parents to visit the school, see their child's work and talk to the class teacher about progress and attainment. Teachers produce detailed written reports in the Summer term and results of statutory tests are reported in the summer term.

### CHARGING POLICY

The School wishes to provide all pupils with the best possible educational opportunities within the funds allocated by Gloucestershire Education Authority. Many of our trips by necessity involve some voluntary contributions from parents.

Contributions to any school activity are voluntary and children will not be prevented from taking part in an activity due to the inability to pay. Please see our charging and remission policy on our website.

### PASTORAL CARE ARRANGEMENTS

We foster an ethos among the children that they are an important part of a large school family and this is emphasised through our assembly themes and PSHCE curriculum. We encourage the children to respect other people and their property. We promote positive self-esteem by encouraging and rewarding examples of good work, behaviour, politeness etc. We ask parents to make sure their children are not sent to school when they are unwell. If a child becomes ill in school the parent, or an agreed contact, is informed so that the child can be collected and taken home.

**Medicines** will only be given to children when it is absolutely essential. If your child is taking anti-biotics then please make sure you ask the doctor to prescribe them in such a way that they can be effectively given before and after the school day. If it is necessary for a child to have medicine in school time, please contact the office so the appropriate forms can be completed. This is for prescribed medication only **as we cannot administer unprescribed medication.**

**Inhalers.** It is parents' responsibility to ensure that we are provided with any inhaler for the child and to make sure that it works and is not out-of-date. Children in all classes agree on a safe place to keep inhalers with the class teacher, so that everyone knows where it will be if the child needs to use it.

### PARENTAL HELP IN SCHOOL

Parental help is warmly encouraged throughout the school and there are many occasions when this help proves invaluable. Parents currently help in school on a variety of tasks, for example working with small groups engaged in practical activities, sewing, hearing children read, helping children on computers, playing educational games, assisting with art work and so on. If you can spare time to help

us in school we would be delighted to see you. If you are not in a position to come in to help but would like to get involved e.g. covering books, making costumes, etc., we would still like to hear from you. Do come to the school office where we will add your name to our list of helpers. In line with our child protection policies we ask that all volunteers agree to DBS checks being completed and to sign a confidentiality agreement before starting.

### **BEHAVIOUR**

At Woodside School we expect the highest possible standards of behaviour from everyone and in order to promote this we have clear reward and sanction systems. Our school values are referred to frequently and we work hard to ensure the school is a happy place to work and learn in.

Our values are: **Friendship, Respect, Self-Belief, Tolerance, Determination and Courage**

Our Behaviour Policy is on our website and can be requested from the school office. We have zero tolerance towards bullying, swearing and aggressive behaviour. Parent and pupil questionnaires show that children and families feel that inappropriate behaviour is dealt with well and children feel happy and safe at school.



### **PARENT- TEACHER - FRIENDS' ASSOCIATION**

The School has had an active P.T.F.A., whose support is greatly appreciated. It is very much hoped that all parents will join in the educational, social and fund-raising events organised by school such as helping at discos and Christmas Fayres. For more details contact Gina Matthews in the school office.

### **OLD SCHOLARS ASSOCIATION**

The 'Old Scholars' meet regularly and organise social and fund raising events. Past events have included afternoon teas at School and photographic exhibition. Money raised is spent on books for the school library. We are very grateful for their generous support.

### **CHILD PROTECTION, FIRST AID, HEALTH AND SAFETY**

Woodside School staff fully recognise their responsibilities for protecting children and our policy is strictly adhered to. This includes relevant training, DBS checks and safe recruitment of new staff. Mrs Davis is the Designated Safeguarding Lead (DSL) and Mrs Matthews is the deputy DSL. All staff, volunteers and adults have a responsibility to alert the DSL to any concerns. In the event of any concerns, we follow the procedures set out by the Gloucestershire Safeguarding Children Board (GSCB). Please ask at the school office for further information.

All staff are first aid trained and minor injuries can be attended to on the premises. First Aid training recommends that abrasions are wiped with sterile antiseptic wipes, unless a child has an allergy. Plasters will be applied, when necessary, when no allergy is declared. If a child is obviously not well

enough to continue at school, every effort is made to contact the parents. In the event of a serious emergency an ambulance will be summoned and, again, parents contacted. Mrs Fawkes, Miss Haskett and Miss Brain have had Paediatric First Aid training.

Regular visits are made by the School Nurse. Schools no longer have the services of the Clinic Staff for hair inspections. As all schools, we have incidences of head lice and when we are made aware, letters are sent to all parents in a class to let you know with advice on how best to treat it.

Fire drills are regularly carried out. All Health and Safety procedures are reviewed regularly and we have book regular visits and audits from the Local Authority. Our site is secure and clear procedures are in place for all aspects of Health and Safety. We were judged as 'outstanding' for safety in our Ofsted inspection in March 2014.

### **SECONDARY EDUCATION**

The majority of our leavers transfer to Dene Magna Academy in Mitcheldean, Five Acres High, Forest High School, Monmouth School or John Kyrle School in Ross-on Wye. We ensure good transition to secondary placements and appreciate good links with Dene Magna and Forest High regarding sports events. All parents of our Year Six children receive a secondary transfer letter at the beginning of year six from the Local Authority, explaining the process of application.

### **DOCUMENTS**

Full copies of school policies are available on request, including Gloucestershire's Agreed Syllabus for Religious Education. Main policies are also available on our website.

If you need further information concerning the school please do not hesitate to contact us. We are delighted to have your family with us and hope you will all be happy at Woodside School!

