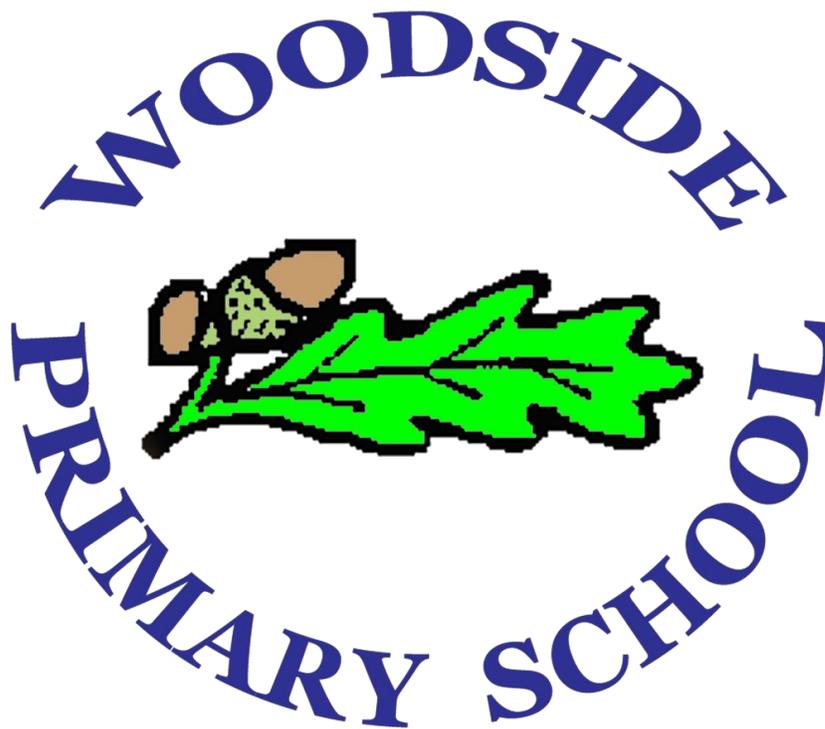


www.woodside.gloucs.sch.uk



Parents' Handbook 2021-22

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

Download a free app called [ourschoolsapp](#) and type in our postcode GL179XP to keep up to date with regular alerts from school

OUR SCHOOL STAFF

Head Teacher	Mrs Davis (Executive Head)
Teaching Staff	Mrs Fawkes (Deputy Head)
	Mrs Cotterell (Senior Leader)
	Mrs Oliver
	Miss Waugh/Mr Bird
	Mrs Jeavons (Special Educational Needs Co-ordinator)
School Business Manager	Mrs Phelps
Office Administrator/Family Worker	Mrs Matthews
Teaching Assistants	Mrs James
	Mrs Hoare
	Mrs I James
	Miss Brain
	Mrs Ingledow
	Mrs Carpenter
	Mrs Freeman-Price
	Mrs Bushell
	Miss Sargent
Caretaker	Mrs Howard/ Mr. Coleman
Cleaners	Ms Burford
	Ms Watkins
School cook	Mrs Price
Lunchtime Supervisors	Mrs Tippins
	Ms Iszatt
	Mrs Howard
	Ms Watkins
Breakfast Club Supervisors	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 Hall (Vice Chair)
Mrs Brain
Mrs Matthews
Mr Bird
Mr Wildin

Parent Governors

Mr Rudge

Clerk to Governors

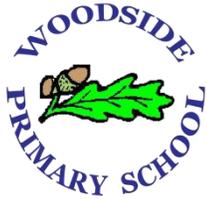
Mrs Fishwick

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

COVID-19 arrangements

Our Covid-19 risk assessment is available on the website (in our Policies and Document section) and the health and safety of children and staff is of the highest importance.

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 101 children on roll as well as part time pre-school Early Years children, known in our school as Little Dormice. During 2020-21, classes will be arranged as follows:

Dormice	Reception
Fallow Deer	Year 1 and Year 2
Wood Peckers	Year 3 and Year 4
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. At times, we have a mixed reception and year one class with a mixed year one and year two class. 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 two, 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 by prior appointment.

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 two years to reception age.

THE SCHOOL DAY

At 8.40 am each morning there are members of staff on duty in the yard to make sure that the children are welcomed and they join their class lines, ready for their learning time. Reception children go through the main reception gate to Dormice outside area. The school day begins at 8:50am, when

the children are led in to put away lunchboxes and coats before registration. In the event of bad weather children will be directed to come straight into school from the playground gate.

We run a breakfast club from 7:45am and after school club until 4pm. 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 9:30am on the first day of absence.** If we do not hear from you then you will be contacted as each child needs to be accounted for on a daily basis.

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 (altered during Covid-19 pandemic)

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 with the class teacher 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. Older children who live near school are allowed to walk home if their parents have provided written authorisation. Children who are collected by outside child care providers are collected from the playground, or from the reception office if it is raining.

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 we ensure that children make good progress.

OFSTED-GOOD in all areas

We had a great Ofsted inspection in March 2018 and the full report can be accessed at www.ofsted.gov.uk. We are very pleased with the judgements and with the lovely comments about our values and school community. Clear strengths in many areas were recognised and commented on. Governors, leaders and teaching assistants were highlighted for their contributions to the education of children at Woodside.

SCHOOL ATTENDANCE

The national threshold for persistent absenteeism is now 95% and fines can be administered, so please ensure your child's attendance does not drop below 95%. Our attendance policy can be found on our website.

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.



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 plan with short term targets is written for the child and this is monitored closely throughout the term.
- 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

Details for each class are on our website, on the class pages.

We subscribe to My Maths, an online resource. Please log in with **woodsidesps** and **circle** to access activities for your child. Choose the relevant year group and topic. This is optional 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

We have a range of extra-curricular activities after school. These include Drama, Sports and Computing. All children are encouraged to take part in the different activities. The children also benefit from coaching sessions with external coaches when we can arrange them. In school time, EYFS and KS1 children have yoga sessions; KS1 and lower KS2 have musical instrument lessons and children have inter-schools sports opportunities, such as Prostars' football tournament.

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 short reports in the Autumn and Spring and detailed written reports in the Summer term. 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. Trips will be cancelled if there are not enough funds.

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. 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 antibiotics 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.

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. making costumes etc., we would love 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 towards children and staff. 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 Mrs Matthews and Mrs Phelps in the school office.

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); Mrs Matthews and Mrs Fawkes are the deputy DSLs. 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.

We can refer to the School Nurse service with agreement. 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 very secure and clear procedures are in place for all aspects of Health and Safety.

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!