

Woodside Primary Academy

Parent Information Pack 2022-2023



Head Teacher: Shane Tewes
Head of School: Justine Heath, Jill Rowlings and Ndidi Evans
Chair of Governors: Sarah Rees

Forest Site: Wood Street, Walthamstow, London, E17 3JX
Bridge Site: Barrett Road, Walthamstow, London, E17 3ND
School Telephone No: 0208 520 5168
Nursery Telephone No: 0208 509 4375

Email: school@woodsideprimaryacademy.waltham.sch.uk
Website link: <https://www.woodsideprimaryacademy.com>

Woodside Primary Academy

Welcome to Woodside Primary Academy, where our priority is the well-being and progress of every child. We have worked hard to develop an atmosphere of trust, happiness and achievement here at the school, to ensure that your child feels cared for and supported on their educational journey.

Pupil Leadership

We continually strive to meet the needs of individual children and support them in becoming enthusiastic and successful learners, ambitious and creative dreamers and ethical and responsible members of society. With this in mind, we use the '**Seven Life Values**' which we believe are essential for our children to be successful, not only while they are with us, but also after they leave Woodside. The classes throughout the school are named after our core values: **Respect, Responsibility, Independence, Kindness, Confidence, Honesty and Determination**.

Woodside have also adopted the '**7 Habits of Highly Effective People**' as introduced by the author Stephen Covey. These Seven Habits support personal leadership and the adoption of them has culminated in our pupils successfully writing their own reports and leading their own parents evening.

- Be Proactive
- Plan with the end in mind
- Put first things first
- Think win, win
- Seek first to understand and then to be understood
- Synergise
- Sharpen the saw

Learning & Creative Spaces

Our dedicated teaching and support staff work together to create a stimulating learning environment for our pupils, encouraging them to become active participants in their own unique learning journeys. Our learning environments ensure that curriculum subjects resonate, and that children can build a holistic understanding of the world around them. The school Enrichment Centre provides a wealth of experiences for our pupils to enhance the curriculum subjects in a fun and meaningful context. These experiences broadens the learning that happens in classes over the year.

For more information please go to our school website www.woodsideprimaryacademy.com.

In addition to this, Woodside also offers the following unique features which contribute to the provision of the school:

- Pupils are taught by teachers from Woodside across all subjects, every day of the year – our high staff ratios mean **we never need to use supply teachers**.
- Woodside has a strong reputation in the borough **for its sporting achievements** with a continuing record of success.
- Our Friday Enrichment afternoons provide **invaluable extracurricular opportunities** for all pupils to develop new skills with clubs such as Dance, Martial Arts, Community Support Heroes and many more.

We look forward to a great year ahead.

Best wishes,
Shane Tewes
Head Teacher



Key School Information

School Times

We expect children to be brought and collected from school by an adult. Please make sure that your child arrives on time for the start of the day and is collected on time at the end. To be left late at the end of the day can be very distressing for a young child. If we cannot stay with a child he/she will be left with Social Services as a last resort.

The playground is open in the morning from 7.30am for our breakfast club parents. We ask that children arrive not more than 10 minutes before their school start time. It is important that parents keep a close eye on younger children on the school premises to avoid accidents. The climbing frames are not to be used before or after school.

School Sessions

	<u>Monday -</u>	<u>Thursday -</u>	<u>Friday -</u>	<u>Friday -</u>
<u>Forest Site</u>	<u>AM Session</u>	<u>PM Session</u>	<u>AM Session</u>	<u>PM Session</u>
Nursery	8:30am – 11:30am	12:30pm – 3:30pm	8:30am -11.30am	12.30pm- 3.30pm
Reception	8:30am – 11:20am	12:20pm – 3:25pm	8:30am – 12:35pm	Childcare/Enrichment Until 3.10pm
Year 1	8:30am – 11.20pm	12.20pm – 3:25pm	8:30am – 12:35pm	Childcare/Enrichment Until 3.10pm
Year 2 & 3	8:30am – 12.20pm	1:20pm – 3:25pm	8:30am – 12:35pm	Childcare/Enrichment Until 3.10pm
<u>Bridge Site</u>	<u>Monday –</u> <u>AM Session</u>	<u>Thursday -</u> <u>PM Session</u>	<u>Friday -</u> <u>AM Session</u>	<u>Friday -</u> <u>PM Session</u>
Year 4, 5 & 6	8:45am – 12:40pm	1:40pm – 3:40pm	8:45am – 12.50pm	Activities Until 3.25pm

Attendance/Punctuality

- First day of absence – Parents must call or email the school before 9am to explain the absence.
- Second and third day – Parents need to call daily.
- Forth day – Parents must provide appointment card/text/email or prescription evidence.

We ask you to make any appointments outside of school hours, if possible, to avoid your child missing any learning time.

If your child has very poor attendance or **punctuality (lateness)**, the attendance officer will contact you. If things do not improve, the local authority may take court action as school attendance is a legal requirement for all pupils.

Extended Leave of Absence during Term Time

The school **does not authorise any term time absences**. Where parents decide to go ahead with a term time holiday, they need to complete an application for absence from learning form and will be subject to a fine which is issued by the local authority. You must inform the school of the dates you will be absent. If the school is oversubscribed, it is unlikely that a place will be available on your child's return. Applications for absence are available from the school office.

Medicines at School

It is the school's policy that medicines or tablets are not brought into school. However, where medication has to be given on a regular basis, please see the office for guidance. Children with asthma should keep inhalers at school to use on demand (one in the school office and one in their class). Medical forms have to be completed and are available from the school office.

Emergencies/Contact Details

Cuts and grazes requiring First Aid are dealt with in school, but in more serious cases, parents will be contacted. It is **VITAL** that we have the correct telephone number so parents and relatives can be contacted in case of an emergency. Please let us know **immediately** if there are any changes to these. Please provide the school with at least one alternate emergency contact in the case where we are not able to get through to the parents. In the event of a serious accident, the school would request an ambulance, and whilst the parent is being contacted, a member of staff would accompany the child to the hospital.

If your child has a bump to the head, you will be contacted by the school office to inform you of what happened, giving you the opportunity to decide whether you think your child is well enough to stay in school. Your child will also bring home a note with all the accident details on it, so you can keep an eye open for any delayed reactions.

Safeguarding

Woodside Primary Academy is committed to safeguarding all pupils in its care. We follow Government legislation and Local Authority guidance when addressing matters relating to child protection. All staff in the school are trained; both buildings have designated members of staff to deal with child protection issues, should they arise. Woodside takes our duty very seriously towards all pupils who have been entrusted to our care and seeks to provide a school environment where all children are safe, secure, valued, respected and listened to.

Out of Hours Care – Our Extended Services

We appreciate that some of our parents work hours are not always suited to the traditional school day. We also know how hard it is to organise childcare around work commitments. At Woodside we offer a high quality, comprehensive wrap-around care from 7.30am until 6pm. Breakfast club is currently based at Forest site in the morning and Years 4, 5 and 6 are walked up to Bridge site with members of the breakfast club staff before school begins.

Tea time Clubs are normally based at both the Forest and Bridge sites.

Breakfast Club

We cater for Reception aged children through to Year 6. It starts at 7.30am and we ensure that your child is in the right place at the right time for the start of their school day so that you do not have to worry. A balanced breakfast of cereals, toast and fruit juices is provided daily. During the session we also offer activities that help prepare your child for their day, which include story telling activities, reading and games. Of course, children can choose, and are indeed encouraged to socialize during breakfast time, developing their social skills and interactions with their peers in a calm environment.

Tea time Club

Forest Site: 07931 415 690

Bridge Site: 07931 415 687

The children are split into two age groups, Reception to Year 3 at Forest site and Year 4 to Year 6 at Bridge site; we do this because we know that activities offered to our children not only need to be tailored to their interests and abilities, but also to their age range. We offer a variety of engaging physical and social activities during this session. We also offer support with your child's homework, thus taking the pressure off you, so that when you do get home with your child you can focus on spending quality time together. The club offers a balanced food menu that compliments both breakfast and lunch menus.

The school website has information packs that include costing and application e-forms for our extended services.

At Woodside Primary Academy we further support our working parents by offering holiday clubs for 5 of the holiday periods. These are run by Woodside staff members.

Details of the holiday clubs are advertised on the school website. Posters and flyers are also emailed out in the run up to the holidays, giving you the parents, sufficient time to organise your working commitments.

School Uniform List

School Uniform List

As agreed by school Governors

All children are expected to wear our agreed uniform each day. This fosters a feeling of belonging to our community, and helps children feel equal to each other.

- Red sweatshirt/ cardigan/fleece (School logo available)
- Grey or Black skirt or trousers/grey pinafore dress
- Red and white summer dress (Summer term only)
- Shirts – white /polo shirt (School logo available)
- Black school shoes or boots – no logos, lights or gimmicks
- Socks- black or grey (winter) and white (Summer)
- Tights –Winter (black, grey) Summer (white)
- Leggings – Winter (black, grey)Summer (white)
- Grey or black shorts (Summer term only)
- Hair clips / bands – red, white, black
- No jewellery- except stud earrings (Taken out for P.E)
- Religious jewellery to be worn under clothing
- Religious headwear – black, grey, white, red (plain)
- No nail polish
- No wellington boots (can be worn to and from school ONLY))



PE Kit

- Black shorts /leggings
- Red t- shirts
- Black Trainers
- P.E Bag



School Reading Bags



Winter Coat, Winter & Summer Hats





Arbor is an online communication, school data and payment tool which offers:

- A secure method of communicating between home and school, storing school information for our pupils and staff.
- A 'cashless' payment option for all school services, ensuring convenient, accurate and safe tracking for transferred money and school data.

The following services are currently payable **via Arbor**:

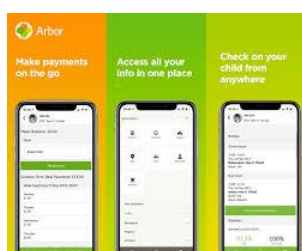
- School meals.
- Extended services such as breakfast and tea time club.
- Contributions for educational trips and workshops
- School events

It is essential for all payments to be made in advance so that the school can guarantee availability of the requested service. It is the parent's responsibility to make sure that their account remains in credit – free email reminder services are available via your Arbor account. Failure to keep your account in credit will result in the following actions:

- School meals – you will be asked to provide a packed lunch for your child.
- Extended services – your child will lose their place.
- Educational visits – where there are insufficient contributions we will have to cancel the visit.

Download the Arbor App from your phone App store.

Learn how to use the App here: <https://youtu.be/znuzCX-oimw>





Parent and Community Engagement

At Woodside, we believe that the school should be the hub of the local community. We have begun to develop this vision by hosting a number of community events.

Fireworks Night

November 2021, over 1300 parents, pupils, family members and local residents enjoyed our fireworks extravaganza, games, activities, glow sticks, bouncy castles and of course lots of fireworks were on offer. It was a fantastic event enjoyed by the community.

Christmas Market

We held our biggest and best yet annual Woodside Magical Market in December 2020. It was a wonderful mix of local community traders, non-Walthamstow traders and members of our Woodside community who came together to sell their wares in our custom built Christmas market stalls. With over 1500 people in attendance, we all enjoyed experiencing 10 fairground rides, visiting Father Christmas in his grotto, our Woodside carol singing, delicious food & drink and festive themed arts and crafts.

Summer Festival

Our summer event - Woodside International Food Festival is an incredibly popular and enjoyable annual event usually sees our Woodside families and members of our local community cook, bake, prepare and serve authentic food from all over the world. In previous years we have had over 20 countries represented as well as entertainment for the whole family - funfair attractions, face painting, a petting zoo, live music and much more on offer throughout the day.

Woodsiders - Our Parent School Association Team

Our Woodside parent and community group are more commonly known as the 'Woodsiders'. A representative collection of staff, parents and members of our Woodside community are dedicated in using their spare time and skills to connect the school community, in order to promote a positive, happy environment for the children, their families and staff. They also run a very successful 'Food Bank' last year.

This year, many of their plans are to bring people together with fun, social events that help to raise funds for projects that had to be put on hold. They are looking forward to returning in the next academic year.

Calendar 2022 / 2023

Autumn Term 2022

Thursday 1 st & Friday 2 nd September 2022	School closed (2 INSET days)
Monday 5 th September 2022	Children return to school
Monday 24 th October 2022 - Friday 28 th October 2022	Half Term
Monday 31 st October 2022	School closed (INSET)
Tuesday 1 st November 2022	Children return to school
Friday 16 th December 2022	Last day of Term

Spring Term 2023

Monday 2 nd January 2023	School closed bank holiday
Tuesday 3 rd January 2023	Children return to school
Monday 13 th February 2023 - Friday 17 th February 2023	Half Term
Monday 20 th February 2023	Children return to school
Friday 31 st March 2023	Last day of Term

Summer Term 2023

Monday 17 th April 2023	Children return to school
Monday 1 st May 2023	May Day bank holiday
Monday 29 th May 2023 - Friday 2 nd June 2023	Half Term
Monday 5 th June 2023	Children return to school
Wednesday 19 th July 2023	Last day of Term
Thursday 20 th July 2023 & Friday 21 st July 2023	School closed (INSET)

(This calendar (A) is for pupils in years Reception, Years 1-6 and Nursery children who attend morning or afternoon sessions only).

NURSERY DAY-CARE CALENDAR 2022 – 2023

Day-care has **5 INSET days** throughout the academic year & **8 bank holidays**.

AUTUMN TERM 2022

Monday 29 th August 2022	Summer Bank Holiday
Tuesday 30 th August 2022	Nursery Closed (INSET)
Wednesday 31 st August 2022	Nursery Closed (INSET)
Thursday 1 st September 2022	Existing Day-Care Children Return to Nursery
Monday 31 st October 2022	Nursery Closed (INSET)
Thursday 22 nd December 2022	Last Day of Term for Christmas Break
Monday 26 th December 2022	Boxing Day Bank Holiday
Tuesday 27 th December 2022	Bank Holiday for Christmas Day

SPRING TERM 2023

Monday 2 nd January 2023	Nursery Closed Bank Holiday
Tuesday 3 rd January 2023	Day-Care Children Return to Nursery
Thursday 6 th April 2023	Last Day of Term
Friday 7 th April 2023	Good Friday Bank Holiday Closed
Monday 10 th April 2023	Easter Monday Bank Holiday Closed
Tuesday 11 th April - Friday 14 th April 2023	Easter Closure 1 Week

SUMMER TERM 2023

Monday 17 th April 2023	Day-Care Children Return to Nursery
Monday 1 st May 2023	May Day Bank Holiday Nursery Closed
Monday 29 th May 2023	Late May Bank Holiday Nursery Closed
Thursday 20 th July 2023	Nursery Closed (INSET)
Friday 21 st July 2023	Nursery Closed (INSET)
Wednesday 16 th August 2023	Last Day of Term
Thursday 17 th August - Wednesday 30 th August 2023	Summer Closure 2 Weeks

(This calendar (B) is for children who attend our Nursery DACARE provision from 8-6pm all year round)