

Woodside Primary Academy

Parent Information Pack 2024-2025



Head Teacher: Mr Shane Tewes
Heads of School: Miss Jill Rowlings, Miss Justine Heath & Mrs Ndid Evans
Chair of Governors: Mr Ryan Allan

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: 0203 839 4971

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. Ofsted recognise the excellent work in the areas above and have graded us as Outstanding in all areas of education (July 2023).

Exceptional Enrichment Opportunities

Since our Ofsted Inspection, we have made significant efforts to enhance the range of engaging opportunities available to all students. We have successfully implemented a variety of exceptional afterschool clubs, including Spanish, Origami, Multi sports, Dance, Drumming, Music Technology, and more. Each term, children have the option to participate in two clubs of their choice. Additionally, we have established partnerships with external clubs such as Karate, all about Dance, and WO Sports, enabling us to offer extracurricular activities at affordable rates.

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 have 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. Our values are 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.

Innovative Learning 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 imaginative '**themed classrooms**' allow pupils to write, read and investigate in **real context environments** while fostering creativity and independent learning. These engaging and fun environments ensure that curriculum topics resonate, and that children can build a holistic understanding of the world around them

In addition to this, Woodside also offers the following unique features which contribute to the Outstanding 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 is fast becoming **one of the top sporting schools** in the borough with a continuing record of successful achievements.
- Our after-school Enrichment clubs provide **invaluable extracurricular opportunities** for all pupils to develop new skills with clubs such as Dance, Martial Arts, Football and many more.

Best wishes,

Shane Tewes
Head Teacher



Key School Information

School Times

We expect children to be brought and collected from school by an adult (except pre-arranged with the school in Y5 & Y6). 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 a member of staff cannot stay with a child, we will have no option as a last resort to contact the police.

The playground is open in the morning from 7.45am. We would especially ask 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>Forest Site</u>	<u>Monday - AM Session</u>	<u>Thursday - PM Session</u>	<u>Friday - AM Session</u>	<u>Friday - PM Session</u>
Nursery	8:45am – 11:45am	12:30pm – 3:30pm	8:45am – 12:45pm	1-.3-15
Reception	8:45am – 11:20am	12:20pm – 3:30pm	8:45am – 11.20pm	12.20-2.15
Year 1	8:45am – 11:20pm	12:20pm – 3:30pm	8:45am – 11.20pm	12.20-2.15
Year 2 & 3	8:45am – 12:20pm	1:20pm – 3:30pm	8:45am – 12.20pm	12.20-2.15

FASC- Friday after school club for working parents – 2.15-3.30PM

<u>Bridge Site</u>	<u>Monday – AM Session</u>	<u>Thursday - PM Session</u>	<u>Friday - AM Session</u>	
Year 4, 5 & 6	9:00am – 12.00pm	12.00pm – 3:45pm	9:00am 12.00pm	12– 2.30PM

Virtual Office

Our new **Virtual Office** is a new and innovative way of easily reporting absences, filling in administering medicine forms, applying for absence of leave. This helps support the office in dealing with requests efficiently and promptly. The virtual office can be found on www.woodsideprimaryacademy.com under menu tab- [Woodside Primary Academy - Virtual Office.](#)

Attendance/Punctuality

You must report your child's absence on the **Virtual office** each day of their absence. If they are absent over three days, evidence of appointment or prescription may be required, as per our attendance policy.

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 poor **attendance** or **punctuality**, the Attendance Officer will contact you. If things do not improve, the Local Authority will take court action as school attendance is a legal requirement.

Extended leave of absence during term time

The governors have adopted the borough policy for attendance. 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 form on the Virtual Office 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 currently oversubscribed, it is unlikely that a place will be available on your child's return. Applications for absence are available on the virtual office on our school website. Failure to attend school or notify us of any absence may result in your child losing their school place.

Medicines at School

It is the school's policy that medicines or tablets are not brought into school. However, where medication must be given on a regular basis (prescribed), 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), this also applied to Epi-pen users. Medical forms must be completed and are available on the Virtual Office on the school website.

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 reaction.

Safeguarding

As our safeguarding statement at the bottom of the page demonstrates, 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 very seriously our duty 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 that 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 (Breakfast Club)

this is provided on a first come first serve basis, due to a high number of places needed. Teatime Clubs are based at both the Forest and Bridge sites and run from 3.30-6pm.

Breakfast Club

We cater for Reception aged children through to Year 6. It starts at 7.30 am (we offer early start for an additional fee) 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.

Both school offices have information packs that include costing and application 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 members of the Woodside Team.

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

School Uniform List 2024-2025

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.

- 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) - No cycling shorts.
- Hair clips / bands – red, white, black
- No jewellery- except stud earrings (Taken out for P.E)
- Religious jewellery to be worn under clothing
- Religious jewellery to be worn under clothing
- Religious headwear – black, grey, white, red (plain)
- No nail polishes
- No Wellington boots (can be worn to and from school ONLY))

P.E Kits

Black Tracksuit bottoms/Shorts

Red T shirts- (plain/logo or polo)

Trainers any colour suitable for P.E

Children are to come in wearing their P.E kits on P.E days- the P.E days will be communicated from class teachers.

Please note logo is optional.

Reception Pupils Change of Clothes

Please ensure that your child comes in with a change of clothes in their bag. As at times there can be accidents and to save yourselves from having to come back in.



WOODSIDE UNIFORM



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ACCESSORIES





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:

Extended services such as breakfast and teatime club.

Contributions for educational trips and workshops

School events

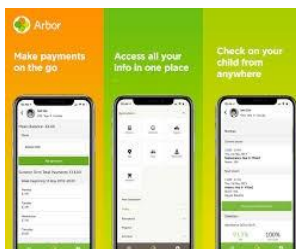
It is essential for all payments to be made in advance so that the school can guarantee availability of the requested service. It is the parent's responsibility to make sure that their account remains in credit – free email reminder services are available via your Arbor account. Failure to keep your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

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 several community events.

Fireworks Night

Last year over 1400 parents, pupils, family members and 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 hold our Christmas Market at the beginning of December each year. It is a wonderful mix of local community traders, non-Walthamstow traders and members of Woodside community who came together to sell their wares in our custom-built Christmas market stalls. Last year over the day, 1300 people attended in what was a highly successful event. We look forward to an even bigger event this year.

Woodside Parent School Association Team (WPSA)

This group supports the school's vision of becoming the hub of our local community. This will strengthen the school's partnership with our parents/carers, develop fundraising avenues to supplement curriculum experiences for pupils and support local and international charities.

If you wish to join this group please contact the school office on **020 8520 5168** or **email: school@woodside.waltham.sch.uk**, for more information.



Woodside Primary Academy



Calendar 2024 / 2025

Autumn Term 2024

Monday 2 nd & Tuesday 3 rd September 2024	School closed (2 INSET days)
Wednesday 4 th September 2024	Children return to school
Monday 21 st October 2024 – Friday 25 th October 2024	Half Term
Monday 28 th October 2024	School closed (INSET day)
Tuesday 29 th October 2024	Children return to school
Friday 20 th December 2024	Last day of Term

Spring Term 2025

Monday 6 th January 2025	Children return to school
Monday 17 th February 2025 - Friday 21 st February 2025	Half Term
Monday 24 th February 2025	Children return to school
Friday 4 th April 2025	Last day of Term

Summer Term 2025

Tuesday 22 nd April 2025	Children return to school
Monday 5 th May 2025	May Day bank holiday
Monday 26 th May 2025 - Friday 30 th May 2025	Half Term
Monday 2 nd June 2025	Children return to school
Monday 21 st July 2025	Last day of Term
Tuesday 22 nd & Wednesday 23 rd July 2025	School closed (2 INSET DAYS)

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Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

REACH2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281, Registered office Address: Henhurst Ridge Primary Academy, Henhurst Ridge, Branston, Burton-Upon-Trent, DE13 9SZ

