

# Woodside Primary Academy

## Parent Information Pack 2021-2022



**Head Teacher:** Mr Shane Tewes  
**Head of School:** Miss Justine Heath, Miss Jill Rowlings and Mrs Ndidi Evans  
**Chair of Governors:** Mrs Jessica Laryea

**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](mailto: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

## 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.

For more information please go to our school website [www.woodsideprimaryacademy.com](http://www.woodsideprimaryacademy.com).

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 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 -Thursday</u> <u>AM Session</u>	<u>Monday -Thursday</u> <u>PM Session</u>	<u>Friday -</u> <u>AM /PM Session</u>
<u>Forest Site</u>			
Nursery	8:45am – 11:45am	12:45pm – 3:45pm	As per the rest of the week
Reception	8:45am – 11:20am	12:20pm – 3:10pm	8:45am – 12:25pm
Year 1	8:45am – 11:50am	12:30pm – 3:10pm	8:45am – 12:25pm
Year 2	8:45am – 12:15pm	12:55pm – 3:10pm	8:45am – 12:25pm
Year 3	8:45am – 12:40pm	1:20pm – 3:10pm	8:45am – 12:25pm
	<u>Monday –</u> <u>AM Session</u>	<u>Thursday -</u> <u>PM Session</u>	<u>Friday -</u> <u>AM /PM Session</u>
<u>Bridge Site</u>			
Year 4	9:00am – 12:30pm	1:10pm – 3:25pm	9:00am – 12:35pm
Year 5	9:00am – 12:50pm	1:30pm – 3:25pm	9:00am – 12:35pm
Year 6	9:00am – 1:10pm	1:50pm – 3:25pm	9:00am – 12:35pm

## Attendance/Punctuality

- First day of absence – Parents must call the school before 9am to explain the absence.
- Second and third day – Parents need to call daily.
- Forth day – Parents must provide an 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 will take court action as school attendance is a legal requirement for all pupils.

## 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 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 currently 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 working 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 on both sites.

#### **Breakfast Club: Cost £5.50 daily**

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. A balanced breakfast of cereals, toast, porridge, fruit, yogurt and fruit juices is provided. 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.

#### **Breakfast Club (Forest Site) Reception, Year 1, 2 and 3**

Drop off will be at the Wood Street gate opposite Tesco. Parents will be allowed to use these gates from 7.30am to 8.30 am. You must press the buzzer and a member of staff will open the gates for you.

#### **Breakfast Club (Bridge Site) Year 4, 5 and 6**

Drop off will be at the Wood Street gate, then use the gates to the right of the school office to enter the playground. You must press the buzzer and a member of staff will open the gates for you. You will then take your child to the blue building (dinner hall). You will be allowed to use these gates from 7.30am to 8.30am.

#### **Tea time Club: Cost £11.50**

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. The club offers a balanced food menu that compliments both the breakfast and lunch menus.

#### **Teatime Club (Forest site) Reception 07931 415 690**

Collection will be at the Wood Street gate opposite Tesco. Parents will be allowed to use these gates from 3.10pm to 6pm. You must press the buzzer and a member of staff will open the gates for you.

#### **Teatime Club Bridge site (collection) 07931 415 687**

Collection will be done via the Wood Street gate. Parents will use the gates to the right of the school office to enter the playground. Parents will be allowed to use these gates from 3.25pm to 6pm. You must press the buzzer and a member of staff will open the gates for you. You will then collect your child from the blue building (dinner hall).

If you would like to use this service, please collect the school office:

**Telephone:** 020 8520 5168

**email:** [school@woodside.waltham.sch.uk](mailto:school@woodside.waltham.sch.uk)

At Woodside Primary Academy we offer further support for our working parents by providing holiday clubs for 5 of the holiday periods. These are run by qualified members of the Woodside Team. Details of the holiday clubs are emailed out to parents during the academic year.

Payments are made using Arbor, under the CLUB tab. Payments must be made at least a week in advance. Payments can also be made using Childcare vouchers or other financial support. Please contact the school's finance team to make payments by these methods ([finance@woodside.waltham.sch.uk](mailto:finance@woodside.waltham.sch.uk))

## School Uniform List 2021 -2022

### 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**:

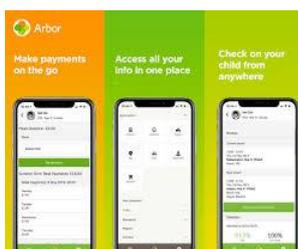
- School meals.
- Extended services such as breakfast and tea time club.
- Contributions for educational trips and workshops
- School events

**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**

On 4th November 2019, over 1400 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. (This did not take place last year due to Covid-19).

### **Christmas Market**

We held our biggest and best yet annual Woodside Magical Market in December 2019. 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. (This did not take place last year due to Covid-19).

### **International Food Festival**

Our summer event - Woodside International Food Festival had to be cancelled this year due to COVID-19. This 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. (This did not take place last year due to Covid-19).

## **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 had to be put on hold. They are looking forward to returning in the next academic year.

## Calendar 2021/ 2022

### Autumn Term 2021

Wednesday 1<sup>st</sup> - Friday 3<sup>rd</sup> September 2021

**School closed (3 INSET days)**

Monday 6<sup>th</sup> September 2021

**Children return to school**

Monday 25<sup>th</sup> October 2021 - Friday 29<sup>th</sup> October 2021

**Half Term**

Monday 1<sup>st</sup> November 2021

**Children return to school**

Friday 17<sup>th</sup> December 2021

**Last day of Term**

### Spring Term 2022

Monday 3<sup>rd</sup> January 2022

**School closed Bank Holiday**

Tuesday 4<sup>th</sup> January 2022

**Children return to school**

Monday 14<sup>th</sup> February 2022 - Friday 18<sup>th</sup> February 2022

**Half Term**

Monday 21<sup>st</sup> February 2022

**Children return to school**

Friday 1<sup>st</sup> April 2022

**Last day of Term**

### Summer Term 2022

Monday 18<sup>th</sup> April 2022

**School closed bank holiday**

Tuesday 19<sup>th</sup> April 2022

**Children return to school**

Monday 2<sup>nd</sup> May 2022

**May Day bank holiday**

Monday 30<sup>th</sup> May 2022 - Friday 3<sup>rd</sup> June 2022

**Half Term**

Monday 6<sup>th</sup> June 2022

**Children return to school**

Wednesday 20<sup>th</sup> July 2022

**Last day of Term**

Thursday 21<sup>st</sup> - Friday 22<sup>nd</sup> July 2022

**School closed (INSET)**