

# Woodley CofE Primary School



## Our Vision:

At Woodley C of E Primary School, each person is unique and accepted as a child of God. Through strong Christian values, and our BRIGHT attitudes to learning we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

Matthew 5:16 "Let your light shine before others"

# PARENT PACK 2026-2027

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5	June 2021 – reviewed
6	June 2022 – reviewed LGu
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### **Acronyms**

FS2	–	Foundation Stage
KS1	–	Key Stage 1 (Year 1 and Year 2 children)
LKS2	–	Lower Key Stage 2 (Year 3 and Year 4 children)
UKS2	–	Upper Key Stage 2 (Year 5 and Year 6 children)

## **School Hours**

Pupils are not expected to arrive at school before 8.30am at which time the gates are opened. Children are able to enter the school building from 8.40am via their designated entrance, where an adult will be on duty in class and a member of staff will be by the gates to take messages. Registration takes place at 8.50am so that lessons can start promptly at 9.00am. School will not accept responsibility for children before 8.40am therefore, children should not be left unsupervised before this time.

Lunchtimes start and end as follows for all year groups 12.00 noon - 1.00pm.

In FS2, children have breaks as appropriate. All children in KS1 and KS2 will have a 20-minute break.

School finishes at 3.20pm (FS2 and KS1), 3.25pm (LKS2) and 3.30pm (UKS2). Children from Foundation to Year 4 will be dismissed from their classroom by their teacher, including Aspen Class Year 5. Children in Years 5 & 6 will be dismissed by their class teacher to meet the adult collecting them from the Junior Playground.

We ask that you inform us of two other adults who have permission to collect your child. Children will not be released to any other adult without your permission and the office will phone for clarification.

Some parents may wish their child in Year 6 to either walk home on their own, or be permitted to meet an adult outside the main school gate. If this is something that you wish for your child, we request that you write to the school to give your permission. Please note that unless written permission is received by the school, Year 6 children will still be expected to be collected from the playground each day.

If children are being collected by older siblings we request that you write to the school giving us permission for school to hand children over to older siblings.

If a child cannot find the person collecting them, they are expected to inform their class teacher. Children who are not collected by an adult will be taken to the school office to wait.



## **Attendance**

Children should arrive at school punctually and prepared for the school day.

Parents are expected to advise school by 8.50 am, on the first and any subsequent days, if their child is going to be absent, giving the reason for absence.

Non-urgent medical and dental appointments should be made outside school hours or during the school holidays.

Parents must contact the school promptly should a problem occur that may prevent their child from attending school.

## **School Access**

The school gates will be opened from 8.30am until 8.50am each morning. The gate will be locked during school hours. The gate will be reopened at 3.10pm each afternoon. Any child arriving or leaving other than at the usual school time, should be signed in or out at the office stating the reason why they are late or leaving early during school hours. School gates will be locked at 3.40pm.

Parental access to the school should only be through the school office which has an intercom system. All visitors to the school must sign in and out.

## **Using The School Site After School**

At 3:40pm the playground gates will be locked. All after school clubs will be dismissed from the infant courtyard.

Children attending Get Active After School Club should be collected from the side gate by the kitchen pod which is located next to the bus. To access the entrance, please press the buzzer and a member of staff will grant access to the school site.

## **Bicycles, Scooters and Skateboards in School**

Bicycles, scooters and skateboards can be stored in the bike racks located on the junior playground and the front of the school. They should be secured using a lock if possible. Please note that the school cannot accept responsibility for any items left in the bike racks. Please collect, bikes, scooters and skateboards daily.

For health and safety reasons please note that bicycles, scooters and skateboards must be pushed when on the school site and not ridden.



## **Cars on Site**

For the safety of the children we insist that parents do not drive on to the school site. If you are dropping or collecting your child to or from a school club, please park remotely from the school and walk on to the site. The only vehicles which have permission to drive on site are staff vehicles, vehicles which hold a disabled badge, emergency vehicles and taxis. The car park will be closed between 8.30am-8.50am and 3.10pm-3.40pm to enable families to drop and collect children in a controlled safe environment.

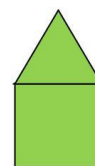
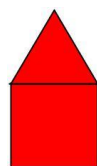
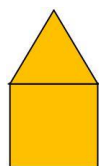
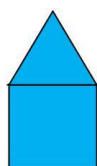
## **Home Learning**

We believe that learning at home is an essential part of a good education. Home learning is set, giving pupils the opportunity to practise at home the tasks covered in class and helping them work towards improving important skills. We expect children to read with an adult at least five times a week in order to become proficient and confident readers. We expect this from every child in the school and encourage parents to sign the home school diary when they have heard their child read/discussed a book with their child.

Home learning provides an excellent opportunity for parents to become actively involved in their children's learning. We ask that parents encourage, support, and where appropriate, help with their child's homework.

## **School Houses**

Every child in school belongs to a "house". Houses will usually be allocated during the first week of term for Foundation children. Children will remain in the same house during their time at the school. Our Houses are: Bader, Earhart, Johnson and Wright. Siblings will be placed in the same house.



## **Behaviour in School**

At Woodley CofE Primary School we aim to create the conditions for an orderly school community in which effective learning takes place. Within the school environment, the children are offered the opportunity to develop self-discipline, to have regard for other children and adults and to develop respect for their environment.

We encourage good behaviour in school as well as enforcing sanctions against those who do not follow the school rules. For more details, please refer to our Behaviour Policy which is located on the school website.

### **Zero Tolerance**

We operate a zero tolerance for any rude or disrespectful behaviour between parents or against staff on school property. The Head Teacher has the discretion to ban parents from site if it is deemed necessary.

### **Playground Rules**

1. Be gentle when playing with friends
2. Be kind and helpful to everyone
3. Listen to all instructions given by members of staff
4. Be honest when talking to members of staff
5. Look after the play equipment
6. Be respectful to all and use appropriate language
7. Only use areas of the playground and the field you are allowed to use on that day
8. When the end of break bell rings, walk sensibly to your line.
9. If you hear whistle during play, stop what you are doing and listen to instructions



### **Clubs**

We have been able to start to offer a small selection of after school clubs. When club information is released at the start of each term, you will receive communication regarding clubs and you will be notified if they have been successful. Some clubs may incur a charge. This will be made clear on the club's letter at the beginning of term.

1. Attendance at the club you have joined is compulsory. If you cannot attend a club for any reason, a note must be given to your club leader from a parent or carer, explaining why you cannot attend. The school will phone any parents whose child does not attend an after-school club.
2. Non-attendance at a club for 2 weeks may lead to the loss of your place. Unfortunately, we will be unable to issue a refund.
3. Club leaders will speak to children if they have not attended a club and warn them that they may lose their place.

4. Parents are expected to ensure that children attend the clubs they have signed up for and check with children that they are attending.
5. Children are expected to have the correct kit or resources for a club. At busy periods the office maybe unable to phone parents if children have forgotten items.

## **School Meals**

**School Dinners** – Meals are cooked on the premises. Each day a choice of meal is provided which includes a vegetarian option. The meals are provided in accordance with the DfE guidelines on nutrition. If your child has a food allergy and has school meals, you will need to make the school aware and ensure that the Schoolgrid account is updated.

The school run an online ordering system for hot school meals. When your child joins the school you will receive an email inviting you to join Schoolgrid. Dinners must be ordered before 8.30am on the day your child needs a hot meal. The office may phone to ask you to bring in a packed lunch for children if a meal has not been ordered or you can contact the office up to 9.45am if you miss the 8.30am online deadline. Meals can be ordered in advance on the system.

If your child is in Lower Key Stage 2 or Upper Key Stage 2 and is not entitled to a free school meal, then they can choose to have either a school-cooked lunch or a packed lunch provided from home each day. School lunches must be paid for in advance by using the school's online system called Schoolgrid.

If your child is not in school and you have ordered them a school dinner, if you notify the school office before 09.00am, we will be able to remove the meal choice option added and you will be refunded through School Grid. However, if the school is not notified by this time we will be unable to offer a refund for the school meal.

**Sandwiches** – Children are welcome to bring in their own sandwiches. Please ensure that they use a non-breakable, clearly labelled sandwich box or lunch bag. We encourage children to bring a lunch that is nutritionally balanced. It should not include sweets or fizzy drinks. A small lunch size chocolate biscuit i.e. Kit Kat, Clubs or Penguin biscuits is acceptable. If you are unsure please ask at the school office. Please note that as we are a nut free school, children should not bring in any items containing nuts. Children must eat their own food and be encouraged not to share food with friends.

**Nut Allergy** – some pupils in our school have severe allergies to peanuts/nuts. It is important that there is a strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are therefore asking parents **NOT** to send any peanut or nut containing products to school with your child. This does include Nutella and peanut butter. If your child has eaten peanuts/nuts before coming to school, please ensure your child's hands and face have been thoroughly washed before entering the school. We appreciate your support in keeping our children safe in school.

**Free School Meals** – Foundation and KS1 children are all currently entitled to free school meals. For Junior children, if you are receiving Income Support or Income Based Jobseekers Allowance, your child may also be entitled to a Free School Meal. If you are entitled to free school meals, your child may be eligible for extra funding under the government’s Pupil Premium grant. This could benefit your child in many ways during their school life. Please contact the school office for further details if you think you may be eligible.

**Snacks** – At Woodley CofE Primary School, we encourage our children to eat healthily. Foundation and KS1 children have fruit provided for them by the school. Children in year 3-6 are required to provide their own fruit or vegetable-based snack.

Milk is available to order at a cost via Cool Milk. Forms can be collected from the school office. If your child is under 5 years old until statutory school age in Foundation, milk is provided daily free of charge.



## **Medical**

### **Absence Due to Illness**

When a child is not able to attend school due to illness, it is the expectation that parents will notify the school on each day the child is absent. This should be by telephone in the first instance. The school will contact parents / carers in the event of an unexplained absence. Please leave messages on the answer phone.

### **Medical Conditions/Allergies**

If your child has a medical condition or suffers from allergies, please inform the school immediately. Dependent upon the nature of the condition/allergy we may need to complete an Individual Healthcare plan for your child.

### **Medicines in School**

If your child requires medicine in school, it must be brought to the office. Parents/carers must complete a form giving permission for the medicine to be administered by a member of staff. Medicines will not be given to children without written consent from the parent/carer. It is the responsibility of the parent/carer to check that all medicine in school is in date. When collecting medicines, please ensure an adult comes to the office. Medicines will not be handed to children.

### **First Aid**

There may be occasions when your child feels unwell or become injured during the school day. Your child may be referred to a trained first aider using the information provided by the child. Based on this information, their illness or injury will be treated accordingly. If the member of staff assessing your child feels it is necessary, a phone call may be placed to a parent for advice or to inform you that your child is unwell and needs to be collected. If your child receives a head injury during the school day, a text message

will be sent to their primary contact and the child will wear a wrist band to alert all staff to their injury. This is purely cautionary to notify you in case later that day your child becomes unwell. In the case of a more serious head bump you will be phoned immediately.

### **Sun Protection**

Due to health and safety reasons, sunscreen should not be brought into school. There are many all-day sunscreens available which we would advise you to apply to your child before they come to school. We will encourage the children to sit/play in the shade and we suggest that the children bring a suitable hat to wear during break times.



### **Equipment**

#### **Stationery and School Bags**

In each classroom, essential stationery is provided for the use of pupils. Due to limited space, children must only use the school book bag which can be ordered via the online school uniform shop. 1 key ring may be attached to help with identification.

#### **Home School Diaries**

Home school diaries must be brought into school every day. We expect every child to record the reading that they do. Children must read to an adult at home five times per week. The adult must then sign the home school diary to demonstrate that this has taken place. The class teacher or teaching assistant will sign your child's home school diary at the end of every week. We expect the children's diary to be signed at the end of the week by an adult from home.

#### **Water Bottles**

We believe that keeping well hydrated aids children's learning as well as keeping them healthy. Please can you provide your child with a named water bottle which they can bring in on Monday morning and take home for washing on Friday afternoon. Bottles must be clearly named and contain water not juice. Children must have a separate water bottle from the drink provided in their lunchbox. The bottles are kept in the classroom and can be topped up throughout the day. It is parental choice whether the bottle goes home daily or stays in school all week.

#### **Electrical Equipment and Mobile Phones**

Electrical equipment, including mobile phones, must not be brought into school. We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in school or on school trips;
- Mobile phones brought to school without permission will be confiscated. Parents will then be contacted and asked to come into school to collect the phone. The phone will not be returned to the child.

In the rare event that a parent wishes their child to bring a mobile phone to school for a specific reason, they MUST leave their phone at the office and collect at the end of the day. Parents will be asked to complete a form. School cannot take responsibility for electrical equipment that is brought into school and not left in the safety of the school office.



### **Lost Property**

We ask parents to make sure that all items brought into school are clearly named. When items are found and cannot be returned to their owner they are placed in our lost property boxes which are located just inside the Lower Junior and the Infant corridors. Unclaimed items are disposed of at the end of every term. If you wish to check the lost property boxes please ask a member of staff to do this for you.

### **Uniform**

All uniform must be clearly named. If your child has to wear an item of clothing or footwear that is not usual school uniform for a specific reason, please inform the school office and also write a note in the Home School Diary. A uniform pass will be issued to your child during this period.

### **PE Kit**

Children come to school dressed in their PE kit on their designated PE days. PE kit should include red shorts, white t-shirt and trainers. A long-sleeved sweat top and jogging bottoms are optional during cold periods.

We insist that all earrings are removed for PE as it is a Health and Safety issue. Tape should only be used for a limited time after piercing. If you have any concerns about this please speak to your class teacher.

Please inform a member of staff if your child is unable to participate in PE for a specific reason.

### **Communication with Parents**

Our website contains general information about our school. We also use an e-mail and text system to communicate with parents.

### **Website**

Our website can be accessed at [www.woodleyceprimary.co.uk](http://www.woodleyceprimary.co.uk)



### **Letters**

These are always e-mailed, however, copies of letters can be sent to those parents who have notified us that they do not have an email address or a hard copy can be picked up from the school office. Letters of a sensitive nature will always be sent by hard copy by post or via your child and in an envelope where necessary. If you require a copy of letters being sent to both parents please let us know.

## **Newsletter**

We publish a half termly newsletter which lets parents know what has been happening in the school. Please take time to look at the newsletter as it is a valuable source of information. The newsletter is sent by e-mail. Again, this can be sent to both parents if required. Please let the office know. Friday Update is sent home every Friday detailing events for the coming week.

## **Texts**

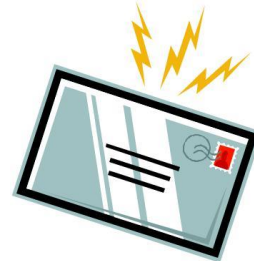
We use our text messaging system to alert parents of any last-minute changes to our plans, for example if we have to cancel an after-school club due to staff illness. We will also use this to let parents know if the school has to close for any reason, for example due to snow. We also use this method to send reminders about activities for example, to bring in a packed lunch for a school trip. Again, this can be sent to both parents if required. Please let the office know.

## **E-mail**

We use an e-mail system to send letters and other useful information such as holiday activities organised by Wokingham Borough Council. We will use the e-mail address of parents provided on the Pupil Data Form. Please make sure you provide the school with the correct email address.

## **Forgotten Items**

In order to help the children to learn to take responsibility for the equipment they need to bring to school, during busy office times we are not always able to phone home for you to bring in forgotten items. This will include items such as, PE kits, home learning, trainers, etc. We will contact home if we feel the forgotten item is a matter of urgency, for example, reading glasses.



## **Communication with the school**

We believe that good communication with parents is important to strengthen the learning partnership between home and school. In order to facilitate good communication, we have developed a number of strategies.

Class teacher email addresses are available on the website.

Your first port of call for any issues should always be your child's class teacher. You will find teachers in the playground at the end of the school day unless they are running a club.

Alternatively, parents may contact the school office to make an appointment to see the class teacher specifying briefly the area of concern. They will assist you by making the appointment and passing on your request to the class teacher.

If you are requesting a leave of absence for your child (to attend an exam, observe a religious event etc.) you should complete a Leave of Absence Request Form. These are available on the school website and from the school office. A form is also required for taking children out of school for medical appointments.

Please also let us know via the school office or staff member if someone different is picking your child up at the end of the school day.

**Urgent information must always be telephoned to the school office.**

**Year 6 children**

With parents signed permission, Year 6 children are allowed to walk home alone. They are also allowed to bring a mobile phone to school but this must be stored safely in the school office during the school day. If you wish your child to ride their bike home after school we will also ask that you sign giving your permission for this. An individual permission form is provided for walking home, riding a bike home or bringing in a mobile phone once your child reaches Year 6.

**Charging Policy**

The school has a policy of how charges can be made for school activities and trips. Please see the 'Charging for School Activities Policy' on the school website at:

[www.woodleyceprimary.co.uk](http://www.woodleyceprimary.co.uk)

**Office Hours**

The school office is open from 8.00am until 4.00pm Monday to Friday. There will be a member of staff in the office or reception to assist any parent during this time.

**School Contact Details**

Woodley CofE Primary School  
Hurricane Way,  
Woodley,  
RG5 4UX

Tel: 0118 969 3246  
Email: admin@wcofe.com

