



WOODFORD

PRIMARY SCHOOL

**Pre-School Information
2023/2024**

“Dream Big, Fly High”

Starting Pre-School

We hope that the following information is useful for you to prepare for your child starting Pre-School.

If you have any other questions, please contact admin@woodfordprimary.org.uk and we will do our best to help you.

Has your child got...

- Names on all their belongings?
- A named bag with a named spare set of clothes? (This may be due to wet weather play or water play)
- A pair of wellies, waterproof jacket and trousers to remain in school for forest school?

Uniform

We ask that all children have a Woodford Pre-School polo shirt with the school logo. This will be worn every day and will allow children to engage in messy play without the risk of ruining their clothes from home. With their polo shirt we ask that children wear black or grey skirt/dress/trousers/leggings/shorts or equivalent. If you would like to, you can also purchase a Woodford School jumper or cardigan. Please ensure all uniform is clearly labelled with their full name.

Uniform can be purchased from Monkhouse www.monkhouse.com or Express Uniform www.expressuniform.co.uk.

Water Bottles

Each child will be given their own school water bottle, at a cost of £2.50, and this can be paid via our online portal. Children may only have water in their water bottles (no juice or cordial). Please can you personalise these at home with a name sticker or other sticker so that your child is able to recognise their own bottle at school.

Lunches and Snacks

At lunchtime we can provide a hot meal for your child and currently this is charged at £2.48 per day. This can be paid via our online portal. Parents are able to provide a healthy packed lunch as an alternative to the Pre-School meal.

Children will be provided with fruit and milk daily, as part of the free government schemes for schools. We encourage children to try the different types of fruit supplied as we promote healthy eating.

Please note that we are an **allergy aware** school and do not allow any items with **nuts** into school under any circumstances. We have children and adults in school who could have a fatal reaction to any contact with nuts, however small.

Unhealthy snacks (sweets, chocolate and fizzy drinks) are not permitted in lunch boxes.

Birthdays

We are a Healthy School and as such we kindly ask you do not bring sweet treats into school if it is your child's birthday. It would be very much appreciated if you choose a

book for our school library instead. We will dedicate 'Birthday Books' with an individualised book sticker.

Behaviour





Our three School rules are:

We are respectful, We do our best, We make good choices

All children are taught that these rules are important when in Pre-School and we will discuss them on a daily basis and encourage the children to make good choices throughout the Pre-School day. On the few occasions when a problem does occur, a quiet word, or in more serious cases, a message home, is usually enough to resolve the issue. We also reserve the right to ask parents to visit school to discuss behaviour issues if their child is affecting the happiness or safety of other children. Our Behaviour Policy can be found on www.woodfordprimary.org.uk

The House System

We operate a House System throughout the school and your child will be assigned to a house, which they will remain in throughout their time at Woodford Primary School. House points are awarded for achievements in accordance with our 3 School Rules (see above) both in relation to pupils' work and how they show respect towards others.

 Altius	Altius is Latin for the Olympic quality ' higher '
 Citius	Citius is Latin for the Olympic quality ' faster ' or ' swifter '
 Fortius	Fortius is Latin for the Olympic quality ' stronger '
 Magnus	Magnus is Latin for the qualities of ' great ', ' mighty ' or ' powerful '

Safety Before and After school

For obvious safety reasons we do not allow the riding of bicycles and scooters in the playground. This must apply to adults, Pre-School and School children. The use of balls before and after school is also not permitted. Parents who allow their children to play on the equipment do so at their own risk and must accept full responsibility if their child is involved in an accident.

Safeguarding

We are committed to the Safeguarding of our pupils. If you have any concerns, please contact the Head of School, Mrs Drake who is the Designated Safeguarding Leads (DSL), or Mrs Stevenson who is the Deputy Designated Safeguarding Leads (DDSL).

Pre-School Times

The Pre-School doors open at 8.45 am. We encourage children to come into their classroom on their own as this provides a more settled start to the day. The Pre-School day runs from 8.45am – 3.15pm.

If you are dropping off late or picking up early due to an appointment please let the School Office know. Please note that if you are late collecting your child you will be charged at a rate of £5 per 5 mins.

Absence due to illness

If your child is too ill to come to Pre-School, then please inform the School Office via telephone by 9.00 am on the first day of absence and every day thereafter unless otherwise agreed. In the interests of safeguarding, if the Pre-School has not received notification of a child's reason for absence, then every effort will be made to contact the family. Please ensure that your child returns to Pre-School as soon as they are fit enough to do so.

If your child has had a contagious illness e.g. a diarrhoea and/or vomiting bug, then the **48 hour** rule must be followed. This rule requires the child to remain absent from school for **48 hours** after the last episode of diarrhoea and/or vomiting. Please show consideration for the health of others and adhere to this rule in order to reduce the spread of germs and infection.

Medical Matters

It is essential that the school is made aware of any medical issues whether they are minor or more serious and a care plan may be completed if required. It is important to share your child's medical history with us, if it is likely to affect their time in school.

Medication in school

If your child requires medication to be kept in Pre-School for a long term health condition, e.g. asthma, or requires a short course of medication, e.g. antibiotics, the relevant form can be obtained from the School Office. All medication must be named, given to and collected from the School Office by an adult. Long term medication must be collected at the end of the school year and cannot be kept in Pre-School over the summer holidays. Any medication left will be disposed of. Only prescribed medication can be administered in Pre-School.

If your child becomes unwell during the day we will contact you immediately if we feel they are not well enough to remain in Pre-School. Please therefore make sure that we have up-to date contact numbers for you at all times.

Pastoral Care

From time-to-time we are made aware that a child is unhappy about something that is happening at home. Whilst not seeking to interfere in any way, we are pleased when parents and carers share their difficulties with the Pre-School Teacher. If the problem persists we can refer them to outside agencies who may be able to help.

First Aid

All minor grazes, bumps and bruises are dealt with by a qualified first aider. In the very rare case of a more serious accident, children will be sent to hospital and parents

contacted to accompany them. An accident log is kept where any injuries are recorded. If your child receives first aid for a bump on the head, the children will receive a head bump band on their wrist and you will be informed of the incident. In more serious cases you will be contacted by telephone so it is essential that the School Office always has your most up to date contact details.

Items that should stay at home

Anything dangerous or valuable should NOT be brought into Pre-School. We discourage children from bringing toys in from home. Naturally, other children like to play with them and this can be stressful to the owner of the toy, especially if it is accidentally lost or broken. We do not allow the wearing of jewellery, earrings, necklaces, bracelets or rings, as they are dangerous when the children are playing, and they can be a temptation to other children if left around. We do not accept responsibility for accidents or losses, which may arise if parents/carers ignore this request.

Lost Property

Please ensure ALL belongings are labelled. Please use sewn in labels or indelible pen to mark all clothes and belongings including socks, shoes, hats, gloves and scarves.

Home/Pre-School Communication

Most information will be communicated through the messages section, of the My Child At School application. If you would like to speak to your child's Pre-School Teacher please feel free to mention this at drop off or pick up to arrange a mutually convenient time for a meeting. Alternatively please call or email the School Office to arrange an appointment.

A school newsletter is issued weekly which includes whole school highlights that have taken place as well as information about upcoming events. Please read this to stay informed about what is happening in School.

The Starting Pre-School page and Pre-School Year Group page of our website www.woodfordprimary.org.uk is another vital source of information.

In addition, please follow us on Twitter, [@woodfordpri](https://twitter.com/woodfordpri), to find out what the children have been learning about in school. Each year group also has their own Twitter account, for Pre-School this is [@woodfordpre](https://twitter.com/woodfordpre). Twitter will often have daily updates from across the school. If you do not have a Twitter account you may still see all the posts from your child's year groups and the school by visiting the relevant year group page on www.woodfordprimary.org.uk

Some parents/carers set up groups on social media to communicate with each other. Please note that these are not administered by the School and should not be seen as a substitute for our official communications.

Tapestry

All Early Years pupils attending Woodford Primary School have a personal online Tapestry Journal which records observations, photos and comments, based on the Early Years Foundation Stage Curriculum. This allows password protected access to your child's online Learning Journey and we encourage you to contribute to it by uploading

photos, videos and comments of their learning development and experiences at home.

We will use the email address you provided during the school admissions process as the Tapestry set up email. If this is not the email you wish to use see 'Changing my settings' in Tapestry.

You will receive an email, with a link to the Tapestry log in page, your username (which is your email address) and your password. The Tapestry app is free of charge and available from iTunes and Google Play for both iPhone and android phones.

If you have any problems when accessing your account please email the school office on admin@woodfordprimary.org.uk

Curriculum Maps

Curriculum Maps outlining the curriculum learning objectives and activities throughout the year are available on www.woodfordprimary.org.uk on each relevant year groups page.

Each term we have a Pre-School Bookshelf which consists of carefully chosen books. Each week our activities are planned around our special book for that week. More information about these books can be found on the Pre-School Year Group page on www.woodfordprimary.org.uk

Educational Visits

Your child may be taken on a number of Educational Visits during the year which link with their theme in school. If you have any difficulty financially with the cost of these visits, please contact the Head of School or your child's Class Teacher.

PTA (Parent Teacher's Association)

New parents are automatically members of the PTA and are welcome to apply to become committee members. If you are interested in joining the PTA please contact them at woodfordprimarypta@gmail.com



Parent Council

Every class has a Parent Councillor who represents the views and opinions of their class at termly meetings with the Head of School. If you are interested in becoming a Parent Councillor, please speak with your child's Class Teacher.

Dogs

Dogs are not allowed on the school grounds and must be kept away from any children who may be allergic to, or afraid of, dogs.

Questions or Concerns?

If you have any questions or concerns about your child, then please contact your child's Pre-School Teacher in the first instance. We are here for you and your child and will do all we can to reassure you or resolve your concerns.

Finally, thank you for choosing Woodford Pre-School. We are looking forward to getting to know you and your child.