



WOODFORD

PRIMARY SCHOOL

**Reception Information
2024/2025**

"Dream Big, Fly High"

Starting School

As your child starts at Woodford Primary School we hope the following information is useful and should be read in conjunction with the Starting School information available on our school website.

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 dark green draw string PE bag with full PE kit: a dark green polo shirt with the school logo, black shorts, black tracksuit bottoms, plain, dark green sweatshirt jumper, white socks and trainers (not pumps). In addition; if needed a change of underwear in case of the need to change during the school day?
- A dark green coat or school coat and black school shoes they can fasten on their own?
- A Woodford Primary School book bag?
- A Woodford Primary School water bottle with the correct house colour lid?

Book Bags

Your child will be provided with a Reading Record, which will be sent home each day and should be brought back into school each morning. Book Bags are available from our school uniform providers Monkhouse www.monkhouse.com and Express Uniform www.expressuniform.co.uk.

Water Bottles

Each child will be given their own school water bottle in their house colour at their transition session. You will see that this has been charged to your MyChildAtSchool app (MCAS app) in September at a cost of £2.50 per bottle. 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. You can purchase a new lid, for £1, if this needs replacing, by contacting the School Office.

School Lunches

All Reception, Year 1 and 2 pupils are entitled to a free school lunch. You may choose to opt out of this government funded scheme by sending your child into school with a healthy packed lunch. 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.

Pupil Premium Funding

Please complete the '[Free Early Education Entitlement](#)' form online to ensure your child receives any additional funding they may be entitled to in addition to a free school lunch.

You can claim for Pupil Premium Funding if you receive:

- Income Support
- Universal Credit (provided your household income is less than £7,400 a year after tax and not including any benefits you get)
- Income related Employment and Support Allowance

- Income based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit only with an income of less than £16,190
- The guaranteed element of Pension Credit

Snacks

In the Early Years Foundation Stage, each child in Reception receives a free piece of fruit or veg and a drink of milk each day. We encourage children to try the different types of fruit and vegetables supplied as we promote healthy eating. Unhealthy snacks (sweets, chocolate and fizzy drinks) are not permitted in school. To address any dietary requirements a non - dairy alternative can be brought into school for staff to give to your child.

Birthdays

We kindly ask that 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 school and we will discuss them on a daily basis and encourage the children to make good choices throughout the day. All children are expected to behave in a sociable and responsible manner. On the few occasions when a problem does occur, a quiet word, the withdrawal of a privilege 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 on school grounds. This must apply to adults, school children and siblings. 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. . To secure the site the gates are locked after drop off and we appreciate your cooperation in leaving the school grounds promptly to facilitate this.

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 the Deputy Designated Safeguarding Leads (DDSL). More information can be found on the safeguarding page of our school website.

School Times

The classroom 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 school day runs from 8.45am – 3.15pm. If you arrive late after 8:45am, you will need to come into school via the main entrance, as the classroom doors and gates will be closed.

Absence due to appointments

Ideally all routine medical/dental appointments should be made outside of school hours to reduce disruption to your child's learning. At the very least, appointments should be made for the start or end of the school day so that disruption to learning is kept to an absolute minimum. We would not expect a child to miss an entire day of school in order to attend a routine appointment.

If it is necessary to take your child for an appointment during school time, please email the School Office in advance (ideally at least 48 hours) and provide sight of the

appointment letter/message so that the absence can be considered for authorisation by the Head of School.

Absence due to illness

Absence from school should be avoided whenever possible. If your child is too ill to come to school, then please inform the School Office via telephone by 8:45am on the first day of absence and every day thereafter unless otherwise agreed by the school. In the interests of safeguarding, if the 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 school as soon as he/she is 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.

Absence due to holidays

The Department for Education (DfE) issued legislation from September 2013 which prevents Head Teachers giving authorised absence for holidays during term unless there are 'exceptional circumstances'. Stockport Local Authority monitor attendance/absence figures and challenge any decisions regarding authorised/unauthorised absence that are regarded as not complying with legislation and may, ultimately, fine parents for unauthorised absence.

If you decide to take your child out of school in order to go on holiday, you must put your absence request in writing via email for the attention of the Head of School explaining your reason for doing so. Please remember that we want the best for all pupils and absence during term time can have a negative social impact and can seriously disrupt a child's progress. Attendance and punctuality is monitored daily and the school may contact you if there are any concerns to discuss further.

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.

The School Nurse (Stockport) makes regular routine visits. Sight/hearing and height/weight are routinely checked by the School Nurse team and you will be informed in advance of their visits.

Medication in school

If your child requires medication to be kept in 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 school over the summer holidays. Any medication left will be disposed of. Only prescribed medication can be administered in school.

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 Class Teacher or Head of School. If the problem persists we can refer them to outside agencies who may be able to help.

First Aid

Minor grazes, bumps and bruises are dealt with by a qualified first aider. In some cases, we will contact you to let you know what has happened in school, so it is essential that the School Office always has your most up to date contact details. 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 child will receive a wrist band to let you know, so that you can keep an eye on them.

If your child becomes unwell during the day we will contact you immediately if we feel they are not well enough to remain in school, so that you can make arrangements to have them collected from school.

Items that should stay at home

Anything dangerous or valuable should NOT be brought into school. We discourage children from bringing toys to school. 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 and rings, as they are dangerous when the children are playing or involved in PE, 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 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 water bottles, bags, socks, shoes, hats, gloves and scarves.

Home/School Communication

Most information will be communicated via email or through the messages section, of the MCAS app. If you would like to speak to your child's Class 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 School page and Reception Year Group page of our website www.woodfordprimary.org.uk is another vital source of information.

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.

If you do not already have a Tapestry account with us, 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

School Curriculum

Information about the school curriculum can be found on our school website, on the [Reception Year Group page](#) in Useful Information.

Curriculum Overviews outline the coverage of the Early Years Foundation Stage throughout the year.

Curriculum Maps show each term's bookshelf, which consists of carefully chosen books to inspire the children.

Educational Visits

Your child may be taken on a number of Educational Visits during the year which link with their work 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.

Kids Club - Before and After School Care

Further information about our Kids Club can be found on the school website. Information about how to book, will be emailed out before the end of the school year.

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 Class 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 Primary School. We are looking forward to getting to know you and your child, and the exciting year ahead.