



# **Welcome to our School!**

Information for Reception Parents

September 2021

## About Woodside Primary School

Woodside Primary is a nurturing, welcoming school that caters to the education of children between the ages of 4 and 11 years old.

Woodside also has a 7 place SEMH Unit Resource Base which provides academic and emotional support for children with Social, Emotional and Mental Health issues (SEMH).

We pride ourselves on investing heavily in our pupils' education by supporting them intensively to achieve a high standard of education tailored to their abilities and needs.

Here at Woodside we aim to work as a team with parents to support their children. We have an open door policy whereby parents can speak to the class teacher or Mr Collings, our Head teacher, at any time regarding any concerns or issues regarding their children. Our office staff, Joanne and Michelle, are also happy to help with any enquires you may have.

We have developed connections with Hope Corner Community Church and the local community. At Woodside we also take part in various fundraising events to support both local and national charities, as well as to raise money for our school funds.

## School Classes

Apart from Year 6, our classes are mixed year groups. They are named after forests in the UK.

Reception - Sherwood Class  
Year 1 & Year 2 - Delamere Class  
Year 3 & Year 4 - Thetford Class  
Year 4 & Year 5 - Grizedale Class  
Year 6 - Whinfell Class  
Resource Base - Epping Class

## Attendance & Punctuality

Attendance and punctuality are very important in a child's education, as well as good life skills to develop as they grow.

We monitor attendance and punctuality closely throughout the year to highlight anyone who falls below the national average of 96%.

If your child is ill please ring school as soon as possible to let us know your child will be absent that day and the reason why, if we do not have a reason then this gets logged as an unauthorised absence.

If we do not hear from you we will ring you to enquire where your child is so we know that they are safe with an adult and that you are aware that they are absent. We may go down the list of contacts that you give us in attempt to get in touch with you.

## **School Matters!**



**Attend Today, Achieve Tomorrow**

## School Staff

Your child will be introduced to a lot of staff whilst they are at school. Here are some useful names you may need to know.

Mr R Collings	Head teacher
<b><u>Teaching Staff</u></b>	
Mrs Scott	Reception Class Teacher
Mrs Whitaker	Year1 / 2 Class Teacher
Mrs Hayes	Year 3 / 4 Class Teacher
Mrs Londesborough	Year 4 / 5 Class Teacher
Mrs Nelson	Assistant Head Teacher and Year 6 Class Teacher
Mrs Percival	SENDCO and Resource Base Class Teacher
Mrs Houghton	Assistant Head Teacher and PPA Cover Teacher
<b><u>Support Staff</u></b>	
Mrs de Prez	Reception
Mrs Steadman Miss Carlin	Year 1 / 2
Miss de Prez Miss Danson	Year 3 / 4
Miss Dagnall	Year 4 / 5
Mrs Scarisbrick	Year 6
Mrs Howard	Resource Base
<b><u>Office Staff</u></b>	
Miss J Hughes	Office administrator
Miss M de Prez	Office administrator
<b><u>Mid-Day Assistants</u></b>	
Miss Berry	Mid-Day Assistant
Mrs Morris	Mid-Day Assistant
Mrs Chave	Mid-Day Assistant
Mrs Abbot	Mid-Day Assistant
Miss Scarisbrick	Mid-Day Assistant
Mrs S Edwards	Cook in Charge
Mr S Hewitt	Site Manager



## Our School Day

Our doors open at 8:45am. School officially starts at 8.55am and finishes at 3:00pm. Please let staff know if someone else is picking your child up from school. However, to help your child settle into school we will arrange shorter hours for the first few days before they start school full time.

## Dropping Off and Picking Up Your Child

We are quite happy for you to come in with your child in the morning; however it is beneficial to them if you can encourage them to do it independently as soon as you feel they are ready to do so.

Please wait outside the main classroom door for your child to be dismissed. If you would like to speak to your child's class teacher please let this be known as they are dismissed and they will try their best to see you.

Please note that the **carpark is for school, playgroup staff and blue badge holders only**. There are public carparks just outside of the school that parents may use.

## Magic Breakfast Club

Here at Woodside we understand how important breakfast is and how busy mornings can be. Our Breakfast Club runs every morning from 8am. Your child is welcome anytime and there is no need for you to 'book' a place.

Your child can choose from a selection of cereals or bagels with a variety of toppings. Juice and water is also provided.

After your child has finished their breakfast there are activities provided until school starts at 8.45am. Breakfast Club is supervised by members of staff and parent volunteers.

Our Breakfast Club is free of charge for all children in the school at the present time but may be subject to change.



## Snack and Drinks

Please ensure that your child brings a water bottle to school. Snack is given to the children in a morning before playtime. Children can have toast and milk at this time. These are subject to a small charge.

Toast is 20p per day and we would prefer if this could be paid on a Monday morning for the week.

Milk is free for all children under 5 years old and is 20p per day after their 5th birthday. Again it would be preferable for this to be paid on a Monday morning for the week.

In the afternoon children are encouraged to enjoy a piece of fruit for their snack free charge through the School Fruit and Vegetable Scheme.



## Lunchtime

At Woodside we offer delicious hot school meals to all the children. School meals are served in the dinner hall. Children will be given the options for lunch in the morning and then will be given the appropriate coloured wrist band at lunchtime to enable the kitchen staff to know what your child would like. Red for the meat option and Yellow for the Vegetarian option, children also have the option of a jacket potato which is the green wristband.

Menus will be sent home but if you have not received one please ask at the office and they will be able to provide you with one or they will be viewable online via our website.

All Infant children receive a school meal free of charge.

Whilst all children in Reception Class, Year 1 and Year 2 are entitled to receive a free school meal under the Universal Free School Meal entitlement, parents and carers are **strongly encouraged** to also complete a free school meal application form. Each child who is eligible for a Free School Meal based upon parental income attracts a "Pupil Premium" for the School which is provided by Central Government and equates to a cash amount for your child's School. This is then used to support children's education through the provision of additional support and resources at the School.

If you have any queries please contact the school office who will be happy to discuss Pupil Premium with you and you can get support to complete the application form for Free School Meals at the Halton Link.



## Our School Uniform

### **Girls:**

Black or grey skirt, pinafore, trousers  
White polo shirt  
Navy blue cardigan or jumper  
Dark sensible, and for safety, low heeled black shoes

### **Boys:**

Black or grey trousers  
White polo shirt  
Navy blue jumper  
Black shoes

During the warmer months children can alternatively choose to wear the following:

### **Girls:**

Blue & white gingham dress

### **Boys:**

Black/grey shorts



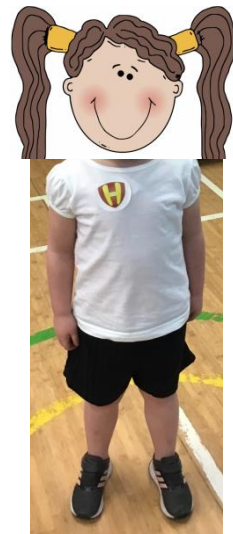
## Our School PE Kit

Plain navy blue shorts,  
Plain white T-shirt  
Clean trainers

School uniform items without the logo on can be purchased from most supermarket stores (Asda, Tesco, Aldi etc).

We are in the process of switching our school uniform supplier. We are planning to go with MyClothing.com. Once this is up and running you will be able to order polo shirts, jumpers, cardigans and book bags with the school logo online. We will let you know as soon as this is set up.

We know how frustrating it is when your child loses their belongings. Please help us to limit the chance of items being lost **ensuring that all items of uniform including coats are clearly labelled with your child's name.**





## Safeguarding

At Woodside we have a duty to ensure the children in our care are safe and happy, in school and at home.

The school's designated Safeguarding Officers are **Mr. Collings and Mrs. Percival**

If you wish to raise a concern or speak confidentially to someone about a safeguarding issue, please contact one of the above members of staff.

## Operation Encompass

In conjunction with Cheshire Police, Woodside Primary School is involved in an initiative called Operation Encompass.

The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard or witnessed a domestic abuse incident.

Following such an incident, children may arrive at school distressed, upset, worried and unprepared. Operation Encompass aims to ensure that appropriate school staff (called Key Adults) are made aware early enough to support children and young people in a way that means they feel safe and included.

At our school the Key Adult is Mr Collings.

This is a valuable initiative that means we can continue to support and help children and families within our school community when they need it the most.

You can find out more by visiting [www.operationencompass.org](http://www.operationencompass.org) or by contacting one of our key adults.

## Medicines

If your child needs to take any medicine during the school day then we would be grateful if you could see Joanne or Michelle in the office for a consent form. Medicine cannot be given to children if a form has not been completed. The medicine must be handed into the office by an adult, where it will be stored correctly.

We have staff trained to administer medicines here at Woodside. All medicines except for pain relief medicines (i.e Paracetamol, Ibuprofen) must be prescribed by the doctor, be in date and in its original packaging. Any shop bought Paracetamol or Ibuprofen must be new, sealed and in its original packaging that is clearly labelled with your child's name.

Our medicines policy in place here at Woodside is adopted by Halton Borough Council.

If you have any further queries please do ask.

## **Parents as Partners**

As a parent you have an extremely important part to play in helping your child at school. You are your child's first educator, think of the things that you have already taught your child in their first four years. You should be proud of all of these achievements. You will always be the most important influence in your child's life. Getting involved and talking to your child's teachers really makes a real difference.

There will be parent meetings in the autumn and spring terms so that we can share your child's progress. Parents may also see a member of staff at any other time during the term if you have any concerns or would just like to see how your child is progressing. If you have any queries or worries, please do not hesitate to contact your child's teacher. We would rather you talked to us as soon as possible about any concerns you have.

Please also let us know of any achievements your child makes at home as we would love to be able to celebrate their success in school as well. It means we can pick up on what you've told us about your child and link it to what they do during their time in school. It works both ways – by finding out what's caught your child's imagination, you can build on that at home too.

## **Preparing your child for school**

Every activity you do with your child can help with their education. Before September please encourage your child to do basic things such as dress independently, speaking in full sentences, zipping up their own coats, taking turns and washing themselves, etc. We have included a check list for you to return to school when your child starts in September. It would be great if your child could check off most things on the sheet!

## **Class Dojo**

Class Dojo is an app that we are using in school to keep you informed of things that are happening in school. It is a secure app and you will be given a code to enable you to access your child's class area and the whole school page. This will also allow you to communicate with your child's class teacher and send in photographs of achievements at home such as an award at a club or learning a new skill such as riding a bike.





## School Website

We have a school website that everyone is welcome to view. Here you can access parent information, our school policies and view upcoming events.

Our current website address is [www.woodsideprimary.co.uk](http://www.woodsideprimary.co.uk)

## Facebook



We have a Facebook page at Woodside for parents only. Parents can send a friend request to us and if we can verify that you are a parent of a child who currently attends Woodside then we will accept your friend request.

Our Facebook profile is private and only parents of children who attend Woodside can access it and see photographs, posts comments. Parents sign a permission slip before any photographs of children are posted.

Search for Woodside Primary when logged onto Facebook and our page should come up (our profile picture is our school logo).

## Twitter

We are also on Twitter, you can find us using the name @RuncornWoodside

## Welcome to Reception Class

We are so excited to meet you and your child in September, and we hope that your child will enjoy their time here at Woodside.

Our Reception class is also known as Sherwood. In our class there will be a teacher and TA. The class teacher is Mrs Scott, and Mrs de Prez is our teaching assistant.

Mrs Scott has been a qualified teacher, specialising in EYFS for 10 years. She has been employed at Woodside Primary School since 2012.

Mrs de Prez has been a qualified Teaching Assistant for 28 years and has been employed at Woodside for 26 years.



## Learning through play

Play underpins the EYFS. It also underpins learning and all aspects of children's development. Through play, children develop language skills, their emotions and creativity, social and intellectual skills. For most children their play is natural and spontaneous although some children may need extra help from adults. Play takes place indoors and outdoors and it is in these different environments that children explore and discover their immediate world. It is here they practise new ideas and skills; they take risks, show imagination and solve problems on their own or with others. The role that adults have is crucial. Adults provide time and space and appropriate resources. These might include clothes, boxes, buckets, old blankets that will inspire play and fire children's imaginations. They observe play and join in when invited, watching and listening before intervening. They value play and provide safe but challenging environments that support and extend learning and development.

Therefore if, when you ask your child what they have been doing in school all day and they reply with "oh, I've just played", that is ok. To them that is what they have been doing, when in actual fact they are learning.



## Baseline Assessment

In line with government policy your child will be assessed in the first week of starting in September. This is very child-friendly and non-threatening. It will be portrayed to the children as playing games with us. Please ask for more details.

## Your Child's Development

Throughout the year we will put together information on how your child is doing. We will take photos and describe what they've been doing during the week. We use an online tool called 'Tapestry' to record how they are developing, what they are interested in - and how they are going to build on that.

At the end of Reception, the school will also prepare a summary of how your child is progressing before they move on to Year 1. It will give a picture of your child's overall development, showing how they've been getting on. It will also help the Year 1 teacher to plan work. All of this is based on observing what the child is doing – never testing.

You can be confident your child will be safe because the Early Years Foundation Stage has safeguards to help ensure every child has a positive experience, surrounded by people who care for them. We will ensure that we meet all welfare requirements, and make sure that your child develops at the right pace for them.



## The Foundation Stage Curriculum

There is a strong emphasis on learning through play experiences. The curriculum is based on the new Early Years Foundation Stage and the staff work together to ensure that all areas are covered through first hand, practical learning experiences.

The Early Years Foundation Stage Curriculum is based on the Government guidance and is divided in to areas of learning:

### Personal, Social and Emotional Development

We help children to develop respect for themselves and others whilst building positive relationships with adults and peers. All children will be encouraged to increase their independence skills, whilst developing a positive attitude to learning.

### Communication and Language

Children are encouraged to listen attentively, talk about their experiences and use language in a variety of ways to communicate with adults and peers.

### Literacy

Reading skills will be taught using a variety of books, text and print in their environment. In writing children will be taught to use pictures, symbols, letters and familiar words to communicate meaning. Children will learn to write their name using appropriate upper and lower case letters and correct letter formation.

### Mathematics

Maths is taught through stories, songs, games, imaginative and practical activities. Children are taught to use mathematical language to describe and compare shapes, position, size and quantity. Through a variety of activities, children will be taught to count, write and use numbers to at least 20.

### Understanding of the World

This area of learning develops the children's understanding of the environment, people around them and features of the natural and man-made world. Children will be encouraged to be curious, ask questions, investigate and explore different aspects of the curriculum. This will provide a foundation for historical, geographical, scientific and technological learning.

### Physical Development

Children will be taught to move confidently and imaginatively with increasing control and coordination during outdoor play activities and in P.E. lessons. They will develop increasing skill and control with small apparatus such as bats, balls, hoops, beanbags and quoits. Fine motor control will be developed using tools, scissors, small construction equipment and malleable materials.

### Expressive Arts and Design

Children will be encouraged to use their imagination and express their ideas and feelings using a wide range of materials. In dance, drama and music, children will express and develop their creative and artistic skills.

### Daily Timetable

08.45am – 8.55am	Skills
08.55am - 9.00am	Registration
09.10am - 10.00am	RWI (Read, Write Inc.)
10.00am - 10.45am	English and English based continuous provision
10.45am - 11.00am	Break
11.00am - 11.50am	Maths and Maths based continuous provision
11.50am - 12.50pm	Lunch
12.50pm - 12.55pm	Registration
12.55pm - 2.15pm	Teaching and continuous provision
2.15pm - 2.25pm	Break
2.25pm - 2.45pm	Teaching/Assembly
2.45pm - 3.00pm	Reflection
3.00pm	Home time

On occasion our timetable may change due to P.E or special occasions.

### Phonics

Phonics is a way of teaching children how to read and write. It helps children hear, identify and use different sounds that distinguish one word from another in the English language.

There are many different phonics schemes available but here at Woodside we use the Read Write Inc. scheme which has been created by Oxford Owl.

*Read Write Inc. Phonics* is a whole-school approach to teaching literacy for 4 to 9-year olds that creates fluent readers, confident speakers and willing writers. It integrates phonics with comprehension, writing, grammar, spelling and handwriting, using engaging partner work and drama.

In the first instance your child will work with their whole class for their phonics sessions, and then each half term they will have a short assessment to find out how many sounds they have retained. They will then be grouped accordingly. During the first half term we will hold an information session about phonics and how you can help your child with this.



## Reading

We will be sending reading books home shortly after your child has started school.

The support you give your child in beginning to read is extremely important and we encourage you to readily and regularly share their books with them.

Initially your child will bring home books with pictures only. Sharing wordless books with a child provides an opportunity for literacy-rich conversations. Encourage your child to 'read' what is happening in the pictures. You can model this with your child by creating your own story and then including your child in making decisions about what is happening in the pictures. Questions such as, who do you, think that character is? What are they doing? Why do you think that? What might happen next?

Reading books need to be brought to school every day, this allows us to hear your child read at every available opportunity. We encourage you to read every day with your child, even if it is only for 5minutes. This will also increase your child's confidence and their love for reading.

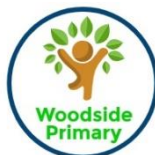


## Homework

Homework is usually sent out on a Friday afternoon and is to be brought back on the following Wednesday.

The homework tasks are mainly discussion activities and games for you to do with your child based on what they have been doing in school that week.

We hope that this booklet contains all the information you need to know about our wonderful school. If there is ever a time where you have a question or query or just need a chat, we are here to help and support you. We want to make your child's time at our school to be a happy and enjoyable one.



*'Educating with Pride, Learning Together'*

**This is the calendar of dates for school holidays for the academic year**

**September 2021 – July 2022**

	<b>Date of Opening</b>	<b>Date of Closing</b>
<b>AUTUMN 2021</b>	Thursday 2 <sup>nd</sup> September	Friday 22 <sup>nd</sup> October
	Monday 1 <sup>st</sup> November	Tuesday 21 <sup>st</sup> December
<b>Christmas Holidays</b>		
<b>SPRING 2022</b>	Wednesday 5 <sup>th</sup> January 2022	Friday 18 <sup>th</sup> February
	Tuesday 1 <sup>st</sup> March	Friday 1 <sup>st</sup> April
<b>Easter Holidays</b>		
<b>SUMMER 2022</b>	Tuesday 19 <sup>th</sup> April	Friday 29 <sup>th</sup> April (Bank Holiday Weekend)
	Tuesday 3 <sup>rd</sup> May	Thursday 26 <sup>th</sup> May
	Tuesday 7 <sup>th</sup> June	Tuesday 19 <sup>th</sup> July

**Inset Days**

Wednesday 1<sup>st</sup> September 2021  
 Wednesday 22<sup>nd</sup> December 2021  
 Monday 28<sup>th</sup> February 2022  
 Friday 27<sup>th</sup> May 2022  
 Wednesday 20<sup>th</sup> July 2022