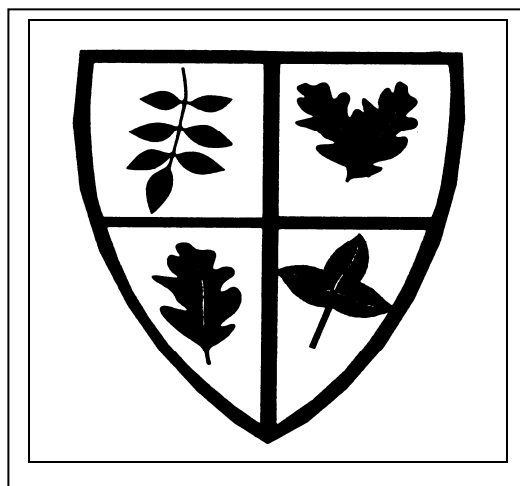




# Woodhall Primary School



Prospectus 2015 -2016





Web site & Blogs - [www.woodhall.herts.sch.uk](http://www.woodhall.herts.sch.uk)

email [admin@woodhall.herts.sch.uk](mailto:admin@woodhall.herts.sch.uk)

Dear Parents/Carers

Welcome to Woodhall Primary School! This prospectus is intended to provide information for parents whose children attend Woodhall. We hope you find it useful.

Woodhall Primary School is a Hertfordshire County Council community primary school, with children aged from 3 to 11 years of age. The school is part of the South West Herts Partnership of Schools, part of the South Oxhey Consortium of Schools which includes the South Oxhey Children's Centre and the Sports Partnership network.

There is one class in each age group, from Reception to Year 6 with a Nursery class each morning. The school continues to support children, who are finding the more formal curriculum of Key Stage 1 a challenge, through the afternoon "Acorn Group" which follows the basic principles of the National Nurture Network.

We have high expectations of our children and we teach them to take responsibility for their actions, the environment and most importantly, for their learning.

At Woodhall School we encourage every member of the school to,  
'Aim high....Reach for the sky!'

We endeavour to develop skills for life-long learning and provide both creative and meaningful learning opportunities to enable every member of the school community to achieve their potential.

The staff and governors aim to maintain an environment in which all children are encouraged to achieve their very best as they develop academically and socially.

Woodhall School is a very caring and happy school where every child and family matters. We recognise the value of the support and commitment of parents and carers as an essential element in a child's education. We know that parents/carers taking an active interest in a child's learning is one of the best ways to help a child succeed both at school and in life in general. We actively welcome our parents and carers through: Family Learning opportunities, class assemblies, Open Classrooms, volunteering to hear readers and in helping to run the Woodhall University activities which take place on Friday afternoons.

On behalf of the staff and governors of Woodhall School, I would like to continue to develop our partnership with you and if your family is 'new' to Woodhall I look forward to welcoming you into our school community

Yours sincerely,

*Lesley Spence*

Headteacher

Please note: The contents of this prospectus are correct at the time of issue but may be subject to amendment.

Updated May 2015

## WOODHALL SCHOOL AIMS

Governors and staff are committed to raising standards of achievement for all pupils and have agreed the following aims:

At Woodhall School we aim to work in partnership with parents and pupils to:

- Provide equality of opportunities for all regardless of age, gender, creed or ethnic origin.
- Educate the whole child and encourage the acquisition of skills that will prepare them to live in a diverse society by challenging and extending children's thinking, knowledge and skills.
- Provide opportunities for the social, emotional, spiritual, moral and physical development of each child.
- Create, and be open to, appropriate opportunities for partnership working and for the effective involvement of all members of the school, parents, outside agencies and the wider community.
- Foster caring relationships and develop positive attitudes between children, their peers and the adults with whom they come into contact.
- Promote respect for property and the environment and to actively promote tolerance of all faiths and the social inclusion of all peoples.
- Facilitate the professional development of staff and governors via collaboration and in-service training.

## **VISION STATEMENT**

- **The whole school is a learning community that will follow the principles of independent learning in a creative, nurturing environment that fosters self esteem and is both stimulating and challenging.**
- **That standards in Literacy and Numeracy will exceed national targets.**

## **MISSION STATEMENT**

**“Aim High Reach for the Sky”**

- **To enable all concerned with the school, children and adults, to experience and celebrate success and to achieve to the highest standards.**

## THE SCHOOL DAY

Session Times	Nursery	Year R, 1 & 2	Year 3, 4, 5 & 6
<b>Morning session</b>	*9.00 - 12.00*	8.50 - 12.00	8.50 - 12.15
<b>Lunchtime</b>		12.00 - 1.15	12.15 - 1.20
<b>Afternoon session from Monday to Thursday</b>		1.15 - 3.30	1.20 - 3.30
<b>Afternoon session on Fridays</b>		1.15-2.00	1.20-2.00

Children should arrive in school no earlier than 8.40am in the morning and wait on either the Key Stage 1 or Key Stage 2 playground. Children attending the Foundation Stage Unit (Nursery and Reception) enter through the single gate on Woodhall Lane that leads onto their playground. Nursery will collect here also.

When the whistle is blown at 8.50am, the children line up in their classes. At this time parents are asked to leave the playground to enable teachers to lead the classes into the building. Please ensure that your child arrives at school on time. On wet mornings, children (Year groups 1-6) may gather under the covered area near the Main Entrance and classes are called in one at a time. Reception and Nursery enter as normal.

The registers are taken at 8.55am and closed at 9.10am. All late arrivals and absences are recorded and monitored. Children who arrive after 9.00am should report to the School Office. The Headteacher or the Attendance Improvement Officer will contact parents of children regularly arriving late or with concerns regarding attendance. Please note persistent unauthorised absenteeism may result in school requesting a **Penalty Notice (Fines)** be imposed for your child's poor attendance which may lead to a **Prosecution in court** if the fine remains unpaid.

The school day for Reception to Year 6 ends at 3.30pm from Monday to Thursday and at 2.00pm on Friday. Reception children to be collected from side classroom door (down from Key Stage 2 playground). Parents of children in Year 1 to Year 4 tend to wait on the KS2 playground. Parents meeting children in Year 5 & 6 usually wait outside at the side entrance nearest to Year 4 classroom or on the Key Stage 2 playground.

Please ensure that if someone else is collecting your child after school, the class teacher is aware of who will be collecting your child. Please do not take anybody else's child home with you without making sure that the parents know of the arrangement and the class teacher is informed.

In the event of you being late collecting your child (unforeseen occasional problem) please telephone the school to let us know and we will arrange for your child to wait outside the School Office. Please ensure a member of staff knows when you do arrive to collect your child.

Please contact the School Office or send a note if you wish to make an appointment to see a member of staff. If you wish to discuss something urgently with the teacher then please go through the office where arrangements will be made for the member of staff to contact you as soon as possible.

The school runs a Breakfast Club each morning to enable working parents to drop off children early or to allow parents to ensure their children are in school early to give them a settled calm start to each day. There is also a weekly Film Club to cater for extended care on a Friday afternoon - details of both clubs are available from the school office

## SCHOOL ORGANISATION

At Woodhall School we are fortunate to have extensive premises following the amalgamation of the Infant and Junior schools in 1982. In September 2000 we created a new Foundation Stage Unit for our Nursery and Reception class children and in April 2004 we formed our "Acorn Group" which is part of the Nurture Group initiative in Hertfordshire. Each classroom is spacious and has its own cloakroom and toilet facilities. There are two halls; one is used for P.E and the other as a general assembly hall. Additionally, there are two dining rooms. We are continuously updating our ICT capacity and besides our computer suite there are 100 Netbooks that children use on a day to day basis and each classroom including Nursery has an Interactive White Board. The school is set in generous grounds with playgrounds surrounded by playing fields.

## ADMISSIONS

All admissions into school for Nursery and Reception children are initially arranged by the Local Education Authority (LEA) Admissions Officers. Some time after your child's 2<sup>nd</sup> birthday you will receive a general admissions booklet from the LEA, which contains an application form for your preferred Nursery and instructions. You may be offered a place at your preferred Nursery, or be offered a place at an alternative, according to the Admissions procedures. (See the booklet for further details of this process.)

Just before your child is admitted to the Nursery, you will be sent a letter from the school inviting you to attend an admission meeting with the Nursery Teacher. Arrangements are explained and each new intake is gradually introduced over a period of days at the beginning of the term to make the process a happy one for the children.

You will be sent a further Admission booklet so that you may apply for transfer from the Nursery to a Reception Class in a similar process. **Transfer is not automatic** and there are no Reception places linked to the Nursery provision. In most cases you will be successful in transferring from the Nursery to the Reception in the same school. (See the Admission booklet for further details of this process.)

Children born between 1st September and the 31st August are usually admitted in September. Occasionally children with special educational needs may be admitted at different points during the year due to their presenting needs. This is always in discussion with parent and other agencies involved with the child.

## NEW ADMISSIONS TO OTHER YEAR GROUPS

Where the school has spaces in other age groups we welcome contact with the school when advice on admissions and applications may be given.

When the year group is full, parents will be referred to the LEA admissions.

Parents and or carers are welcome to make an appointment to view the school and should contact the School Office to make an appointment.

## SECONDARY SCHOOL TRANSFER

At the end of Year 6, when your child is 11 years old, he/she will transfer to a Secondary School. This is a major step in every child's educational development. Obtaining a place at the school you consider right for your child is not always easy; please make sure that your child is eligible for a place at your preferred school under that school's admission criteria.

The SW Herts Admissions Consortium comprises the seven secondary schools in the area which operate an admission test for a proportion of their intake:

Parmiter's, Queens', Rickmansworth, Bushey Meads, St Clement Danes, Watford Boys Grammar School and Watford Girls Grammar School.

If you are considering applying for a place for your child at any of these schools, you will need to register with the Consortium: The website address to register is: [www.swhertsschools.org.uk](http://www.swhertsschools.org.uk)  
Sample test papers can be also be downloaded from the registration website.

Parents and children are invited to visit the Schools and Academies, and then return the appropriate form, indicating their preference. The LEA allocates places according to the criteria as set out in the information pack.

## THE CURRICULUM

Woodhall School has implemented the Early Years Foundation Stage Framework for Nursery and Reception age children (3 to 5 year olds). We follow the National Curriculum for Years 1-6. Key Stage 1 is the term used to describe the Infant classes of children in Year 1 & 2 (5 to 7 year olds). Key Stage 2 is the term used to describe the Junior classes of children in Years 3, 4, 5 & 6 (7 to 11 year olds).

### THE FOUNDATION STAGE: EARLY YEARS - 3 to 5 years

The government revised the Early Years Foundation Stage Framework in 2012 for all Nursery and Reception age children. The EYFS specifies requirements for learning and development which help children work towards the 17 Early Learning Goals; the knowledge, skills and understanding children should have by age five at the end of Reception. The Foundation teachers and staff members look carefully at each child, consider their needs, their interests and their stages of development and use this information to plan challenging and enjoyable experiences across all areas of learning. The curriculum is based on practical tasks, first hand experience and structured play. In the Foundation Unit we see most parents informally on a daily basis when we are often able to discuss successes or difficulties. Parents are also encouraged to attend termly parent consultation meetings in line with the rest of the school.

### THE NATIONAL CURRICULUM - 5 to 11 years

The National Curriculum divides the curriculum for primary age children into Core subjects and Foundation subjects.

The **Core** subjects are:

English (Literacy), Mathematics (Numeracy)  
Science, Information & Communication Technology (ICT)

The **Foundation** subjects are:

History, Geography, Art, Technology, Music, Physical Education (PE)  
Personal, Social & Health Education (PSHE) & Religious Education (RE)

These subjects may be taught as individual subjects; they may be grouped or taught through projects and topics. The school is in the process of developing strong links across many subjects which will allow pupils to use their knowledge and skills across the whole curriculum. The National Literacy and Mathematics Framework are strongly supported in Woodhall School and usually timetabled as separate lessons, as is the teaching of specific writing skills through "Big Writing" sessions. However, the skills and knowledge gained in these lessons will be transferred to other subject areas and could form part of any project work.

The school believes in equal opportunities for all, regardless of gender, race, religion or ability. To ensure that all children achieve their full potential, class teachers provide differentiated work at the level the child requires. Children are assessed as part of the continuous process of monitoring each child's progress and level of understanding.

Parents are provided with a Class Curriculum Outline at the beginning of each term and a broad overview of topic areas can be found on the school's website. [www.woodhall.herts.sch.uk](http://www.woodhall.herts.sch.uk)

## **ASSEMBLIES & ACTS OF COLLECTIVE WORSHIP**

Our assemblies are occasions when we meet together as a community for a period of sharing reflections and thoughts. They are also a time when we celebrate each other's achievements.

The moral themes for our assemblies draw on a wide range of sources. Under the Education Act 1996 all children must be offered the opportunity to take part in a daily Act of Collective Worship. As a Local Authority School our assemblies must have a predominantly Christian theme. We acknowledge the diversity of faiths that are represented in our school population and celebrate major festivals of world religions. We occasionally invite visitors or religious leaders in the community to lead assemblies and Acts of Collective Worship.

Parents have the right to withdraw their children from Acts of Collective Worship. If you would like to discuss this or any aspect of our assemblies, please contact the Headteacher.

## **RELIGIOUS EDUCATION**

Many aspects of religious education link naturally with other areas of the curriculum. We follow the Hertfordshire Agreed Syllabus to teach Religious Education. There is no sectarian or denominational bias and the children are made aware of major world religions.

Parents have the right to withdraw their children from Religious Education. If you would like to discuss this, please contact the Headteacher.

## **SEX EDUCATION**

Sex Education is part of our developing policy on Personal, Social & Health Education (PSHE). Sex Education complies with the requirements of the Education Act and will:

- promote spiritual, cultural, moral, mental and physical development
- prepare pupils for the experiences of later life

The school is committed to working in partnership with parents.

Under the Education Act parents can withdraw their children from the part of Sex Education which is outside the compulsory elements of the Science National Curriculum. If you would like to discuss this, please contact the Headteacher.



## **SPECIAL EDUCATIONAL NEEDS**

All children have needs; some may have specific special needs which can be social, emotional or behavioural. A child has a learning difficulty if:

- the child has significantly greater difficulty in learning than the majority of children of the same age.
- there is evidence to support concern for a pupil's performance in one or more areas compared to pupils of a similar age.
- there is agreement that some individualized arrangements are necessary for the pupil and marked differentiation is required regularly. This applies to the very able pupils as well as the less able pupil.
- the child is unable to retain knowledge or grasp concepts.

Children who have been identified as having a special educational need may require a modified curriculum or additional support. We make use of a number of specialist services that Hertfordshire offer from the Educational Psychologist, Laurence Haines Specific Learning Difficulties Base and Education Support Centre for assessment and advice. Most of the progress of our special needs children is due to the teaching and support in school and at home.

Parents who have any concerns regarding their child should, in the first instance, speak to the child's class teacher.

## **PUBLIC ACCESS TO DOCUMENTS**

Children's records are regarded as strictly confidential. Entitled and responsible persons may see them, on request in writing. In most cases, the entitled person will be the parents who live at the same address as the pupil and the parent who has the legal parental rights, as described in the Education Act 1998. Responsible persons are the Headteacher, staff of Woodhall School, officers of professional agencies working for the benefit of the children at the school and the Headteacher of a receiving school.

The Governing Body holds the right and responsibility to give due consideration to written application by entitled persons to suggest amendment to a pupil's record.

There are some records which the Governing Body is not empowered to authorise disclosure to entitled or responsible persons. These include information from third parties, Social Services reports, Medical reports, Information concerning another pupil, Child Abuse Records, References, Ethnic Data and School Reports to Courts.

The school policies and various documents from Hertfordshire County Council and the Department for Education and Skills are available from the Headteacher.

Please see the enclosed notice relating to Data Protection.

## PARTNERSHIP

At Woodhall, we want to work in partnership with you, and as part of our Home-School Agreement, to provide a good quality, happy, all-round education for your child we ask that you help the Headteacher and staff by:

- supporting the aims of the school.
- signing the Home-School agreement when your child is admitted to the school.
- encouraging self discipline in your child by reinforcing the school's Golden Rules.
- ensuring that absence is notified by telephoning the school on first day of absence
- ensuring that your child attends school regularly and on time.
- ensuring that the class teacher is sent a letter to cover every period of absence or late arrival of your child. Leave of absence forms are addressed to the Headteacher.
- ensuring that all work sent home is completed satisfactorily and handed in on time.
- informing us of any event at home which might affect your child's behaviour or attitude.
- supporting school activities, such as Parent Consultation Evenings, Sports Days, Summer Fairs and School Productions.

Parent Consultation Evenings are held during the year and reports on children's progress are issued at the end of the school year. Communication is a two way affair and parents are very welcome to discuss their child's progress with members of staff at other times, by appointment. There may also be occasions when we need to discuss matters with you. For example, if your child's progress or behaviour is of concern, we will contact you at the earliest opportunity.

We also recognise that there are times when parents are under particular stress and understand that extra support may be appropriate. At these times parents should not hesitate but to ask for an appointment with either the Headteacher or a senior member of staff.

Parental help and involvement during the school day is most welcome. Parents can support activities such as display, reading, art, food technology, design technology and computing.

## HOW TO RESOLVE A PROBLEM

We make every effort to work harmoniously, and we are always pleased to discuss concerns with parents in order to find a resolution. There may be need for on-going meetings to evaluate the situation. Parents should speak to the class teacher first. If further clarification is needed, an appointment should be made with the Headteacher.

Hertfordshire County Council has set up arrangements for considering complaints about collective worship, and the curriculum. These arrangements identify three clear stages.

In the first instance, any complaint should be discussed informally at school, with the Class Teacher, Headteacher or a Governor. Secondly, if necessary, a formal complaint may be made to the Governing Body, and thirdly, a formal complaint may be made to the Local Education Authority. The document outlining the Complaints procedure is available at the School Office. Parents may also contact Parent Advice Service - Watford, Three Rivers and Hertsmere advisor is Karen Edwards 01442 453316 [karen.edwards@hertscc.gov.uk](mailto:karen.edwards@hertscc.gov.uk)

## BEHAVIOUR

At Woodhall we believe that all individuals within our school should feel valued and able to contribute to the well-being of the school. Children have a right to a safe, sociable, orderly environment in which to work and play and good behaviour is fostered in a variety of ways. We have a clear code of conduct supported by Golden Rules and a system of rewards and sanctions as part of our Behaviour Policy. Our rules are designed for the safety and welfare of all children and adults in the school.

Clear guidelines, reinforcement of positive aspects of children's behaviour and the children's own sense of self worth all contribute to their willingness to behave in an appropriate manner.

The ethos of Woodhall School is to provide a good working atmosphere within which the children can work to the best of their abilities. A primary expectation is that the children will be given the opportunity to work independently and to feel responsible for their work and their behaviour. We believe that children learn best when they are clear about what is expected of them and when they are consistently encouraged to reach the expectations. All adults, parents and members of staff have a responsibility towards the emotional and social development of the children attending the school. Parental support is important, so that everyone works together for the good of the children and the school as a whole.

We encourage the children to show consideration, respect and care to everyone around them. The children are expected to behave sensibly at all times in school, and on their way to and from school.

Politeness is considered to be of primary importance, as is the development of self-discipline in the child. Fighting, bullying, swearing and impolite behaviour, whether inside or immediately outside the school grounds, is unacceptable.

A range of sanctions may be used e.g. if work is left unfinished due to time-wasting or poor behaviour, the work will be completed in the child's own time. Other sanctions include meeting with the Head or Deputy Headteacher, notifying the child's parents, monitoring behaviour and exclusion from school. There is no corporal punishment.

More details are given in the Behaviour Policy, which is available from the School Office.

## ABSENCE & ATTENDANCE

This was the area of concern at our recent Ofsted Inspection. Inspectors asked that the school ensured that parents understood the link between regular attendance and achievement. Those children who attend Woodhall School regularly make "Good Progress!" It is essential for your child's education that absences are kept to a minimum. There are two kinds of absence: authorised and unauthorised. Governors are required to report to parents on each child's Annual Report the amount of authorised and unauthorised absence and lateness. For this reason we ask that you notify the school on the first day of your child being absent and provide an absence note for every period of absence.

### **Authorised Absence**

The Governing Body is seeking to dissuade parents and carers from taking children out of school for other than wholly exceptional or unavoidable circumstances as this gives children a very unhelpful message about the value and importance of going to school.

The Headteacher can authorise absence concerning illness and medical appointments. Those children who attend Woodhall School regularly make "Good Progress" and it is essential for your child's education that absences are kept to a minimum.

**The Governing Body of Woodhall School made the decision that leave of absence will not be authorised during term time except in exceptional circumstances.**

### **Unauthorised Absence**

This is any absence that:-

has not been explained

which the Headteacher and governors are not allowed to authorise e.g. day trips for birthdays, shopping etc.

the school does not accept the explanation offered as a valid reason for absence

### **Lateness**

School begins at 8.50 am for children Reception to Year 6 and 9.00am for Nursery. Children or their parents, depending upon the age of the child, arriving at school after this time are asked to give a reason for lateness which is entered in the late book. Children who are late are marked as L in the register. Children who arrive after the Register closes at 9.10am will be marked with an unauthorised absence mark unless there is a satisfactory explanation. Frequency of occurrence of late attendance is monitored by the school and the Attendance Improvement Officer during her half termly visits. It is essential that children are in school, on time, each day to enable them to access the whole class teaching element of the lesson which is when the children will be taught new concepts and skills.

## **TERM DATES**

These are included separately in this Prospectus and are included in the School Bulletins. Further copies are available from the School Office.

On the last day of term, school closes at 2pm. This does not apply to half-term holidays.

## **LOST PROPERTY & PERSONAL BELONGINGS**

All clothing and items of personal property should be clearly named to help us return any items of lost property. Items of clothing should be checked each term to ensure that the name continues to be visible and is easy to read. Lost property is kept for a term and then disposed of. The school accepts no responsibility for the loss of, or damage to clothing or personal property, including watches. Expensive items should never be brought to school. The lost property is taken to the School Office.

## SCHOOL UNIFORM

The children wear the red, dark grey and white uniform to school. The Woodhall uniform is practical and smart, and is an economical way of clothing children for school.

WOODHALL SCHOOL SWEATSHIRT	Red - Red with school badge*
RED POLO SHIRT (from Sept 2013)	Red - Red with school badge*
TROUSERS/SHORTS	Black/Dark grey
SKIRT/PINAFORE DRESS	Black/Dark grey
SUMMER DRESS	Red & white check/stripe
PE T-shirt	White - White with school badge*
REVERSABLE FLEECE/SHOWER JACKET	Red - Red with school badge*
ZIP UP POLAR FLEECE	Red - Red with school badge*
PE TRACKSUIT	Black - with "Woodhall School" across the back*

Items marked (\*) are on sale from the School Office. Prices are available on request.

Reading Book Bags are also available from the School Office.

For art, each child requires an old shirt, (adult size) to wear over their school clothes, when paints are being used.

Children should wear black sensible shoes to school. High heeled shoes and boots are not suitable for everyday footwear.

## PHYSICAL EDUCATION

For P.E. children should bring a bag containing their P.E. clothing to school on a Monday and take it home every Friday. Trainers are suitable for outdoor P.E. but not for gym apparatus work, when bare feet are safer. A track suit or sweatshirt and joggers may be worn for outdoor games in cold weather. Children in the Nursery may do physical activities in their underwear.

PE SHORTS	Black
PE TSHIRT	White with school badge*
PE TRAINERS (OUTDOOR)	
PE PLIMSOLLS (INDOOR)	
<i>Also available this year</i>	
PE TRACKSUIT	Black with "Woodhall School" across the back

The teacher may send a letter to parents of children who forget their P.E. kit on more than one occasion as PE is a National Curriculum requirement for all children. Woodhall School has worked hard to gain the Healthy School status and actively encourages all children to take full part in all sporting activities.

## SWIMMING

The National Curriculum requires all children to swim at least 25 metres before the end of Key Stage 2. The school gives focus to the children in Year 3 as this is the recognised optimum age to learn to swim. The children attend swimming classes at the local pool each Monday afternoon. There is a "catch-up" programme in place for Year 6 children during the summer term. Children must wear either a swimming costume or trunks (no Bermuda shorts- pool regulation). The pool rule is that swimming caps must be worn by all children during the schools swimming sessions. They are available for purchase at the school office. Further details will be given to individual classes at the appropriate time.

## LUNCH TIMES

Parents may opt for their child to have a traditional hot school lunch, a vegetarian option to the school lunch, a school packed lunch or a home packed lunch. Children have a choice of menu each day provided that they are at school before the register closes. Children arriving after the Register closes will need to bring a home packed lunch. Children can only change between school lunches and home packed lunches at the beginning of a term or at half-term.

## SCHOOL LUNCH

School lunches are provided for the children at a subsidised cost. Details of the current cost of a school lunch are available from the School Office. If you are in receipt of income support and one of the tax credits your child may be entitled to free meals.

*If your child is in Reception, Year 1 or Year 2 from September 2014 then they are eligible for the Government's Universal Infant free meal scheme. Please complete the form at the school office.*

Please contact the School Office Years 3- 6 if you would like details of how to apply for free school meals. **This can now be done online.** Should you require support then please ask as our ladies in the office are more than happy to help. This information is confidential and we do urge you to apply even if you intend sending your child with a packed lunch.

Hertfordshire Catering is responsible for the meals cooked in our kitchen. All meals conform to the Nutritional Standards and any changes to the menu comply with the standard.

## FRIDAY FUN DAY LUNCH

On a Friday the children are able to have 'fast food' such as chips and burgers. Children who usually have packed lunch during the week are able to opt to take a school lunch on a Friday on a half-termly or termly basis. An order form for 'Friday Fun Days' is available from the School Office.

School lunch money is **payable in advance** and should be given to the class teacher on the first day of each week in an envelope clearly marked with your child's name and class. It is possible to pay monthly, half-termly or termly if you wish.

*If dinner money does not arrive at the school office at the beginning of the week, you will receive a text and first letter to remind you. Should payment not be forthcoming then a second letter will follow at which time **YOU MUST SEND YOUR CHILD TO SCHOOL WITH A PACKED LUNCH** to avoid increasing the amount owed. A third letter will be sent and a final notice to inform you that the details will be passed to Herts County Council to enable them to take over collection of the debt.*

## PACKED LUNCH

Children may bring a packed lunch in a leak-proof unbreakable lunchbox. The lunchbox should be clearly named. Non-fizzy and non-staining drinks may be brought as part of the packed lunch. Sweets and chocolate are **not** appropriate to be included in a packed lunch and crisps should be an **occasional** treat. All kinds of fruit and vegetables (raw carrots, cucumber, tomatoes and peppers) yoghurt, Fromage Frais and **sandwiches** are ideal items to include in a nutritional packed lunch.

## HOME FOR LUNCH

Children are also able to go home for lunch at the end of the morning session and return at the end of the lunch break.

## SNACKS & DRINKS

We believe that children benefit from beginning the day with a good breakfast as it helps them to concentrate! However, we recognise that some children may need to have a drink and a **fruit** snack mid-morning. The County provides free fruit for Foundation and KS1 children each day.

Parents of children in the Foundation Stage will be given details of the arrangements relating to the provision of fruit that is shared in class each week.

The children in Years 3 to 6 are able to bring a snack into school. They may have a piece of fruit to eat at the mid-morning break. **Sweets and chocolate are not allowed.** Drinking water is available from the drinking fountain during the day. However children are encouraged to bring a bottle of fresh water each day to enable them to have a drink as, and when, needed within the classroom.

## SCHOOL MILK

Nursery children are supplied with free milk if required. All other children may have milk at mid-morning break at a subsidised cost. If you wish for your child to have milk, the order form and details of the current cost is available from the School Office. If you are in receipt of income support your child may be entitled to free school milk. Please contact the School Office if you would like details of how to apply for free school milk.

## SENDING MONEY TO SCHOOL

Payment for school lunches, school milk or other reasons should be sent via the class teacher to the School Office, in an envelope, labelled as follows:

CHILD'S NAME	.....	CHILD'S CLASS	.....
PAYMENT FOR	.....	AMOUNT ENCLOSED	£. ....

**PLEASE FOLLOW THIS SYSTEM WHENEVER YOU SEND MONEY INTO SCHOOL**

## HEALTH, SAFETY & SECURITY

### VISITORS

The school has an entry phone security system and all visitors are asked to report to the School Office upon entering through the Main Entrance.

### PASTORAL CARE

The Headteacher and senior members of staff are responsible for any special or unforeseen issues concerning the care of the children. The daily care of the children is primarily the class teacher's responsibility.

### CHILD PROTECTION

The school works in partnership with parents to support children in every possible way. The Children Act (1989) places a clear responsibility on schools to ensure that they work together with other agencies to promote and safeguard the welfare of all children. Therefore, if concerns are raised in school, or there is a report of a situation involving possible abuse, we would not be able to guarantee confidentiality, as the matter would need to be referred to Social Services. This is the policy of Hertfordshire County Council and of the Government. *In order to safeguard our children all adults working with children, including those who volunteer their services on a regular basis will need to complete a DBS form (Disclosure and Barring Service).*

### EMERGENCY CONTACT INFORMATION

At the beginning of each academic year parents are asked to complete an Emergency Contact & Personal Information Card for each child attending the school.

In cases of accident or injury, our Office staff usually provides first-aid and care. When children are ill during the day parents are contacted by telephone to arrange for the child to be collected. It is essential, therefore that the school is notified of any change of telephone number and address or emergency contact details.

### ILLNESS

If your child has been ill during the night or morning prior to a school day please keep the child at home as it can cause distress to the child to be ill at school. If your child has diarrhoea or vomits, please allow 24 hours before returning to school.

Please telephone the school to inform them of your child's absence and of any infectious diseases. When your child returns please send a note explaining the absence.

### ASTHMA

Children who have asthma are required to keep an 'Asthma Sufferer' card in the School Office. These cards are available from the School Office on request. If children are prescribed nebulisers/inhalers please ensure a second nebuliser/inhaler is available to leave at school to be given as prescribed should the need arise.

**All medicines must be clearly labelled with the pharmacy details of the child's name and dosage.**



## **MEDICINE**

If your child has recovered from an illness but must finish a prescribed course of medication, the office staff are able to administer the medication to your child provided, the correct dosage of medicine is sent into school, in a syringe with a covering letter giving permission for it to be given and at what time. The children may not administer their own medicine. If your child requires medicine for a long-term condition please discuss this with the Headteacher.

## **HEADLICE**

Regular checks for head lice are no longer the responsibility of the school health service. Please check all of your family's heads regularly (every time the hair is washed) and let us know if a member of your family has head lice. Children may return to school when they have been treated.

## **HYGIENE**

All children are encouraged to use the toilet correctly and to flush it after use. They are also expected to wash their hands after using the toilet and before meals. The children should bring a clean handkerchief or tissues to school with them every day.

## **EMERGENCY EVACUATION PROCEDURES**

We hold regular fire and other emergency drills in school. In the event of a need to carry out emergency procedures at the beginning or end of the school day, parents can help by assembling on the Junior playground.

## **PARKING**

The car park is reserved for use by vehicles belonging to staff, visiting consultants, contractors, and emergency vehicles. In the interests of the safety of all of the children, **please do not** drive into the school grounds or park on the yellow zig-zag lines outside the school. Also if you park your car on Woodhall Lane please be aware of leaving access for other vehicles.

## **DOGS**

In the interests of health and safety, dogs are not allowed on the school site.

## **SMOKING**

Smoking is not permitted anywhere on the school site.

## **JEWELLERY**

Earring studs may be worn in pierced ears and should be removed by the child for P.E. or covered with tape supplied by the family. Simple wrist watches may be worn in KS2 but should be removed for P.E and are the child's responsibility.

No necklaces, bracelets, rings or other jewellery should be worn in school.

## CHARGING FOR ACTIVITIES

Governors are required to formulate a school policy on Charging and Remission in line with The Hertfordshire Authority Policy. Government legislation states that a school may not charge for items which are part of the curriculum, (with some listed exceptions). However schools may ask parents for voluntary contributions.

We do ask parents for voluntary contributions to cover the costs of a variety of school educational activities arranged for the children. Unfortunately, if we do not receive sufficient money to cover the cost of a specific activity that activity may be cancelled.

The basic points of our policy which can be accessed in full via the school web site [www.woodhall.herts.sch.uk](http://www.woodhall.herts.sch.uk) or by asking for a copy at the school office are as follows:-

- The school will ask parents for voluntary contributions to the school fund to cover the cost of additional expense, such as educational visits.
- If insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school will cancel the activity/visit.
- No child will be excluded from an activity because his/her parents have not made a voluntary contribution.
- Charges will be made for items, which are allowed legally.
- Families in receipt of state benefits may receive remission of charges made above. Please contact the school office for further information.
- We do our best to keep costs to a minimum and we ensure the activities are a valuable part of the curriculum. As always we rely on parental support and generosity.

## EXTRA-CURRICULAR ACTIVITIES

The school may organise a variety of extra-curricular activities for the children after school hours and during the lunch break. These vary from year to year and may include sport, arts or music. Details will be given to parents of children who express an interest in participating in the activity.

If an activity has to be cancelled, we will either to notify the children in advance or if it is a late cancellation then parents will be notified via our text system. It is unnecessary, therefore, to telephone school to check that a regular activity is going to take place at the standard time.

Throughout the year, children have opportunities to take part in educational outings to places of interest. In addition we may offer residential school journeys, some lasting a week, others an overnight stay.

**....MY CHILD IS UNWELL?**

- Please telephone the school on the first day of absence to let us know your child will not be attending.
- When your child returns send a letter explaining the absence.

**.... WE WISH TO TAKE HOLIDAY IN TERM TIME?**

In line with school policy holidays during term time will not be authorised. A Leave of Absence form will still need to be completed as the school needs to know why your child is absent. Leave of absence may be granted if there are exceptional circumstances. This is at the school's discretion and is not a right. Copies of a 'Leave of Absence' forms are available from the School Office.

**....I AM GOING TO BE LATE COLLECTING MY CHILD?**

Telephone the school to let us know and we will arrange for your child to be kept safely outside the School Office. Please ensure a member of staff knows when you do arrive to collect your child.

*Parents who are habitually late in collecting children at the end of the school day will be asked to meet with the Headteacher to discuss appropriate childminding facilities.*

**....SOMEONE ELSE IS GOING TO BE COLLECTING MY CHILD AFTER SCHOOL?**

Please ensure that if you are unable to collect your child, the classteacher is aware of who will be collecting your child. Please do not take anybody else's child home with you without making sure that the parents know of the arrangement and the classteacher is informed.

**.... WE COME TO SCHOOL BY CAR?**

In the interests of the safety of all of the children, please do not drive into the school grounds or park on the yellow zig-zag lines outside the school. Should your child need to be driven to the entrance of the school through serious illness or leg injury then that should be confirmed in writing when a permit to park may be issued by the school for the duration of the medical need.

**....I WISH TO SEE ONE OF THE TEACHERS?**

Please contact the School Office or send a note if you wish to make an appointment to see a member of staff. If you wish to discuss something urgently with the teacher then please contact the office when arrangements will be made for the teacher to contact you as soon as possible. Most teachers are happy to see parents at the end of the day. In exceptional circumstances e.g. an overnight incident or family crisis occurs, that school should be aware of then a senior member of staff will always be available.

**....I WISH TO SEE THE HEADTEACHER?**

An appointment can be made through the Secretary in the School Office.

**....I WISH TO CONTACT TO THE GOVERNORS?**

A current list of Governors is available for you in the School Office and their photographs are on display in the Main Entrance. You are invited to comment, make suggestions or write a message to Governors via the school office. The web site should also have an email link to the Chair of Governors. Remember to leave your contact details if you wish the Governors to reply.

**....I WISH TO LOOK AROUND THE SCHOOL?**

We always welcome the opportunity to show prospective parents and visitors around the school. Please contact the School Office to make an appointment.

# WOODHALL SCHOOL DATES 2015-2016

As at 12.5.2015

## Summer Term 2015

Monday 20<sup>th</sup> April **Staff inset** - No children

Tuesday 21<sup>st</sup> April - **Children start back at school**

Monday 4<sup>th</sup> May - May Day Bank Holiday

*Monday 11<sup>th</sup> May - Friday 15<sup>th</sup> May Y6 SATs*

Monday 25<sup>th</sup> May - Friday 29<sup>th</sup> May Summer Half term

End of Term Wednesday 22<sup>nd</sup> July 2pm - Reception - Y6

(\*End of Term Tuesday 21<sup>st</sup> July - Nursery Children\*)

## Academic Year 2015-2016

### Autumn Term 2015

Wednesday 2<sup>nd</sup> September **Staff inset** - No children

Thursday 3<sup>rd</sup> September - **Children start back at school**

Monday 26<sup>th</sup> October - Friday 30<sup>th</sup> October Autumn Half term

End of Term Friday 18<sup>th</sup> December 2pm - Reception - Y6

(\*End of Term Thursday 17<sup>th</sup> December - Nursery Children\*)

### Spring Term 2016

Monday 4<sup>th</sup> January **Staff inset** - No children

Tuesday 5<sup>th</sup> January - **Children start back at school**

Monday 15<sup>th</sup> February - Friday 19<sup>th</sup> February Spring Half term

\*Note Easter - Good Friday and Easter Monday Holiday Only\*

End of Term Friday 1<sup>st</sup> April 2pm - Reception - Y6

(\*End of Term Thursday 31<sup>st</sup> March - Nursery Children\*)

### Summer Term 2016

Monday 18<sup>th</sup> April **Staff inset** - No children

Tuesday 19<sup>th</sup> April - **Children start back at school**

Monday 30<sup>th</sup> May - Friday 3<sup>rd</sup> June Summer Half term

End of Term Friday 22<sup>nd</sup> July 2pm

(Monday 23<sup>rd</sup> July **Occasional Day Holiday** - School closed)

\*Please note 2 Staff Inset days not yet placed for Academic Year 2015 - 2016\*

Ofsted Inspectors asked that the school ensured that parents understood the link between regular attendance and achievement. Those children who attend Woodhall School regularly make "Good Progress!" and it is essential for your child's education that absences are kept to a minimum.

Your child should achieve **Green** for attendance for each and every term.

Parents should complete a 'Leave of Absence' form explaining/ detailing the circumstances for leave during term time. Discretion to authorise such leave is with the Headteacher who will also take account of previous attendance records.

The Headteacher can authorise absence for illness and medical appointments but will invite parents for discussion with School Nurse and School Attendance Improvement officer if such absences are felt to be above normal levels.

## WOODHALL SCHOOL GOVERNING BODY

### Committee membership for 2014/15

**Headteacher:** Lesley Spence

<b>Parent Governors:</b>	<b>LEA Governor:</b>	<b>Community Governors:</b>	<b>School Representatives:</b>
Angela Grant	Jan Hardy	Roy Millard	Mrs Tania Payne.
Nicky Constable		Julie Arnold	
Gary Evans		Ann Saffery	
Nikki Craft		Graham Denman	
<b>Vacancy.</b>			

### Governing Body Committee Membership 2014/15

*Standards & Curriculum* – Angela Grant, Jan Hardy, Michelle Lake, Nicky Constable, Nikki Craft.

*Resources* – Julie Arnold, Gary Evans, Graham Denman, Roy Millard, Tania Payne, Ann Saffery.

*Pay Review Panel* – Graham Denman, Roy Millard, Jan Hardy. (Reserve Julie Arnold)

Mrs. Spence is an ex-officio member of each Committee.

### Statutory Committee Membership 2014/15

*Staff Dismissal Appeal* – Julie Arnold, Jan Hardy, Vacancy.

*Pupil Discipline* – Any 3 non-staff governors including a Parent Governor – Julie Arnold, Angela Grant, Jan Hardy, Graham Denman, Gary Evans, Nicola Constable, Nikki Craft.

*Headteacher Performance Management Appointed Governors* – Roy Millard, Jan Hardy, Nikki Craft.

### Nominated Governors – 2014/15

Curriculum and Other areas:

<i>Literacy</i>	Jan Hardy	<i>Numeracy</i>	Roy Millard
<i>SEN</i>	Roy Millard	<i>Science</i>	Ann Saffery
<i>Foundation Stage</i>	Roy Millard	<i>Geography / History</i>	Angela Grant
<i>Nurture Group</i>	Jan Hardy	<i>Art &amp; DT</i>	Ann Saffery
<i>RE</i>	Tania Payne	<i>PE</i>	Nicky Constable
<i>Homework</i>	Nikki Craft	<i>Children Looked After</i>	Angela Grant
<i>Music</i>	Nicky Constable	<i>Computing Inc E Safety</i>	Graham Denman
<i>Attendance</i>	Nikki Craft	<i>PSHE</i>	
<i>Child Protection</i>	Roy Millard		
<i>Modern Foreign Language</i>	Graham Denman	<i>Governor Development Co-ordinator</i>	Tania Payne

*All Governors can be contacted via the School Office*

## NATIONAL CURRICULUM ASSESSMENT RESULTS 2014

The tables below give the percentage of Year 2 Woodhall children achieving Level 2 and above and Level 3 and above, and Year 6 children achieving Level 4 and above and Level 5 and above in the end of Key Stage Assessments in 2013. The results are presented with a comparison to other Hertfordshire school results and comparative National results.

### Key Stage 1 Assessments – 2014

#### Year 1 Phonics % achieving expected standard

	Woodhall	Hertfordshire	National
	54	71	69

#### Year 2 SATs % of children achieving level 2 and above

	Woodhall	Hertfordshire	National
Reading	87	91	89
Writing	77	87	85
Math's	97	93	91

#### Year 2 SATs % of children achieving level 3 and above

Reading	17	36	29
Writing	7	21	15
Math's	20	30	23

### Key Stage 2 Assessments – 2014

#### % of children achieving level 4 and above

	Woodhall	Hertfordshire	National
<b>Maths, Reading &amp; Writing</b>	69	80	79
GPS	66		76
Reading	79	89	89
Writing	86	87	85
Math's	86	87	86
Expected progress Reading 2 levels	85%	89	88
Expected progress Writing 2 levels	96.4%	92	92
Expected progress Math's 2 levels	92%	89	88

#### % of children achieving level 5 and above

<b>Maths, Reading &amp; Writing</b>	14	27	21
GPS	28		
Reading	21	52	44
Writing	34	38	30
Math's	24	46	41

Level 2 represents a challenge for most 7 year olds and Level 4 represents a challenge for most 11 year olds. These are the national standards for the pupils of this age.