Newsletter JANUARY 2024

HEAD TEACHER NEWS

Firstly, I wish you all a very happy new year – I hope that you had a wonderful break.

Our value this half term is 'Be Ambitious' and we will be inviting the children to come into school dressed up in an outfit that showcases their current preferred career choice. We were absolutely wowed by the effort made last year and can't wait to see this year. It is a really nice opportunity for children and parents to sit and discuss what the dreams of your pupils are as well as discussing different careers that lend themselves to individual passions.

Please remember that we have a 'BOOK SWAP' outside the Nursery classroom door. Please help yourself to books to take home and read with your child. These are **free** for you to take and enjoy.

If you have books at home that you no longer use, please swap them over.

We request that you collect / select books once the children have entered or left Nursery and the door is closed.

Kind regards

Miss R Woode

GET TO KNOW THE STAFF

Year One

Miss L Rattigan
Year 1 Teacaher

Ms K Nimalraj (Mondays)

Mrs C Keenan
Teaching Assistant / MSA

Year Two

Miss A Chandaria
Year 2 Teacher

Mrs A Dickson
Teacher (Friday am)

Mrs D Lambert
Teaching Assistant / MSA

Mrs S Enright
Teaching Assistant (pm)

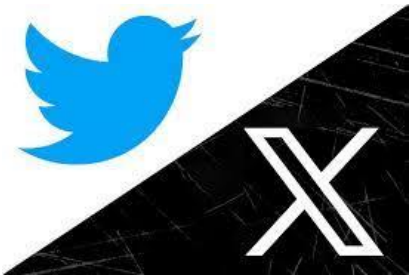
KEEP UPDATED

Please make sure you are following us on both our Facebook pages and our Twitter page:

'Friends of Woodlands Primary WD6'

'Woodlands Primary School Borehamwood'

Twitter @woodlandspri



As well as the social media platforms, we communicate via Arbor. Please ensure that you have the notifications switched on. Please see below for full details on how to sign up to Arbor.

SCHOOL TRIPS

Years 3 & 4- Swimming- commencing Thursday 11th January 2024.

Year 2- Great Fire Of London Visit-Tuesday 23rd January 2024 (in school)

Year 3- Science Museum- Tuesday 6th February 2024

Year 6- Hampton Court Palace- Wednesday 20th March 2024

Years 5 & 6- Residential Trip- 20th May- 22nd May 2024

Year 1- Mountfitchet Castle- Wednesday 22nd May 2024

Years 5 & 6- Bike ability Course- Monday 1st July 2024

Year 6- Walton on the Naze - Wednesday 17th July 2024

We have tried to give you as much notice as possible and if further dates come up, we will advise you asap. We will of course advise you of any changes.

SCHOOL EVENTS/WORKSHOPS

We have a few dates for your diaries for future events and will be adding more as and when we get the dates.

Year 6- Life in Ancient Egypt Day (workshop)- Wednesday 17th January 2024.

Year 4- Life in Saxon/Viking (workshop)- Tuesday 23rd January 2024.

CHRISTMAS FAIR

Thank you to everyone that attended the Christmas Fair. The total money made, along with the raffle and the grotto, was £1395.00. This will all go to the pupils of Woodlands.

We have also received a very lovely donation of £200.00 from Mrs Thomas' (parent of our pupil) workplace, Howdens Joinery Ltd. This is greatly appreciated!

AFTER SCHOOL CLUBS

Please note that we are in the process of getting the information from the teachers as to which clubs that they want to run for the spring term. As soon as we have this, a letter will go out to you so you can book the clubs via the Arbor app as before. Please make sure you choose one club to start with and we will then advise if there are any further spaces in any of the other clubs. We are aware that you want your child to have a club but there are only so many spaces and we will try our very best to get your child a space. Thank you.

Arbor

We have being using Abor for a while now and hope you are finding this useful with the information you can obtain. New parents will need to sign up to Arbor so please see the details below. You can send messages via the comminications section and we ask that, if your child is absent, you use this or call the school and speak to a member of staff or leave a message.

We have been sending out messages via the email and the in app messages along with our Facebook pages and Twitter and this seems to be working with the majority of parents getting these messages. **Please remember that you need to access the app to receive the comunications – this is your responsibility to do. If you need support with this, just ask.**

Can you please make sure you are connected and are receiving these messages. You may need to check your settings to receive notifications. If you are not, please advise us so we can look into this so you do not miss anything.

If you have still not registered, please follow the instructions below:

You can access Arbor either:
Through the **Arbor app** (search 'Arbor' on the iOS App Store or Google Play Store), or...
By going to https://woodlands.uk.arbor.sc on any internet enabled device.
In either case, look for **the 'First time logging in?'** or 'Forgot your password?' options, enter the same email address that we have on record for you, and follow the instructions. These will require you to click a link in the email you receive, select a password, and confirm your identity once more using your child's date of birth.

If you have any problems with logging on to ARBOR, please email with a photo shot of the issue to the school on admin@woodlands.herts.sch.uk or devereux@woodlands.herts.sch.uk This will enable us to forward to our ICT team if needed.

IT HAS RECOMMENDED BY OTHER SCHOOLS WHO ARE USING ARBOR, THAT YOU ACCESS ARBOR FOR THE FIRST TIME VIA A PC AND THEN DOWNLOAD THE ARBOR APP FROM THE APP STORE AFTERWARDS.

If you have any question or are having any problems, please speak to one of the office staff who will try to help in anyway.

HERTS CATERING LTD & SCHOOL MENUS

We are continuing with Herts Catering Ltd for the lunches. Can we please remind parents to check in with their children to make sure they are still liking their choice of food. We do have children that say they do not like what they are eating but we are unable to change this without your permission. If your child wants to change, please come to the office, and speak to Miss Devereux so she can amend the main copy of the menu and change it on the system. **Please advise your children not to change their choice when the registers are taken.** This is because you are then not aware of what they have eaten and there may be dietary reasons for your first choice. Also, we ask that your child does not swap from school dinners to packed lunches etc. If your child wants to have a packed lunch, then this also needs to be amended on the main menu and this

pattern will then be adopted. The system of choosing the menu in advance was started to ensure the children were getting a choice of food that they like instead of having what was left. Also it allows Herts Catering to order the right amount of food to reduce waste. Thank you for your cooperation with regards to this.

We will continue to encourage the children to eat their meals/packed lunches at lunch time and will try our best to advise you if your child is not eating their meals so you are aware and perhaps can make some changes.

SPECIAL MENUS

Herts Catering Ltd management have asked that we advise all parents that if your child is allergic to any food or if your child has cultural/religious requirements, you will need to complete a special menu application form.

Therefore, if you could please check and complete the following application via the link and this information will then be passed on to us:

The link is https://specialmenu.hcl.co.uk/

SCHOOL BILLS

Please note that the school meals for Year 3-6 is now £3.20 per day (£16.00 per week).

Miss Devereux will continue to check the balances and will chase any outstanding school dinner bills as before. If you are having problems making a payment via this app, please advise Miss Devereux for her to investigate. As before, any bills over £20.00 need to be paid for Herts Catering to supply further meals to your child.

If the debt is over £20.00, we will ask you to supply a home packed lunch until the debt is paid in full.

PACKED LUNCHES

We are still encouraging a healthy home packed lunch. Some children are bringing in chocolate bars and an overabundance of food in their packed lunch boxes, especially the younger children.

We are aware that you may be giving your child a choice but sometimes too much is more overwhelming. We ask you to provide a savoury item such as a sandwich, a yogurt item, a piece of fruit and then a nut-free biscuit i.e., a penguin or a cookie , and a drink. This is normally more than enough.

A reminder……

Please remember we are **a nut free school** as we have children with a severe allergy. Therefore, please ensure you do not supply your child with any products that contain nuts. **This relates to chocolate spread in sandwiches and some Kinder Bueno chocolate bars as some of these contain hazel nuts. This also includes pesto sauce as this is also a nut hence, we cannot allow in school.**

Thank you.

FREE SCHOOL MEALS

If your circumstances have changed and you think you may be entitled to free school meals, please check by visiting the Herts County Council webpage www.hertfordshire.gov.uk and complete the application form under FSM. We do see older siblings that are on the FSM list but younger siblings from Reception- Year 2 are not. Please make sure you are applying for all your child/ren if you receive benefits.

Please note that the applications cannot be back dated so it is better to check this sooner rather than later.

If you receive any of the following, please ensure that you have applied for Free School meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (if you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

As stated above, this applies to those children in Reception, through to Year 2 as well, who currently receive Universal Free School meals. It is important that you apply under the 'benefit umbrella' for the school to receive funds that can help your child. These include the dinner vouchers that have been issued during the school holidays during the covid period.

If you go on to the following website and follow the directions to Free School Meals to apply, you will get confirmation if you are entitled, and the school will be advised as well:

Free school meals | Hertfordshire County Council

PICK UP INFORMATION- COLLECTION FORMS

A reminder. if someone else is picking your child up, please ensure that you make a call to the school in plenty of time. If it is a regular arrangement, please complete the collection form and we will pass this information on to the class teacher and teacher's assistants.

If, for any reason the pickup information has changed, please complete a new form.

We do understand that it cannot always be helped but ask that you contact the school as soon as possible, the earlier the better! Many thanks for your cooperation regarding this.

ATTENDANCE

We will continue to monitor the attendance and lateness of all the pupils in the school. Attendance and being on time are important and as a school we want to improve and promote attendance across the whole school. The department of Education tracks attendance carefully, tracking to see how well the school is doing and we need your help to improve this by bringing your child in **every day and on time.**

Our target as a school is 97% so with the help of parents and children, we hope to reach this target this half term and continue this throughout the year.

If your child is ill and is not attending, you must contact the school by either a call, leaving a message if your call has not been answered or a message via the Arbor app. This way the message will be picked up by a member of staff.

If your child is off for longer than 3 days, we would advise that you call the doctor to get an appointment if possible and proof to show the school for our records. Also, just a reminder that if your child is sick, they should be off school for 48 hours from the last episode of the sickness/diarrhoea to ensure that they do not have a sickness bug. This is the guideline from the HSC Public Health Agency, which the school adheres to.

Please note if your child's attendance is very low, we will start to monitor their attendance to help improve it. Therefore, for those children whose attendance is being monitored, we will need proof that your child has attended the doctors to authorise the absence. Failure to do so may result in the attendance being mark as unauthorised and, if your child has more than 15 unauthorised sessions (1 session = half a day) in the current or previous term, could result in a fixed penalty notice being sent to both parents.

LATENESS

Please be aware that children that are coming into school late will be monitored and parents will be spoken to regarding this. We understand that sometimes being late cannot be helped due to several things. However, if your child is late on a regular basis, we will request a meeting with you regarding this.

It is a very important part of the day to allow the children to come into school and settle into the day. It can be a little daunting for children to come in late either during class or assembly. If your child is late, we request that you sign the late book. This is for several reasons but mainly for us to account for your child in case of an emergency. Also, now that we are using Arbor, the registers are now input by the class teacher and if your child is late, they will not be put down for a lunch. Miss Devereux then checks the late book to amend the register, so it is very important that the book is completed.

Children need to be on the playground ready to go in to class **at 8.55am.** The doors will then be closed, and you will need to bring your child to the office to get signed in. Your child will then be marked as late 'L'. However, if you arrive after 9.15am your child will be marked as 'U' which is late after registration, and this is an unauthorised mark. Please note that this counts as an unauthorised absence and as above, can result in a fixed penalty notice and a possible fine, so please make an effort to get your child/ren in on time.

Holidays during term time are strongly discouraged. If you are intending to go on holiday during the school term, you will need to complete an exceptional leave of absence form along with a letter confirming why you are taking your child out in term time. This is then passed to the head to look in to. Generally, holidays will not be authorised unless it is exceptional circumstances.

ATTENDANCE 4TH SEPTEMBER- 21st December 2023

Year	%
Reception	**91.43**
Year 1	**91.15**
Year 2	**90.29**
Year 3	**96.62**
Year 4	**95.51**
Year 5	**91.59**
Year 6	**88.96**

WOODLANDS VALUES

At Woodlands we believe every child deserves the best possible start in life and the support that enables them to fulfil their potential.

To help with this Woodlands has six values. We focus on one per half term. They are to be positive, kind, ambitious, passionate, confident, and curious.

We are looking at our values with all the children and in the spring a term, we focus on being ambitious. These values are teaching pupils to be ambitious– both in and out of school, having ideas and dreams that they can work towards or aspire to be!

Another reminder to follow us on…

facebook

A reminder to please join WSSPA's Facebook page 'Friends of Woodlands Primary WD6' which is run by parents of the school where information is shared and the school Facebook page **'Woodlands Primary School Borehamwood'**. We ask that you follow us to keep updated with information.

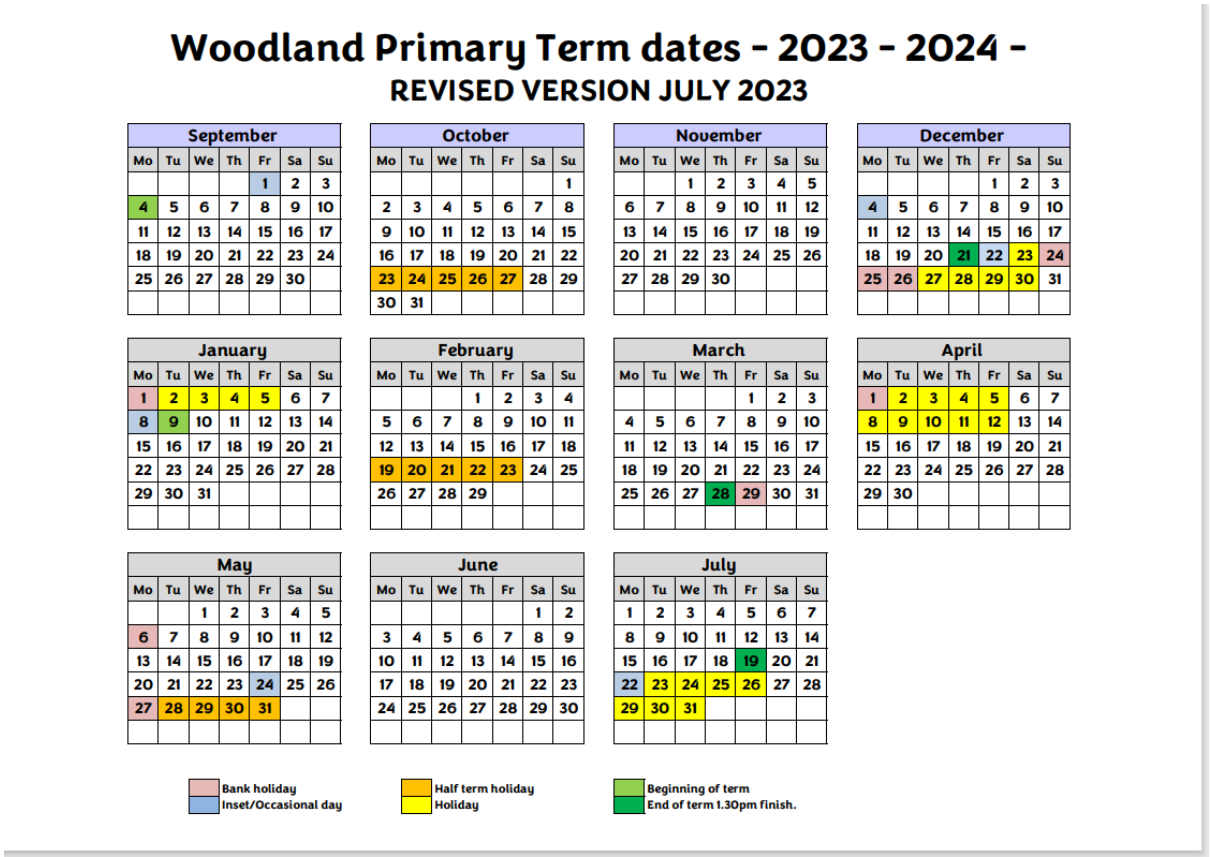
Please remember that this group is to share information and to stay informed with what is going on at Woodlands Primary School. We ask that the parents on this group stay friendly and any members who do not follow the rules will be removed and blocked. Any issues that relate to the school should be addressed directly to the school and not discussed on this page.

twitter

Please follow us on twitter @woodlandspri

We regularly post information that will be of use to you. We also share photographs of some of the great work going on.

DATES FOR THIS TERM

January 2024	8th January 2024 9th January 2024 17th January 2024 19th January 2024 23rd January 2024 23rd January 2024	Inset day. Spring A term starts 8.55am Year 6- Egyptian Workshop Year 2 assembly Year 4- Life of Saxons Year 2- Great Fire of London (in school)
February 2024	Tuesday 6th February 2024 Thursday 8th February 2024 Friday 9th February 2024 Friday 16th February 2024 Monday 26th February 2024	Year 3- Science Museum Year 5- Borehamwood Museum Year 1 assembly Break up at 3.15pm half term. Return to school 8.55am
March 2024	Friday 8th March 2024 Friday 8th March 2024 Friday 15th March 2024 Wednesday 20th March 2024 Friday 22nd March 2024	Year 5 assembly Mother's Day Secret room tbc Red Nose Day tbc Year 6- Hampton Court trip Year 6- assembly

Please note this is subject to change but we will try our very best to inform you of any changes or add events as soon as we can.