Newsletter JANUARY 2025

HEAD TEACHER NEWS

Dear Parents and Carers,

Happy New Year and a warm welcome to all our families as we begin an exciting new term at Woodlands! We hope you've had a restful and enjoyable break, and we are delighted to see our school community come together again, refreshed and ready for the term ahead.

A special welcome to our **new students and families** who have joined us this term. We are excited to have you as part of our school and look forward to getting to know you. If you need any assistance settling in, please don't hesitate to reach out to your class teachers or our office team.

This term, we are focusing on the value **"Be Ambitious."** At Woodlands, we believe that aiming high and working hard to achieve our dreams is something every child can aspire to.

We encourage parents and carers to chat with their children about what they would like to be when they grow up. Whether their ambitions are big or small, they are worth dreaming about! From astronauts to artists, chefs to computer programmers, we want every child to feel inspired to reach for the stars.

To celebrate our value of ambition, we're excited to announce **"Be Ambitious Day"** on **14th February, 2025.**

On this day, children are invited to dress up as someone who inspires them or represents what they'd like to be when they're older. Whether it's wearing a lab coat to become a scientist, a chef's hat, or a mechanics overall to represent their big dreams, we want to see everyone's creative ideas.

This term promises to be full of exciting learning opportunities, enrichment activities, and challenges that will help us all grow together. As always, thank you for your continued support in making Woodlands a wonderful place to learn, grow, and achieve.

Let's make this term ambitious, inspiring, and full of success!

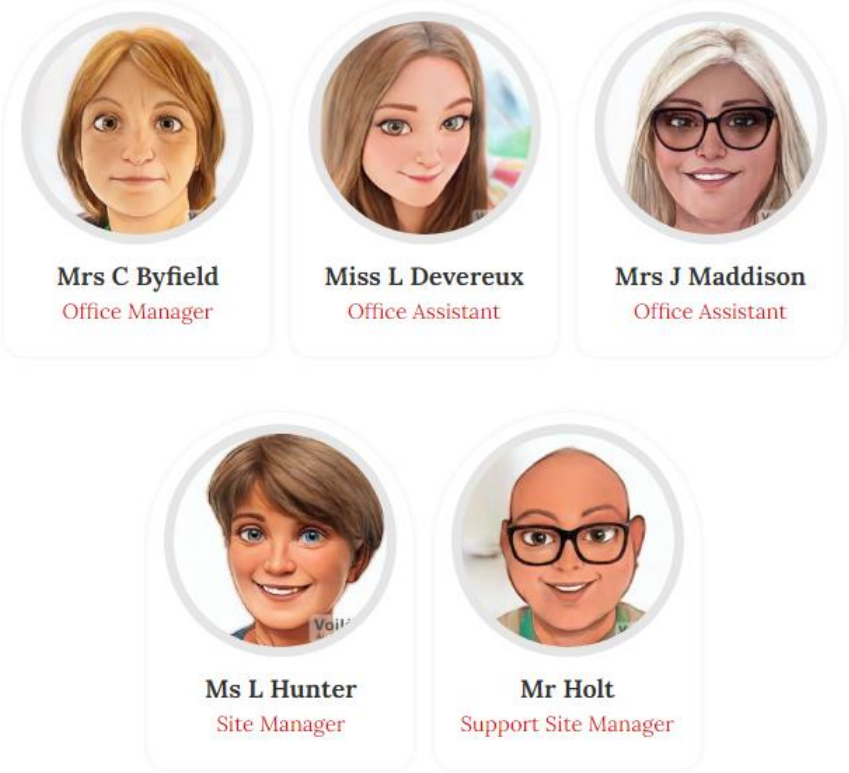
Warm regards,

Miss Rebecca Woode

Headteacher

GET TO KNOW THE STAFF

Office and Site



We will get to know some more teachers and staff in the next newsletter!

Welcome to the January newsletter (Spring Term A). We hope you had a lovely break over the Christmas and New Year. Great to be back, getting back into good routines.

So just a reminder that we start the day at 8.50am and finish at 3.20pm. Please ensure that if you are running late and your child's classroom door is shut, you must sign them in at the school office. This is to make sure we have them signed in to

school as they may have missed the register. If there is an emergency, we have them signed in at the school premises.

We do understand that there are days when you may be late but please be aware that, along with attendance, punctuality is monitored as well. If you are having any problems getting in on time, please advise us. We may be able to help in some way.

On with the new year! We will continue to try to update you with as much information so please make sure you are following us on both our Facebook pages and our Twitter page and please make sure your notifications are activated on your Arbor app:

Arbor

'Friends of Woodlands Primary WD6'

'Woodlands Primary School Borehamwood'

Twitter @woodlandsPri

twitter

facebook

<u>No dogs allowed on the school premises.</u>

Can you please remind you not bring your dog on to the school premises, even the small ones that can fit into your coats! We have always had this policy but have noticed parents have been bringing them onto the school premises recently.

<u>Nursery Places</u>

The nursery applications are open now and will close Monday 3rd March 2025 @ 9.00am. Our opening mornings will be as follows:

- Thursday 16th January 2025 from 2.00-2.30pm
- Tuesday 28th January 2025 from 9.30-10.00am
- Wednesday 26th February 2025 from 9.30-10.00am

Please note the cohort for the nursery is children born between 1st September 2020-31st August 2021.

Please call the school office to have your name put on our list. Please be aware we only have a certain number of places for each day.

SCHOOL EVENTS

Please check the list at the end of the newsletter with all the dates that we have in the calendar now.

We will continue to update these as and when we get the details. Dates may change but again, we will advise you of these.

Please put the dates in your diary!

New club letters have been sent out for your child to chose. Please make sure that you only chose one club and if there are any spaces available once the first allocation is done, we will advise you. Bookings are done via the Arbor app so please make sure your app is updated. If you are not registered on Arbor, please see the section below and this will guide you.

Legacy Gymnastics

Legacy Gymnastics are still at Woodlands with a number of classes on offer. Please take a look at their website for further information: Gymnastics Classes In Borehamwood - Legacy Gymnastics

If you are not registered and are not using the app, please make sure you read this. Thank you.

We have being using Abor for a while now and hope you are finding this useful with the information you can obtain including your child's attendnace %. 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, 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 the same menu as last term. This will be updated in March, but you will receive the new menus nearer the time for you to complete. As before, if you can follow the menu that your child has chosen, advising Miss Devereux if you wish to change any days. We do need a weeks' notice for this. We advise that the children do not change their choices when the dinner register is taken with their teacher as 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 and so that Herts

Catering could order the right amount of food to reduce waste. Thank you for your cooperation with regards to this.

We also ask that if your child is going to be late, for you to ring or contact us by 9.30am at the latest so that they are included in the school meals for that day. We have a certain time that the daily numbers must be given to the cook. If you do not advise us that your child requires a meal by 9.30am, you will need to provide a home packed lunch.

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.

Winter/Spring 2025 Menu

PUPIL CHOICE WINTER 2024/SPRING 2025

Child's Name: ..... **Class**: .....

My Child will be having a home- made packed lunch Yes/No

My child will be having a school dinner with the following choices Yes/No

(Please circle which choice you require for each day)

WEEK 1	WEEK COMMENCING:4th Nov,25th Nov, 16th Dec,6th Jan, 27th Jan,24th Feb, 17th Mar				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
RED	BREADED CHICKEN GRILL	CHICKEN PIE	ROAST BEEF & GRAVY	QUORN HOT DOG (V)	BATTERED FISH FILLET
GREEN (V)	MARGHERITA WRAP (V)	VEGGIE SAUSAGE BOW PASTA (VE)	SHEPHERDESS PIE (VE)	EGG BREAKFAST MUFFIN (V)	CHEESE & TOMATO PIZZA (V)
YELLOW	TUNA ROLL	CHEESE SPREAD SANDWICH (V)	HAM ROLL	CHEESE BAGUETTE (V)	EGG ROLL (V)

WEEK 2	WEEK COMMENCING:11th Nov, 2nd Dec, 13th Jan, 3rd Feb, 3rd Mar, 24th Mar				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
RED	VEGGIE SAUSAGES & GRAVY (VE)	CHICKEN PASTA BAKE	ROAST PORK STUFFING & GRAVY	BEEF BURGER IN A BUN	HARRY RAMSDEN'S SALMON & SWEET POTATO FISHCAKE
GREEN (V)	MACARONI CHEESE (V)	HOMENADE VEGAN SAUSAGE ROLL & GRAVY (VE)	ROAST QUORN FILLET STUFFING & GRAVY	TOMATO BOLOGNESE (VE)	CHEESE & TOMATO PIZZA (V)
YELLOW	CHEESE BAGUETTE (V)	HAM ROLL	CHEESE SPREAD SANDWICH (V)	TUNA ROLL	EGG ROLL (V)

WEEK 3	WEEK COMMENCING:18th Nov, 9th Dec, 20th Jan, 10th Feb,10 Mar, 31st Mar				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
RED	PORK SAUSAGES & GRAVY	QUORN BURGER IN A BUN (V)	ROAST CHICKEN WITH STUFFING & GRAVY	BEEF BOLOGNESE	FISH FILLET FINGERS
GREEN (V)	CHEESE PINWHEEL (V)	ITALIAN PASTA BAKE (VE)	CREAMY QUORN PIE (V)	BREADED BEAN & VEGETABLE GRILL (VE)	CHEESE & TOMATO PIZZA (V)
YELLOW	TUNA ROLL	CHEESE SPREAD SANDWICH (V)	HAM ROLL	CHEESE BAGUETTE (V)	EGG ROLL (V)

All meals come with extras such as roast potatoes, roast vegetables, rice, salad, green vegetables followed by a variety of desserts. Please see The Hertfordshire Catering Ltd menu for the full details.

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 £3.45 per day (£17.25 per week).

Again, 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. 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 biscuit i.e., a penguin or a cookie, but nothing that contains nuts, 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.** Thank you.

Free school meals

We are aware that school meals, as with everything, has gone up in price. 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: https://www.hertfordshire.gov.uk/services/Schools-and-education/At-school/Free-school-meals/Free-school-meals.as

PICK UP INFORMATION- COLLECTION FORMS

We want to remind you again and for those of you who are new to the school, 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

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 are keeping this is a regular item in our school newsletter, as attendance and punctuality is so important for your child. We understand that sometimes the morning routine does not go to plan and lots of you try your best to get your child to school and on time, especially after a long break from 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.**

Insert from 'Working together to improve school attendance.'

'The law on school attendance and right to a full-time education'

10. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

11. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.'

Our target as a school is 97% so with the help of parents and children, we will continue to strive to reach this target for the spring term.

If your child is ill and is not attending, **it is your responsibility** to 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 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 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 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 marked as unauthorised and if your child has more than 10 unauthorised sessions (1 session = half a day), within a rolling 10-week period, this could result in a fixed penalty notice being sent to both parents. These also can include lates marks after registration has closed and holiday requests. Please see the form below which explains in detail:

LATENESS

We noticed that there are more children coming in late at the end of last term, and as above, we are aware that some mornings do not go to plan. The colder weather is here so you may have to scrape the cars etc, however, please be aware that children that are coming into school late will be monitored and parents may be spoken to regarding this. If you are having problems and need any support, please let us know and we can try to help.

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 you are late, the late book needs to be signed. 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 & Mrs Maddison then check 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 8.50am.** 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 9.20am your child will be marked as 'U' which is late after registration, and this is an unauthorised mark.

Holidays during term time are strongly discouraged. If you are intending to go on holiday during the school term, you will need to complete a new exceptional leave of absence form with all the details, confirming why you are taking your child out in term time. This is then passed to the head to look in to. Holidays will not be authorised unless it is exceptional circumstances as per the new ruling that came into place in August 2024.

Please be aware of that the Fixed Penalty Notices and procedures have been updated in August 2024 and has been adopted by Woodlands Primary School. Please see the next from further details.

Statutory Attendance Support Team Penalty Notice Fines – Sept 2024

Hertfordshire

Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools.

National Threshold

A single consistent national threshold for when a Penalty Notice **must** be considered by **ALL** schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
- For example, a 5-day unauthorised leave of absence would meet the national threshold.
- The 10-school week period can span different terms or school years.

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school.
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent/carer receiving 3 separate fines.

Definition of Parent

- Section 576 of the Education Act 1996 states that, in relation to a child or young person, a 'parent' includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility for or care of the child.
- Parent refers to a person who typically has care of a child or young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child.

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days.**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22nd and 28th day.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented **straight to the Magistrate's Court:**

- **Prosecution** can result in **criminal records** and **fines of up to £2,500.**
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS (Disclosure and Barring Service) certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

Attendance 3rd September 2024- 14th January 2025

Year	%
Reception	**93.9**
Year 1	**89.1**
Year 2	**90.3**
Year 3	**91.2**
Year 4	**95.1**
Year 5	**94.4**
Year 6	**90.6**

Year 4 are doing well again! Let see if we can improve on these percentages for the next newsletter!

Please help us get to the target of 97. %- if we all work as a team, we can get there!

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 6 values which we look at each 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 term we will be looking and practising being ambitious. These values are teaching pupils to encourage to be ambitious – both in and out of school. What are their ambitions? How can they work towards these ambitions?

DATES FOR THIS TERM

January 2025	6th January 2025	Inset Day
	7th January 2025	Spring Term A begins
	9th January 2025	Reception Open Morning- new parents to view- appt only. Please call the school office for details
	9th January 2025	Year 3 & 4 start swimming
	15th January 2025	Reception application closes.
	16th January 2025	Census Day- Burger Menu
	16th January 2025	Nursery open afternoon 2.00pm
	17th January 2025	Year 2 Assembly 9.00am
	28th January 2025	Nursery open morning 9.30am
February 2025	3rd February 2025	Cake Bake
	3rd February 2025	Book Fair arrives.
	7th February 2025	Year 5 assembly
	11th February 2025	Year 4 Viking/Saxon Day
	14th February 2025	Break up at 3.20pm
	17th- 21st February 2025	HALF TERM
	24th February 2025	Spring Term B begins
	26th February 2025	Nursery open morning 9.30am
March 2025	21st March 2025	Year 6 assembly at 9.00am
	28th March 2025	Year 1 assembly at 9.00am
April 2025	1st April 2025	Year 3&4 evening production
	2nd April 2025	Year 3&4 afternoon production
	3rd April 2025	I Rock Concert 9.00am
	4th April 2025	Easter assembly at 9.00am
	4th April 2025	End of Term. Break up at 1.30pm
	7th- 20th April 2025	Easter Break
	21st April 2025	Bank Holiday
	22nd April 2025	Inset Day
	23rd April 2025	Summer Term A begins.
May 2025	2nd May 2025	Year 4 assembly at 9.00am
	5th May 2025	Bank Holiday
	9th May 2025	Year 2 assembly 2025 (TBC)
	26th- 30th May 2025	Half term (Bank holiday Monday)
June 2025	2nd June 2025	Inset Day School Closed
	12th June 2025	Year 3 Roman Day
	20th June 2025	Reception assembly at 9.00am
	27th June 2025	Year 3 assembly at 9.00am
	30th June- 2nd July 2025	Year 5 & 6 residential trip
July 2025	4th July 2025	Year 1 assembly 2025 at 9.00am
	10th July 2025	All change day
	22nd July 2025	Leaver's assembly 2025 at 9.00am
	23rd July 2025	Last day of term- break up 1.30pm

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!