Newsletter NOVEMBER 2023

HEAD TEACHER NEWS

Dear Parents / Carers,

Welcome to the November issue of our newsletter.

As the weather starts to change, please ensure that your child comes to school with a warm coat – especially on swimming days.

As we edge our way to December, we are starting to organise a range of festive activities for the children. If any parents are able to give up some of their time to support us – particularly at the Christmas Fair on 15th December, please let the office know. It is always greatly appreciated.

We are busy collecting raffle prizes for our Christmas raffle and I would ask if any parents have links to companies to please ask them if they would kindly donate a prize for the raffle – large or small.

I am aware that many are feeling the pinch with the cost of living. We want to make sure that no child misses out on the activities that we have planned for them. Please do come and see me if you need support in this area.

Kind regards

Miss Rebecca Woode

GET TO KNOW THE STAFF

Nursery

Ms F Tezbasar
Nursery Teacher

Mrs A Dickson
Nursery PPA Teacher

Mrs J Bream
Key Worker

Miss M Keeble
Teaching Assistant

Reception

Miss E Day
Reception Teacher / Assistant Head

Mrs S Davies,
Teaching Assistant / MSA,

Mrs D Guenina
Teaching Assistant

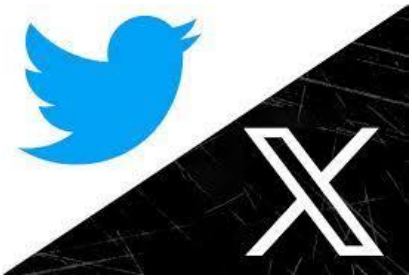
KEEP UPDATED

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.

RECEPTION PLACES

The reception application will open on 1st November 2023 and will close 15th January 2024. Due to demand, we have added another open day.

SCHOOL TRIPS

2023

Reception- Audley End Miniature Railway- Tuesday 21st November 2023.

Year 3-6- Matilda- Thursday 14th December 2023 pm

EYFS-2- Peter Pan Pantomime in school– Thursday 14th December 2023 am

Year 2- St Albans Cathedral- Wednesday 6th December 2023

Year 1- V & A Toy Museum- Friday 8th December 2023

2024

Years 3 & 4- Swimming- commencing Thursday 11th January 2023- letter to follow.

Year 3- Science Museum- Tuesday 6th February 2023

Years 5 & 6- Residential Trip- 20th May- 22nd May 2023

Years 5 & 6- Bike ability Course- Monday 1st July 2023

Year 6- Walton on the Naze - Wednesday 17th July 2023

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.

EYFS (Nursey and Reception) - 6th December 2023 @ 9.15 - Carol concert. Full details to follow.

KS1 (Years 1 & 2)- Tuesday 12th December 2023- School Production. Times to be confirmed (evening).

KS1 (Years 1 & 2)-Wednesday 13th December 2023- School Production- Times to be confirmed.

Year 5- Life in Ancient Greece Day (workshop)- Monday 18th December 2023. Details to follow.

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

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

DISCO

Thank you to everyone that came to the school disco before half term. You raised £251.00 which will go towards further WSSPA events.

CHRISTMAS DINNER

The letter for the Christmas dinner has been sent out. Please return the choice your child would like, including if they are having a home packed lunch. The numbers need to be given to the cook so please do so to avoid any disappointment.

Please be aware that we will not be able to provide a cold option on this day and it will only be the red option (meat with pork sausage) or the green option

(vegetarian). You can pay for this via the Arbor app if you normally pay for your school meals.

CHRISTMAS FAIR

We are holding our Christmas Fair on **Friday 15th December 2023** and are looking forward to raising extra funds for the pupils of Woodlands.

If you are interested in having a stall, please request a booking form from Miss Devereux at the school office. The cost of a stall is £15.00 and we will provide the table (if a table is required).

We will also be having a Christmas Raffle so if you have any unwanted or unused gifts that you think would make a nice prize , please let us know.

Santa will be visiting us on this day along with his photographer! A letter will be going out soon with full details and we ask that this be sent back asap to avoid any disappointment- he gets very busy and needs to know how many presents to get!

Thank you for your continued support with all our events, we really do appreciate it.

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

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 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 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.** 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

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

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 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 start to monitor their attendance in order 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 can not 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.

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- 7TH NOVEMBER 2023

Year	%
Reception	**93**
Year 1	**91.6**
Year 2	**90.6**
Year 3	**97.4**
Year 4	**96**
Year 5	**93.1**
Year 6	**90.7**

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 autumn b term, we focus on being kind. These values are teaching pupils to encourage to be positive– both in and out of school.

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.

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

November 2023	15th November 2023 17th November 2023 17th November 2023 21st November 2023 24th November 2023	Film Night **Year 5 Assembly- 9.00am** Children in Need Reception school Trip **Year 4 Assembly- 9.00am**
December 2023	1st December 2023 **4th December 2023** 6th December 2023 6th December 2023 8th December 2023 8th December 2023 12th December 2023 14th December 2023 14th December 2023 15th December 2023 18th December 2023 21st December 2023 22nd December 2023	**Year 3 Assembly- 9.00am** **Occasional day- no school** EYFS Concert Year 2 school trip Christmas Jumper Day Year 1 school trip Christmas Dinner day Years 3-6 Matilda Trip N-Year 2 – pantomime at school Christmas Fare and Santa's Grotto Year 5 Greek workshop Break up 1.30pm Inset day no school
January 2024	8th January 2024 9th January 2024	Inset day. Spring A term starts 8.55am

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.