Newsletter NOVEMBER/DECEMBER 2022

HEAD TEACHER NEWS

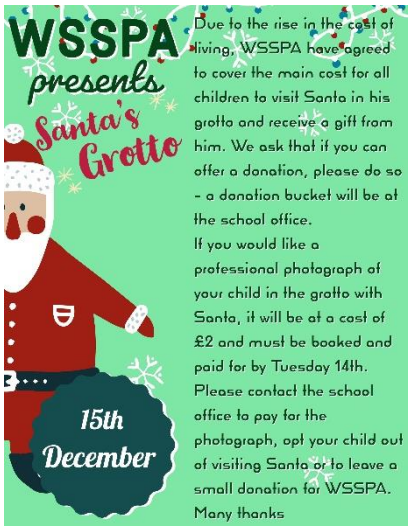
Dear Parents / Carers,

As we approach the end of our first full term, I would like to thank parents and carers for their support with your children. There have been a lot of illnesses circulating which have affected both children and staff but we are now over the worst of it. Please wrap your children up warm as the temperature dips so that we can keep them as well as we can.

We have a number of exciting activities coming up prior to the Christmas break. If you haven't yet booked for your child to visit Santa, please do so at the office.

We have accumulated a number of fabulous prizes for our Christmas raffle including a brand new children's bike that has been donated by 442 sports group!! Tickets are on sale for £2 each or 3 for £5. Remember, you have to be in it to win it!

We will be holding a Carols by Candlelight evening on 14th December – tickets for this are available from the office.



Many thanks

Miss R Woode

GET TO KNOW THE STAFF

Ms Tezbasar has been teaching for 12 years, not all at Woodlands but is currently working as our Nursery Teacher. Ms Tezbasar enjoys walking and reading and spending time with her nearest and dearest. She also loves Chinese food the colour blue and a fun fact about Ms Tezbasar is that she can complete the Rubik's cube!

Mrs Bream has been working in our Nursery for over 20 years! When she is not at Woodlands, Mrs Bream enjoys reading and spending time with her friends and family. Her favourite colour is green and favourite animal is the red panda although she would really love to get a dog!

Miss Keeble has been with us for 2 years and works in the nursery. Miss Keeble loves to collect lots of things including books, stamps, and pins from all over the world. When not teaching she loves to cook and spend time with family and friends including her husky, Meeko!

WHAT'S GOING ON?

Children In Need

Thank you for everyone that donated towards the Children in Need on Friday 18th November 2022. We raised £83.00. We appreciate your help with this great charity.

Nursery Closure-Staff training day

Please note that the Nursery will be closed on **Wednesday 30th November 2022** due to staff training. We apologise for any inconvenience caused.

School Closed- Occasional Day

The whole school will close on Friday 2nd December 2022 for an occasional day.

MILK ORDERS FOR SPRING TERM

Apologies for the short notice regarding the milk for the Spring term. Please ensure we have your forms back by **Monday 12th December 2022** so that the orders can be placed electronically with county.

Payments via the school office only, as the money will go straight to HCC account. No orders will be able to be placed after 12th December 2022 so please make sure you get your forms in. The cost will be £20.72.

CHRISTMAS EVENTS.

We have a lot of events that will be happening up to the Christmas break, which is fast approaching!

Years 1 & 2 are busy practising their school production 'Don't be Afraid' which they will be performing on **Wednesday 7th December at 9.30am** and **Thursday 8th December 2022 at 2.00pm.** You can purchase your tickets at the school office. (£2.00 each).

Herts Catering Ltd are supplying a lovely Christmas dinner on **Wednesday 14th December 2022**. Please make sure you have completed the form if you wish your child to have a dinner by 1st December 2022 in order not to miss out!

On **Thursday 15th December 2022**, we will be having our Christmas fayre during the day for the pupils to attend along with our yearly Santa's Grotto (details to follow).

Year 4 will be visiting the residential homes for the yearly choir on **14th & 15th December 2022**.

Friday 16th December 2022 is panto day when we will be visited by the Hurricane Theatre Company who will be performing Dick Whittington for the whole school. Nursery, Reception, Year 1 & 2 will start at 9.30am and Years 3, 4, 5 & 6 will start after lunch at 1.30pm. A letter has been sent to all parents with full details. We hope the children will enjoy this!

SCHOOL TRIPS

Tuesday 29th November 2022- Reception Audley End Railway

Wednesday 30th November 2022- Year 4 Whipsnade Zoo

Tuesday 13th December 2022- Year 6 Ancient Egyptian Workshop

Friday 16th December 2022- Panto Day N- Year 6

Monday 19th December 2022- Year 2 St Albans Cathedral

Tuesday 28th February 2023- Year 3 Stonehenge Trip

Wednesday 1st March 2023- Year 4 Saxon & Vikings Workshop- details to follow.

PAYMENTS

As you are aware, we are now asking you to pay for the trip via the Arbor app. When doing so can you please ensure you insert the trip you are paying for in the narrative box. This is to help reconcile the account where the money is deposited. This will be a great help. Many thanks

Arbor

As you are aware, we are continuing with Abor and we are now sending message out via the email and in-app messaging. Therefore can you please make sure you are connected and are receiving these messages. If you are not, please advise us so we can look into this so you do not miss anything. Trips are now being paid via the app so it is very important that you are using Abor and making yourselves familiar with it.

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.

School dinner are being paid via this app and you can make a direct payment to your child's account by going to 'My Payments' and following the instructions to top up the account.

Please note that the school dinner charge is now £2.78.

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.

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 started the new Winter menu after the half term which the children seem to be enjoying. However, we are aware that your child may not like some of the meals that are on the menu. If this is the case, can you please ensure you advise Miss Devereux so she can amend the main copy of the menu and change it on the system. We are having a lot of children changing their choice when the register is being taken, which we do not encourage. 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.

The menus are on the Herts Catering Ltd website where you can download the full colour menu: https://menus.hcl.co.uk

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/

PACKED LUNCHES

We are still encouraging a healthy home packed lunch. Some children are still 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

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

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 is 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% but unfortunately, we are a long way off this target and our attendance as a whole school is 91.3%. This is due to the recent bout of gastroenteritis which has been in the school.

If your child is ill and is not attending, please contact the school by either a call, leaving a message if your call has not been answered or a message via the Arbor app. Please refrain from sending a message via any emails as we are unable to obtain this information from colleague's emails.

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 for those children whose attendance is very low and 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

We are still having a lot of children are coming into school late. This is also monitored, and parents will be spoken to 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. However, we understand it cannot always be helped due to certain circumstances, traffic etc but we ask that, if you are late, the late book is 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 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. This is then passed to the head to look in to. Generally, holidays will not be authorised unless it is exceptional circumstances.

We continue to ask you to follow the government guidelines with regards to COVID.

Attendance for 2nd September 2022 – 23rd November 2022

Year	%
Reception	**89.9**
Year 1	**92.2**
Year 2	**91.8**
Year 3	**95.7**
Year 4	**90.5**
Year 5	**92.6**
Year 6	**93.3**
Total	**91.3**

Challenge- can we improve the attendance for next month! Watch this space!

WOODLANDS SCHOOL, STAFF AND PARENTS ASSOCIATION

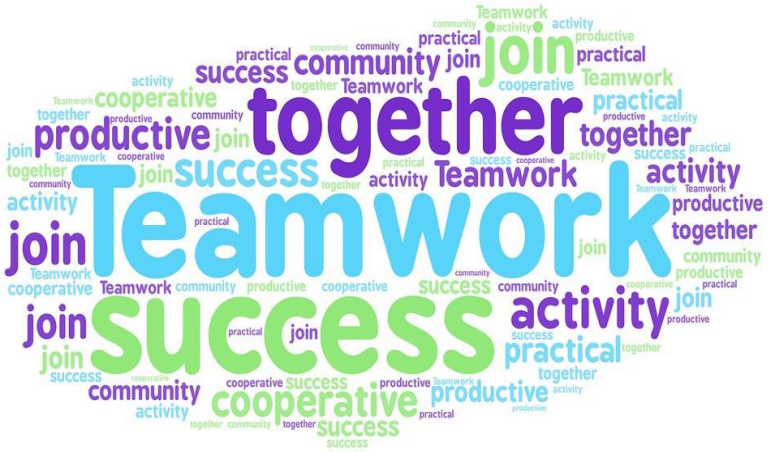
We desperately need more parents to join WSSPA to raise money for events for the children. This could involve helping at one or two events across the year. Please speak to the office staff who will pass your name to Miss Woode, if you may be able to give us some of your time. ☺

Please continue to show your support and please get involved! It's great fun if we all pull together.

With this is mind, please see the following information of the events that we hope to take place this year:

2nd November Disco £3.50 per child Snack and drink included	**3rd February** Quiz Night £2 per team member. Maximum of 6 per team BYOB / snacks	**16th March** Talent Show £3.00 per ticket	**17th May** Family Bingo £5 per family	**16th June** In-school Fathers' Day Event **Funded by WSSPA**
15th December Christmas Fair		**17th March** In-school Mothers' Day Event **Funded by WSSPA**		**7th July** Summer Fair £2.00 admission fee
	2nd March World Book Day			**5th July** Sport's Day
9th November Parents Open Morning + Forum	**7th March** Parents Open Morning + Forum			**8th June** Parents Open Morning + Forum

We will try our very best to ensure these events go ahead and again would appreciate any help from parents.



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.

In order 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 of the children and in the autumn term and we will be looking and practising being positive. These values are teaching pupils to encourage to be confident and to be more curious– both in and out of school.

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. A letter with a QR code was sent out to you along with the Twitter QR Code. It would be helpful if you could follow us to avoid missing out on 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

December 2022	28th November- 1st December 2022	Last week of clubs
	29th November 2022	Reception Audley End Railway
	30th November 2022	**Nursery closed**- staff training
	30th November 2022	Year 4 Whipsnade trip
	2nd December 2022	Occasional day/**WHOLE SCHOOL CLOSED**
	7th December 2022	KS1 production 9.30am
	8th December 2022	KS1 production 2.00pm
	13th December 2022	Nursery/Reception Carols for parents TBC
	13th December 2022	Year 6 Ancient Egyptian Workshop
	14th December 2022	Carols by Candlelight TBC
	14th December 2022	Christmas Dinner
	14th December 2022	Year 4 carol singing(residential homes x 2)
	15th December 2022	Christmas fair & Grotto (TBC)
	16th December 2022	Panto day
	19th December 202	Year 2 trip to St Albans Cathedral
	20th December 2022	Break up 1.30pm
January 2023	5th January 2023	Inset day
	6th January 2023	Spring 1 term/School returns.
February 2023	3rd February 2023	Quiz Night TBC
	13th-17th February 2023	Half term
	20th February 2023	Spring 2 term
	28th February 2023	Year 3- Stonehenge Trip
March 2023	1st March 2023	Year 4 Saxon and Vikings Workshop (tbc)
	2nd March 2023	World Book Day
	7th March 2023	Open morning
	16th March 2023	The Talent Show TBC
	17th March 2023	Mother's Day event TBC
	21st March 2023	Parents evening TBC
	22nd March 2023	Parents evening TBC
	29th March 2023	LKS2 production TBC
	30th March 2023	LKS2 production TBC

Please note we will add more dates as and when events are confirmed.

Also, dates may be amended/changed which we will advised asap!