# Newsletter
# NOVEMBER / DECEMBER 2024

## HEAD TEACHER NEWS

Dear Parents and Carers,

We hope this newsletter finds you well as we approach the festive season. As always, the WSSPA (Woodlands School Staff & Parents Association) is busy preparing for our exciting Christmas events, which play a key role in raising vital funds to directly support our students. The money raised helps reduce the costs of enrichment activities and provides the children with enhanced learning experiences throughout the year.

**How You Can Help:** This year, we are looking for parent volunteers to assist with stalls at our upcoming Christmas events. Your support is invaluable and will make a huge difference in ensuring the success of these events. If you are available to help, please get in touch with Miss Devereux.. Your time and effort will be greatly appreciated!

**A Special Announcement:** We would also like to extend our heartfelt congratulations to Miss Chandaria, who got married this half term and is now known as Mrs. Vora. We wish her all the very best in this exciting new chapter of her life.

Thank you once again for your ongoing support. We look forward to seeing you at our Christmas events and wish you and your family a joyous festive season.

Warm regards,

Miss Rebecca Woode

Headteacher

## GET TO KNOW THE STAFF

### Send Team

**Mrs J Khanna**
SEN TA / MSA

**Mrs S Enright**
SEN Support TA / MSA

**Miss L Peerless**
Midday Supervisory

**Ms A Bennett**
SEN Support TA / Nurture Lead

**Miss J Horsfield**
SEN Support TA / MSA

**Miss C Adams**
Supply 1:1

**Ms C Rosbotham**
1:1

**Mr D Stone**
1:1

**Mrs V Dervishi**
1:1

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

Welcome to the November newsletter (Autumn Term B). As you are aware it is not long until we break up for Christmas and that means there is lots going on in school!

Therefore, please ensure you are following us on both our Facebook pages and our Twitter page where we will try our very best to update you :

**'Friends of Woodlands Primary WD6'**

**'Woodlands Primary School Borehamwood'**

**Twitter @woodlandsPri**

We will try to update you with information on these pages when we can and send you messages via the Arbor email and 'in app' messages so please make sure you are signed up to Arbor and have the notification buttons on! We still have some parents who are not signed up to this app and are missing out on important information. Please see below for full details of how to sign up to Abor.

**Kittle Photography- individual photos**

Kittles photographers were in school on **Friday 11th October 2024** to take the children's individual photos.

Some parents had not received their full order, so we contacted them and they have advised us that these orders are on their way to us as at 20th November 2024. Once these are here, we will hand them to the class teachers. If you have any further problems, please advise us and we will endeavour to get this sorted with them.

**No dogs allowed on the school premises.**

Can you please ensure that you do 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.

**Reception Places**

The reception application will open on 1st November 2024 and will close 15th January 2025. Our opening mornings will be as follows:

We have had opening mornings and have one more date to add:

- Thursday 9th January 2025 at 9.30-10.00am

**Nursery Places**

The nursery applications will open on Tuesday 7th January 2025 @ 9.00am 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 on our list. Please be aware we only have a certain number of places for each day.

**SCHOOL TRIPS**

We still have some school trips and events coming up this term- it is a very busy term! Letters have been sent out and we have tried to update you via the Arbor email and in app messages, along with our social media platforms.

As you are aware, all trips are to be paid 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.

Also just to advise you that most events that are run by WSSPA (the school PTA) are cash only. These are events such as movie nights, Christmas Grotto, raffles, school discos etc. Also, the school performances tickets are also cash. I know a lot of things are via card and electronic payments but with these events, we require cash. Thank you.

Dates for your diary:

Year 5 assembly- Friday 22nd November 2024 from 9.00am

Year 4 assembly- Friday 29th November 2024 from 9.00am

Non-school uniform day- Thursday 5th November 2024- in exchange for raffle luxury items (biscuits, chocolates, wine etc) and/or a bottle item for the tombola

Occasional Day- Friday 6th December 2024- **SCHOOL IS CLOSED.**

School Pantomime (in school)- Monday 9th December 2024

KS1 (years 1 & 2) 'Prickly Hay' production- Tuesday 10th December 2024 evening performance at 5.30pm- tickets on sale in the school office at £2.50 per ticket.

Christmas Dinner day- Wednesday 11th December 2024

KS1 (years 1 & 2) 'Prickly Hay' production- Thursday 12th December 2024 daytime performance at 2.15pm- tickets on sale in the school office at £2.50 per ticket.

Christmas Jumper Day- Thursday 12th December 2024- to wear a Christmas jumper in exchange for a donation- Woodlands Primary School - Christmas Jumper Day is raising money for Save The Children!

Year 3 assembly- Friday 13th December 2024 from 9.00am

Christmas Fair- Friday 13th December 2024 from 3.20pm- if you are interested in having a stall (£15.00 fee) please complete a booking form. Available from the school office.

Christmas Grotto - Friday 13th December 2024. Letters have gone out but if you require another one, they are at the office. Closing date for the booking of Santa's Grotto is **Thursday 5th December 2024**- please do not miss out!

EYFS (Nursey and Reception) – Monday 16th December 2024- Carol concert. Full details to follow.

KS1 & KS2 Christmas parties- Thursday 19th December 2024 in school during the afternoon.

Break up at 1.30pm- Friday 20th December 2024- **CHRISTMAS TIME!**

Again, please note that we are trying to give you lots of notice, but times and dates may change and if they do, we will try to give you as much notice as we can. These dates are also in the information further down in the newsletter!

**After School Clubs**

2nd- 5th December 2024 is the last week of the after-school clubs. If your child attends a club that has a fee, can you please make sure you are up to date with the payments.

New club letters will be sent out in the new year for your child to chose. We will update you with these details nearer the time.

## 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 have recently updated to a new menu that will be up to March 2025. 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 are aware that your child may not like some of the new options which is fine. 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.

The menus are on the Herts Catering Ltd website where you can download the full colour menu.

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 £3.45 per day (£17.25 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. 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

Just a reminder 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 have rolled over the forms from last term

to the new classes but if there are any changes that we need to be aware of, please complete a new form and will amend our records.

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 aware that this is a regular item in our school newsletter, but 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.

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 this half term and into the new year!

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 have noticed that there are more children coming in late and as above, we are aware that some mornings do not go to plan, the colder weather is here so 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- 21st November 2024

| Year | % |
|---|---|
| Reception | **93.5** |
| Year 1 | **87.4** |
| Year 2 | **89.6** |
| Year 3 | **90.9** |
| Year 4 | **95.6** |
| Year 5 | **92.7** |
| Year 6 | **89.4** |
| | |

*Reception and Year 4 are doing well! We have had lots of horrible illnesses recently which can't be helped! Let us 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 autumn term and we will be looking and practising being positive. These values are teaching pupils to encourage to be positive– both in and out of school.

# DATES FOR THIS TERM

| | | |
|---|---|---|
| November 2023 | 4th November 2024<br>8th November 2024<br>12th November 2024<br>15th November 2024<br>21st November 2024<br>22nd November 2024<br>29th November 2024 | Autumn 2 term starts at 8.50am<br>**Remembrance Assembly**<br>Woodlands Film Night TBC<br>Children in Need- thank you- we did well!<br>Reception- Audley End Miniature Railway Trip<br>**Year 5 Assembly- 9.00am**<br>**Year 4 Assembly- 9.00am** |
| December 2023 | 2nd December 2024<br>5th December 2024<br><br>5th December 2024<br><br>6th December 2024<br>9th December 2024<br>10th December 2024<br>11th December 2024<br>12th December 2024<br>12th December 2024<br>13th December 2024<br>13th December 2024<br>16th December 2024<br>19th December 2024<br>20th December 2024<br>20th December 2024 | Last week of clubs<br>Last day for Grotto forms- please do not miss out!<br>Non school uniform in exchange for raffle gift and/or tombola bottles<br>**Occasional day- no school**<br>Panto- in school -Jack & the Beanstalk<br>KS1 Evening Production @ 5.30pm<br>Christmas Dinner<br>KS1 Day time Production @2.15pm<br>Christmas Jumper day for a donation- see above<br>Christmas Fair and Grotto<br>**Year 3 assembly 9.00am**<br>EYFS Carol Concert TBC<br>Christmas Parties TBC<br>**Christmas assembly 9.00am**<br>Break up for Christmas at 1.30pm |
| January 2024 | 6th January 2024<br>7th January 2024 | Inset day<br>Spring A term starts 8.50am |
| | | |
| | | |

**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!**