Newsletter
SEPTEMBER 2022

HEAD TEACHER NEWS

Dear Parents / Carers,

Welcome to or back to Woodlands. I hope you all had a wonderful summer and managed to enjoy some of the sunshine. We are excited to start a new year at school, increasing the number of enrichment experiences we provide for the pupils as well as providing the children with a broad curriculum.

Prior to the summer break, we had a full OFSTED inspection. We are very pleased to announce that we were awarded 'GOOD' in all areas.

This year, we welcome Ms MacDonald (Y5 teacher), Mrs Hamm (Y3 teacher), Mrs Rowntree (Nursery Key Worker), Ms Devoil (MSA), Mrs Varlan (MSA) and Miss Negrea (MSA) to the team. You will be able to see our full list of staff on our website. Woodlands Primary School - Staffing

Starting with the value of 'Be Positive', we will continue to work on the Woodlands Way – supporting pupils to take steps to a confident, aspirational and positive future. 'Be Positive' at Woodlands is about making the right choices – thinking about outcomes and impact of others.

If you have any questions or concerns, please do remember to speak to your child's class teacher as a first point of call.

It has been absolutely wonderful having the children back in school – they are looking smart, happy and are raring to go!

Many thanks

Miss R Woode

Get to know the staff

Rebecca Woode:

I am now entering my fifth year as head of Woodlands. Every day has its challenges and rewards which keeps us all on our toes!

After completing a B.Ed. Hons., I started working in Woodlands. Throughout my career here, I have been privileged to work across the key stages and to be part of the community. I started teaching in a mixed Reception and Year One class before moving into a mixed Year Three and Four class. From here, I taught in Year Six for fifteen years; finishing my teaching in Year Five.

Over the twenty-plus years that I have worked here, I have developed my career within the roles of class teacher, key stage coordinator, deputy head and now head teacher. During my time as deputy head, I worked with two head teachers and completed my NPQH in preparation for headship.

I am passionate about providing the best opportunities for the pupils in our school in order to help prepare them for a bright future and look forward to moving the school forward within the community.

WHAT'S GOING ON?

After School Clubs

The after-school clubs have now started, week commencing 19th September 2022 and will be finishing week commencing 28th November 2022. If, for any reason, the club cannot go ahead, we will advise you as soon as we can. We have a variety of clubs and have tried our best to accommodate everyone with a club. However, this is not always possible as the clubs do fill up very quickly. Will be changing the booking process for clubs next term, which will hopefully be a fairer way of allocation for all.

Please make sure you pick your child up at the correct times and if any payments are required, these are paid in advance of the clubs starting. Thank you.

Head Lice

As we start the new academic year, can we please ask parents to check on a regular basis, for head lice. Unfortunately, this is something that happens in schools, especially primary schools where children are in close proximity of each other. To try to avoid this, please make sure if your child has long hair, it is tied back. If your child does have head lice, please treat straight away. Please check the NHS website for more information: Head lice and nits - NHS (www.nhs.uk)

We will be continuing with Abor , which many of you are using. If you have still not registered, please ensure you do by following the instrutions below as we will be using Arbor a lot more to communicate with parents:

Start with the quick 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 to be 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.

Parent mail is still being used but will eventually be replaced by Arbor.

Herts Catering Ltd

We are continuing with Herts Catering Ltd who will be issuing a new menu soon to start after the October half term. A new menu will be sent out to you soon in order for you and your child to choose their meals. The menus are on the Herts Catering Ltd website where you are able to download the full 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

We had a visit from Herts Catering Ltd management and they 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

Please make sure if your child has a home packed lunch, that it is a healthy 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.** Thank you.

If 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 pick up 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 94.1%.

We are aware that coming into the autumn term, there will be lots of colds and illnesses etc and that some children have been unable to come in due to this. However, we are aware that some children do feel unwell but are well enough to come into school and we ask that you encourage your child to come in. The teachers and teacher's assistant will always ring you if they feel your child needs to be at home. We can administer medicine if you complete a medical form with the details if medicine is required.

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 in order 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 in order 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 have noticed that 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 – 30th September 2022

Year	%
Reception	**97.21**
Year 1	**92.75**
Year 2	**95.34**
Year 3	**96.39**
Year 4	**92.67**
Year 5	**93.8**
Year 6	**92.41**
Total	**94.2**

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 Ms Woodcock, 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 he events that we hope to take place this year:

12th October Film Night £3.00 per child Snack and drink included	**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**
	16th 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.

We have also launched a school Facebook page **'Woodlands Primary School Borehamwood'** and 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.

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

September 2022	2nd September 2022 9th September 2022	Autumn term 1 starts Meet the teacher
October 2022	10th October 2022 12th October 2022 19th October 2022 20th October 2022 24th- 28th October 2022 31st October 2022	Inset day Film Night (details to be confirmed) Parents evening (times TBC) Parents evening (times TBC) Half term Autumn 2 term begins/back to school
November 2022	2nd November 2022 9th November 2022	School disco (R-Year 5) TBC Parents Open morning
December 2022	28th November- 1st December 2022 2nd December 2022 7th December 2022 8th December 2022 13th December 2022 14th December 2022 16th December 2022 20th December 2022	Last week of clubs Inset day KS1 production (pm) TBC KS1 production (evening) TBC Nursery/Reception Carols for parents TBC Carols by Candlelight TBC Christmas fair TBC Break up 1.30pm
January 2023	5th January 2023 6th January 2023	Inset day Spring 1 term/School returns.
February 2023	3rd February 2023 13th-17th February 2023 20th February 2023	Quiz Night TBC Half term Spring 2 term
March 2023	2nd March 2023 7th March 2023 16th March 2023 17th March 2023 21st March 2023 22nd March 2023 29th March 2023 30th March 2023	World Book Day Open morning The Talent Show TBC Mother's Day event TBC Parents evening TBC Parents evening TBC LKS2 production TBC 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!