Newsletter SEPTEMBER 2024

HEAD TEACHER NEWS

Dear Parents / Carers,

Welcome Back to School!

We hope you've had a restful and enjoyable summer break! As the new school year begins, we are excited to welcome back all of our pupils, and we extend a **very special welcome** to our new **Reception** children and their families. We are thrilled to have you as part of our school community and look forward to helping your children settle into their new school life.

As we embark on this new academic year, we would like to introduce our value for this half term: **"Be Positive."** This value is all about encouraging children to make good choices, embrace a positive attitude, and always try their best. We believe that fostering positivity will help your children grow both academically and personally.

If you ever have any questions or concerns throughout the term, please don't hesitate to reach out to your child's teacher. They are here to support you and your child in any way they can.

Please do take the time to read about the new attendance rules in schools as this may affect you.

Here's to a wonderful start to the school year, filled with learning, growth, and positivity!

Warm regards,

Miss Rebecca Woode

Headteacher

GET TO KNOW THE STAFF

As we have new parents to the school and as a reminder to you all, we will be introducing our staff to you.

Senior Leadership

Miss R Woode
Head Teacher / DSP

Miss Day
Assistant Head / Deputy DSP

Miss Islam
Assistant Head / Deputy DSP

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

Welcome back from the summer holidays. We hope you are all settling into the new autumn term.

We have lots going on and will try our best to relay the information to you.

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

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! Please see below for full details of how to sign up to Abor.

Kittle Photography- individual photos

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

If you have children that do not attend the school, but you would like them to have a family photo, please come to the school at 8.30am and they can have their photo taken. Siblings that attend the school will have their photo taken together during school time with their sibling.

Please ensure the children have their correct uniform on that day: ties, jumpers etc.

Secondary School Places

The website for the secondary school places opened on 2nd September 2024 and will close on 31st October 2024.

Please copy and paste the link below for the application and information:

www.hertfordshire.gov.uk

and input school directory on the search bar.

Please make sure you visit a few of the schools if you can. The schools normally have the open evening on their website. Also, please make sure you keep a record of your password for the application as you will need to use this to accept your child's place later down the line.

Reception Places

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

Reception open mornings

- Wednesday 2 October 2024 9.30 - 10am
- Tuesday 22 October 2024 9.30 - 10am
- Tuesday 19 November 2024 9.30 - 10am (new change date)

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.

Meet the Teacher

Thank you to everyone that came to Meet the Teacher on Wednesday 11th September. We hope you found this helpful.

Year 1 parents, please note that Miss Rattigan will arrange a date for you to meet her when she is back in school. Thank you for your understanding.

Parents Evening

Our parents' evenings will be as follows:

Tuesday 22nd October 4-7pm- Nursery to Year 6 (No Year 4 appointments)

Wednesday 23rd October 4-7pm- Year 4 only in the library

Thursday 24th October 2.30-4.30pm- Nursery- Year 6

The appointments will need to be booked via the Arbor app between **Monday 7th October @ 9.00am to Friday 11th October 2024 @ 3.15pm** when this goes live.

Please see the letter for full details that was sent via an email on the Arbor app.

SCHOOL TRIPS

We will be sending out letters shortly with the full details of forth coming school trips. 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. Many thanks.

We have a few dates for your diaries for future events and will be adding more as and when we get the dates.

Celtic Harmony-(Year 3)- Thursday 3rd October 2024

After school disco- Tuesday 8th October 2024

History Museum- (Year 4) Tuesday 22nd October 2024

After school film night- Tuesday 12th November 2024- TBC

Audley End Miniature Railway Trip (Reception) - Thursday 21st November 2024

Occasional Day- Friday 6th December 2024

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

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

KS1 (Years 1 & 2)- Tuesday 10th December 2024- School Production. Times to be confirmed (evening).

KS1 (Years 1 & 2)-Thursday 12th December 20243- School Production- Times to be confirmed.

Christmas Grotto and Fair- Friday 13th December 2024. Details to follow.

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.

After School Clubs

Letters have been sent out to you with regards to the after-school clubs. You will need to book via the Arbor app so please make sure you are all set up. Bookings opened on Monday 16th September at 9.00am and will close on Thursday 19th September at 3.00pm. One club per child please.

We are starting the clubs week commencing 23rd September and will end the week commencing 2nd December 2024.

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

Arbor

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 menu from last term, and we hope the children are still enjoying their new choices. 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 need a week's notice for this. 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.

If your child has just gone into Year 3, you will now need to pay for the school meals via the Arbor app. If you are changing your child to home packed lunches you must inform Miss Devereux for her to amend the registers otherwise you may be charged, (if your child forgets to tell the teacher that they are having a home packed lunch). Please do not let this happen!

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

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

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 hope to reach this target this half term and continue this throughout the 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

Please be aware that children that are coming into school late will be 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 & 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 9.10am 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. Holidays will not be authorised unless it is exceptional circumstances.

Please be aware of that the Fixed Penalty Notices and procedures have been updated over the summer break and will be adopted by Woodlands Primary School. We are in the process of amending our forms for this procedure to start. Please see the form below for full 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- 6th September 2023

Year	%
Reception	**Staggered attendance**
Year 1	**85.3**
Year 2	**91.6**
Year 3	**94.5**
Year 4	**92.2**
Year 5	**88.4**
Year 6	**89.3**

Year 3 seem to be doing well now. Let us see if the rest of the classes can catch up!

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

September 2024	2nd September 2024 3rd September 2024 11th September 2024 20th September 2024 16th-19th September 2024 23rd September 2024	Secondary School Application opens. Autumn A term starts Meet the teacher 3.20-4.00pm Jeans for genes day – please donate via the just giving page Club bookings open on Arbor Clubs commence
October 2024	3rd October 2024 4th October 2024 8th October 2024 11th October 2024 18th October 2024 22nd October 2024 22nd October 2024 23rd October 2024 24thOctober 2024 24th October 2024 25th October 2024 28th October- 1st November 2024	Year 3 Celtic Harmony Trip **Year 6 Assembly-9.00am** Autumn Disco- R-6 Kittles Photography- individual photos **Harvest Festival Assembly** Year 4- History Museum Trip Parents Consultation- 4.00-7.00pm N-6 **(no year 4)** Parents Consultation- 4.00-7.00pm **Year 4 only** Parents Consultation- 2.30-4.30pm N-6 Break up for half term Inset day Half term
November 2023	4th November 2024 8th November 2024 12th November 2024 15th November 2024 21st November 2024 22nd November 2024 29th November 2024	Autumn 2 term starts at 8.50am **Remembrance Assembly** Woodlands Film Night TBC Children in Need Reception- Audley End Miniature Railway Trip **Year 5 Assembly- 9.00am** **Year 4 Assembly- 9.00am**
December 2023	2nd December 2024 6th December 2024 9th December 2024 10th December 2024 11th December 2024 12th December 2024 13th December 2024 13th December 2024 16th December 2024 19th December 2024 20th December 2024 20th December 2024	Last week of clubs **Occasional day- no school** Panto- in school -Jack & the Beanstalk KS1 Evening Production TBC Christmas Dinner KS1 Day time Production TBC Christmas Fair and Grotto TBC **Year 3 assembly 9.00am** EYFS Carol Concert TBC Christmas Parties TBC **Christmas assembly 9.00am** Break up for Christmas at 1.30pm
January 2024	6th January 2024 7th January 2024	Inset day. 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!