



## Welcome to Woodgrange Infant School



We are a four form entry Infant school catering for children aged 3-7 years old.

Our Nursery class offers part-time sessions (3 hours per day over 5 days per week for children aged 3 and above). Extended hours are available from Chestnuts Nursery School Limited who are based at the rear of school. They are a separate, private provider. For school admission purposes we are “twinned with” Godwin Junior School, our close neighbours, and nearly all of our pupils transfer there at the end of Year 2.

### **Our Philosophy**

Our school offers the building blocks to future learning and we develop the skills and the joy of learning that we hope our children will keep for life. We firmly believe that learning for all our children should be based on play, exploration and the sharing of ideas.

We actively promote the following learning attributes in our youngest children in the Early Years Foundation Stage (Nursery and Reception) through our ‘Learning Dinosaurs’:

- Explorosaurus - Exploring
- Askaraptor - Asking questions
- Thinkadocus - Thinking
- Shareonyx - Cooperating and sharing
- Tryatops - Trying hard

We build on these attributes in Key Stage 1 (year 1 and Year 2) and help children to develop the following ‘Powers of Learning’:

- Cooperation
- Curiosity
- Independence
- Resilience
- Reflectiveness

Included in this booklet are some key pieces of information you may need as your child starts school with us.

Please refer to the school website [www.woodgrange.newham.sch.uk](http://www.woodgrange.newham.sch.uk)

We are very happy to answer questions in person, by telephone 020 8534 2120 or email: [info@woodgrange.newham.sch.uk](mailto:info@woodgrange.newham.sch.uk)

## Who's who?

We have a staff of over 50. We are all happy to help but here are some key people that you may wish to speak to.



Headteacher: Sarah Soylar



Deputy Headteacher: Monica Secretan (Mon-Thurs)



Lead for Early Years: Jo Zakiewicz (Assistant Headteacher)

Lead for Inclusion and Special Educational Needs: Nicola Delasalle (Assistant Headteacher)



Family Support Worker: Shama Saeed

School Business Manager: Dhavinder Dhingra (right)  
Admin Assistant (attendance): Mel Ahmed (left)



Site Supervisor: Toufik Hamani

Chair of Governors: Anne Asfaw (Parent)

Vice Chair of Governors: Brad Emerson (Parent)

## Uniform

School uniform is optional. Children DO NOT HAVE to wear it. However, it is very functional and reasonably priced and we know it makes the morning routine MUCH easier.

It is:

- grey bottoms- trousers/ skirt/ dress/ shorts
- white t- shirts
- red jumpers/ cardigans
- red checked school dresses

Children in Reception DO NOT need a PE kit as they do not have formal taught PE lessons.



Children spend a lot of time outdoors so need warm coats, hats and gloves in winter and sturdy shoes.

Wellingtons can be good for coming to school but are not always good for the whole day- a change of shoes is advisable on wet days. In summer they need a sun hat and clothes that cover shoulders.

Children do paint, dig, explore etc and can get messy. We have aprons but cannot always prevent spillages etc. Please expect some wear and tear on clothing...

PLEASE WRITE YOUR CHILD'S NAME ON ALL COATS/ JACKETS/ JUMPERS. We cannot return property if we do not know who it belongs to.

There is a lost property basket in the entrance lobby that is emptied at the end of term.

If your child is prone to the occasional toilet accident please speak to staff who may suggest an emergency change is kept at school. We keep spare clothes but this stock quickly runs out and doesn't always get returned to school.

## The School day

School starts at 9.00am and finishes at 3.30pm

Children are brought to and collected from the classroom doors. Parents are welcome to come in to the classroom and spend some time settling their child.

We encourage children to develop independence and learn to take care of their own coats etc and ask that you help them to do this.

Please leave buggies, scooters etc outside.

If your child is distressed, our staff will help them. It may be necessary for you to stay. Please be prepared to do this. Most children settle very quickly once their parents have left!

## Arriving at school / Leaving school

Children must be brought to and collected from school by an adult (aged 16 or over).

If you arrange for someone new to collect your child, please:

- tell the teacher in the morning if you know in advance
- phone the office if things change during the day
- make sure the adult knows the plan AND where to collect the child from

We will ask who they are and may phone you just to make extra sure.

If there are any people who MUST not collect your child we need to see/ keep a copy of any court order.

If for any reason you are going to be late collecting your child please call us so that we can reassure your child.



We are really happy when children walk to school. We have storage for children's bikes and scooters at the front of school. Any items left there are at your own risk and we strongly advise that they are locked. We ask please that scooters etc are not ridden in school at any time.

We are very unhappy when parents stop and park up on the zig zag lines outside school. This illegal, gives children a very bad message about the importance of rules and can put people at risk as they cross the road. Children are supervised by parents before AND after school.

## Lunchtimes

Although school meals are free to all primary aged children we need all parents to register to "Eat for Free". Through this system we are able to access Pupil Premium funding- £1320 per child who is eligible for free school meals. This fund is used to help ensure that all children do achieve, whatever challenges they and their families are facing. At lunchtime children line up one class at a time and choose from a selection of dishes- fish, halal meat or vegetarian dishes. They choose 2 items from the salad bar.



There is a choice of fruit, yoghurt, crackers or a hot/cold dessert depending on the season. All food is nutritionally balanced and meets food standards. You will be given a menu at the start of term.

Children eat together in the hall supported by many adults. After eating they make their way to the large playground where they mix with the older children under adult supervision. This gives them the chance to play in a different area, including our wooded area, and to mix with older siblings/ friends.

## Attendance & Punctuality

Good attendance at school is vital for a child's progress and achievement. We aim for 95% attendance. If your child is ill please contact the school on the first day of absence. If your child's absence falls below 90% we will write to you and may request medical evidence.

Holidays during term time are never authorised. Emergency leave can be authorised at the discretion of the Headteacher.

The Governing Body has authorised the Headteacher to make use of penalty charges for unauthorised leave. These are only issued when attendance is below 90% and when school was not notified in advance of an absence.

As school starts at 9am, if your child arrives after 9.05 they will be recorded as late. If your child is repeatedly late we will write to you and find out how we can support you and your family to get to school on time.

## Early Years Foundation Stage (EYFS)

In our Early Years Foundation Stage at Woodgrange we work in partnership with our parents and carers to give our children the best possible start to their education. We carefully plan our learning environment inside and outside so that children become more independent and challenge themselves with the activities that they choose. The learning environment is welcoming, stimulating and positive, which engages children to make learning fun and playful.

Your child's learning is planned for and assessed against the Early Years Foundation Stage (EYFS) Framework. There are 7 areas of learning and development in the EYFS framework. Within these areas there are 17 Early Learning Goals (ELGs) which children are expected to achieve by the end of their time in reception. By having informal discussions with you, reporting on your child and inviting you to parents' evenings the teachers can discuss these areas with you and share their judgements on how your child is progressing towards the Early Learning Goals. For ideas on ways you can support your child's progress, please speak to your child's class teacher and use our weekly home learning ideas, which we send home every Monday. You may also find the document '**What to expect, when**' a useful guide for ways to support your child's learning. You can find this document, along with the Early Years Foundation Stage framework, which includes more detail on the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk), or find the link on our school website.

Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking. In school, teachers look for ways to encourage these learning behaviours or 'Characteristics of Effective Learning'. We also use our 'learning dinosaurs' to promote our belief that learning for all children should be based on play, exploration and the sharing of ideas.

The curriculum is planned in a very practical way, and is based around topics that are of interest, relevant and meaningful to the children. Learning takes place both in the indoor classroom and in the secure outdoor learning area. To give the children the best possible start, our day consists of free choice play and exploration, as well as whole class daily phonics, literacy and mathematics sessions.

**We will be holding workshops for Reception parents from the end of October, which will inform you what we are learning in school and how you can support at home.**

## Getting ready for school

Starting school is a big step for all children. They will be spending significant time away from you each day and, for most, will be part of a large group of children for the first time.

There are some key skills that you can help your child to develop which will prepare them for school:

- learn to put on and do up coats and jackets
- learn to put shoes on (the right feet)
- use the toilet independently
- use a knife, fork and spoon
- tidy up their toys
- share with friends and siblings
- ask for help

Routines are very important and none more so than sleep and bedtime routines. Establishing a firm time for bed will help your child get enough sleep and be ready to learn when they arrive at school.

## Sharing information

On our school admission form we ask whether parents live together. This is important because we need to understand who has parental responsibility

We are obliged to provide both parents with information about a child's well-being and educational achievement. We can only do this if we have contact details for both parents.

If you are living apart from your child's other parent please make us aware and, where applicable, provide us with their details or ask them to contact us to provide us with this information.

Please keep us updated of

- any change to your address or contact details (please inform the office staff)
- any change to your place of work (inform office staff)
- any change to your emergency contact (inform office staff)
- any factors that may affect your child's emotional state such as family illness, parental absence, housing situation etc (please inform your child's teacher)
- anything that may be bothering your child at school - they don't always tell us! (inform teacher)
- any concerns you have about your child's progress or development (inform teacher)

We commit to sharing your child's successes or any concerns in a timely way.

## Communicating with parents

We have a weekly school newsletter which will be delivered via email or a free to download app. All school letters are now being sent this way. We will give you information about registration for this service in September.

Our website is a source of up to date news and information: [www.woodgrange.newham.sch.uk](http://www.woodgrange.newham.sch.uk)

**school phone number 0208 534 2120**

**email: [info@woodgrange.newham.sch.uk](mailto:info@woodgrange.newham.sch.uk)**