



Welcome to Woodgrange Infant School



Thank you for choosing our school. We warmly welcome you to our community.

Woodgrange Infant School caters for both the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1)

- 3-4 year olds in our Nursery (15 hours per week) (EYFS)
- 4-5 year olds in Reception classes (EYFS)
- 5-6 year olds in Year 1 (KS1)
- 6-7 year olds in Year 2 (KS1)

Children leave us at the end of Year 2 and transfer to KS2 - most to Godwin Junior School.

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 want our young children to be confident, brave and adventurous as learners.

We actively encourage them to explore, ask questions, think, cooperate and try hard.

We build on these attributes in Key Stage 1 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 for much more. We are very happy to answer questions in person, by telephone 020 8534 2120 or email: 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 Soyler



Deputy Headteacher: Monica Secretan
(maternity leave until Oct 19)



Lead for Early Years: Jo Zakiewicz (Assistant Headteacher)



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



Parent support: Dana Dajani (Assistant Headteacher)



Family Support Worker/ Attendance & Admissions officer: Shama Saeed



School Business Manager: Dhavinder Dhingra (right)
Finance Officer (attendance): Mel Ahmed (left)

Site Supervisor: Toufik Hamani

Chair of Governors: Anne Asfaw (Parent)

Vice Chair of Governors: Brad Emerson

Uniform

School uniform is optional. 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 until year 1.

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 on rainy days but are not good for the whole day - a change of shoes is advisable.

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.

We provide a Woodgrange school 'book bag' for your child. Please look after it and do not put any food, water bottles in it etc as the books in it will get damaged.

Starting School

We have a settling in period that we know works for most children. Even if your child has previously been in full time care we find that the introduction to a class of 30, to large outdoor spaces and to a busy dinner hall needs time. It is so important that your child makes a happy start to their time with us.

The first few days of September are used for staff to make home visits to families joining us for the first time (not Woodgrange Nursery parents).

Every child will start on the same day and will attend as follows:

Week 1: 9.00-12pm.

Week: 2 9.00-1.30pm- staff support through the lunch period

Week 3: full time 9.00-3.30pm- unless your child is not settling- we may suggest extending this part time period for individuals.

Please make arrangements to accommodate these hours.

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:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Physical Development
- Reading
- Writing
- Mathematics
- Understanding the World
- Expressive Arts and Design

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, 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'.

The curriculum is planned in a very practical way, and is based around topics that are of interest, relevant and meaningful to the children. We choose quality story and information books which we base a lot of our cross curricular planning through. 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:

- Promote their confidence and social skills such as taking turns
- Support their emotional development so that they are used to being with other people and separated from their parents
- Help them to be able to communicate their needs, listen to others and use language to talk about themselves and what they think
- Promoting their curiosity about the world and enthusiasm for learning new things
- Learn to put on shoes, do up coats and jackets
- Use the toilet independently
- Use a knife, fork and spoon
- Tidy up their toys
- Share with friends and siblings

Please talk to us or your child's current nursery if you need any support.

Sleep

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.

Relaxation tips to help sleep

Doing the same relaxing things in the same order and at the same time each night helps promote good sleep:

- A warm (not hot) bath will help your child relax and get ready for sleep.
- Keeping lights dim encourages your child's body to produce the sleep hormone, melatonin.
- Once they're in bed, read a story together.

Know how much sleep your child needs

The amount of sleep your child needs changes as they get older.

A 5-year-old needs about 11 hours a night, for example, while a 9-year-old needs roughly 10 hours.

Avoid screens in the bedroom

Tablets, smartphones, TVs and other electronic gadgets can affect how easily children get to sleep.

Try to keep your child's bedroom a screen-free zone. Encourage your child to stop using screens an hour before bedtime.

Get help with sleep problems

If you've tried these tips but your child keeps having problems getting to sleep or sleeping through the night, you may feel you want more support. You could talk to our Family Support Worker Shama, or your GP or health visitor to begin with.

Books you can read together

There are lots of books to prompt conversations about starting school. Some are picture books that describe what happens during a day at school, others use characters to tell stories. You might find these in The Gate library in Forest Gate or browse them in a bigger book shop like Foyles in Westfield:

Starting School by Janet and Allen Ahlberg

Topsy and Tim Start School by Jean and Gareth Adamson

Going to School by Anna Civardi and Stephen Cartwright

Harry and the Dinosaurs Go to School by Ian Whybrow

Come to School Too, Blue Kangaroo! By Emma Chichester Clark

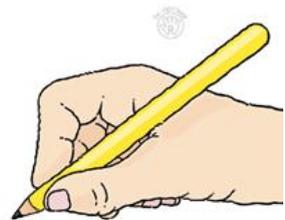


Developing early skills - Writing

To become fluent writers children need to develop strength in their fingers and wrists and learn to control tools and equipment.

There are lots of fun ways to develop this fine motor control:

- sewing
- finger knitting
- weaving with string, wool, strips of fabric, wrapping thread around sticks etc
- playing with lego or other small toys
- helping to hang out washing (pegs)
- cutting and sticking
- drawing
- colouring
- tracing
- playing games such as Jenga or pick up sticks



Please encourage your child to hold their pencil like this:

This is called the tripod grip. It will help your child to write quickly as they get older.

If you want to help your child with any writing or numbers please write them in lower case.

We use letters that look like these:

a b c d e f g h i j k l m n o p q r s t u v w x y z

Children find curved lines trickier than straight ones found mostly in capitals like A, T etc.

In the UK we write numbers like this: 1 2 3 4 5 6 7 8 9

Please help your child to write their name e.g. *Charlotte* *Bilal* *Aaliyah*

School Language

We try not to use confusing vocabulary but here is a guide to some of the terms you might hear from adults or your children

Phonics: learning the sounds (phonemes) that go with letter shapes (graphemes)

- blending- putting sounds together to say or read words eg c-a-t= cat
- segmenting- opposite to blending- breaking words up into sounds to help write words

Phase – the stage of learning Phonics

Phase 1 is early listening skills (Nursery/ early reception)

Phase 2- 5 learning sounds that match letters (Reception/ Year 2)

Phase 6 spelling patterns (year 2)

Decoding- reading by splitting many words into sounds – this is the early stages of learning to read. As children learn more sounds they begin to read by sight/ memory.

Sight words/ tricky words/ common exception words/ high frequency words- everyday words like to, was etc that cannot be decoded- they need to be remembered gradually

Book Bands

Home reading books are graded in colour bands from easy readers – lilac/pink/red to challenging levels- grey and brown. Children move through the bands as they develop in fluency and understanding. This is according to teacher judgment and at each child's pace. Children are not compared to each other.

Bug Club

Online reading platform children can access from anywhere they can access the internet. Teachers assign books according to book bands.

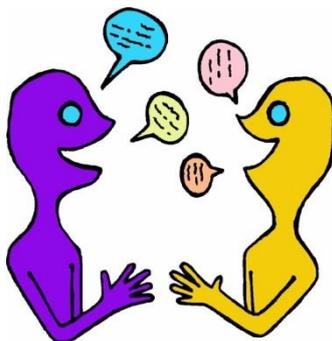
Core book- the quality stories that teachers plan all learning from.

Traffic lights

A behaviour management system – green for good, amber warning to try harder/ red for need to have a think! (used rarely in Reception and Nursery)

Learning Partners

For some classroom activities children are paired with a partner. These partners change each week. They are labelled "Salt and Pepper" e.g. Salt, tell your learning partner what you think.... Pepper what did they tell you?"



The School Day

School starts at 9.00am and finishes at 3.30pm.

Classroom doors are closed at 9.05. Late arrivals should report to the school office.

Children are brought to and collected from the classroom doors. Parents are welcome to come in to the EYFS classrooms and spend some time settling their child (In the summer term we will ask you not to do so to encourage your children to be more independent)

We want 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 scooters or bikes outside in our bike shelter near the office. We advise using a lock.

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). The adult must stay with them until they go into class.

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 **MUST** be given 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 by any children.



We are very unhappy when parents stop and/ or park on the zig zag lines outside school. This is illegal, gives children a very bad message about the importance of rules and can put people at risk as they cross the road as well as contributing to air pollution.

Attendance & Punctuality

Excellent attendance at school is vital for your child's progress and achievement.

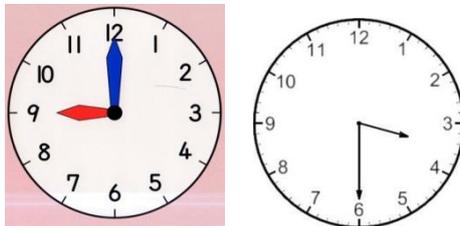
Holidays during term time are never authorised. We strongly recommend you only take holidays during school holiday times (see attached term dates). You will also find these on the school website. Emergency leave can be authorised at the discretion of Sarah, Headteacher. Any applications for leave outside of school term times must be given in writing to Sarah **before** you book flights/train tickets etc. If you have any queries, please contact the office.

We aim for 95% attendance. If your child is ill or will be absent from school please contact the school on the first day of absence. Please contact the school by phone, email or through the 'parentmail' app.

If your child's absence falls below 90% we will write to you and may request medical evidence.

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.



How do we care for your child?

Illness

Please still bring your child to school if they have a mild cough or cold. Your child will usually 'rally around' once they get busy and see their friends. You know your child best as to whether they really are too unwell to come to school. If your child experiences repeated vomiting or diarrhoea it is likely they have a bug that will spread. In this case we ask you to keep them home for 48 hours after the last episode of vomiting or diarrhoea.

Please contact us to let us know if your child will be absent. If, however, by 9.30 they are full of energy call us and bring them to school!

If your child is taken unwell during the day we will call you and may suggest you take them home. If we are unable to reach you we will monitor them closely or call one of your emergency contacts.

If it is close to home time we will monitor them until you arrive at 3.30pm.

If your child seems well enough to return to school but needs medication we can administer prescribed antibiotics or other medicines but you need to sign consent form at the office giving clear instructions. These must have your child's name on, for example, a label from the pharmacy attached. However, we can administer Calpol or Ibuprofen without your child's name on, but you still must fill in a form at the office.



If your child has a toileting accident a member of staff will help them to get clean and changed. We have some spare clothing for this purpose. We do need it washed and returned as soon as possible. You may wish to provide spare clothes in case this happens.

School Nurse

The school has an allocated School Nurse who attends school occasionally to carry out health checks and offer support with medical needs and allergies. The Nurse is not employed by school but by LB Newham. Children in Reception classes have health screening- height, weight, hearing and eyesight checks during the year. They also have a visit by the dental service.

Accidents

Across school, and particularly in the EYFS there are a number of First Aid trained staff. If your child hurts themselves they will administer first aid. This is recorded.

If your child bumps their head or has an injury that requires a more than a kind word you will be notified- in the case of facial or head injuries this is in writing. If this does not happen please alert the class teacher or Jo Zakiewicz, EYFS lead.



In the unlikely event of a more serious accident we will call you and make arrangements for your child to be taken to hospital, accompanied by a familiar adult if you are unable to get to school in time. Please be assured this is an extremely unlikely event.

Staying healthy

Children are provided with a fruit snack daily. For those who want it there is milk daily. This is free for children aged 4. Once your child is five there is a charge paid directly to "Cool Milk".

If your child has any allergies we will work with the school nurse service and the catering team to devise a care plan. It is very important that you keep us informed of any changes, including any decision that an allergy no longer exists.

Lunchtime

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. Each day there is a vegetarian, fish and halal meat choice. Pork and beef are not served. 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. The menu changes according to the season. The catering staff get to know children and their tastes very quickly and are vigilant regarding food restrictions. 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.

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- £1,320 per child who is eligible for free school meals. This fund is used to help ensure that all children achieve, whatever challenges they and their families are facing.

Birthday treats

Whilst we are happy to help celebrate your child’s birthday we limit this to small treats. These should be nut free, suitable for vegetarians and should include a healthy choice; fruit or dried fruit are ideal. We will refuse cakes of any sort.

Security and safety

The school gates are locked after parents leave at 9.15 and checked by staff before children use the outdoor spaces.

The grounds and equipment are checked daily.

At the end of the day staff hand children over to known adults (over 16s only). If a person is unfamiliar they will be challenged. We ask you to tell us if a new person is coming to pick up your child for the first time. If anyone is prohibited by a court order we must have a copy of the order.

Health and safety

The Reception outdoor area closes at 3.50pm. If you would like to arrive earlier than 9.00am with your child we open our Reception outdoor learning gates at 8.50am. Before this time we are setting up. We teach the children to tidy up our outdoor area. Please do not take any equipment out before or after school. The main school ‘big’ playground is available after school for Woodgrange pupils under parent/ carer supervision.

We have a few rules:

1. Bikes and scooters should not be ridden in school whilst the gates are open and the space is busy but can be used under your supervision after that time.
2. Children must be supervised- never left on site alone.
3. Children should not climb onto structures/ up trees.
4. They must use equipment with care and respect.
5. Children can use the woods etc but should not take equipment from any shed or store.
6. No dogs are allowed on site
7. Smoking or vaping are not permitted.

Walking to school

We strongly encourage you to walk to and from school with your children because:

- It gives you and your child some exercise
- It gives you time to talk to your child
- It gives you a chance to meet other families that live close to you - strengthening community ties

When walking we suggest that as far as possible you take the back streets, avoiding roads with more traffic and walk away from the road edge.

Please avoid using your mobile phone or headphones and use this time to talk to your children- other people can wait!



We strongly discourage driving to school because:

- It adds to air pollution and exposes you and your child to more concentrated pollution than walking in the open air
- Parking is limited and finding a legal space is stressful and does not give your child a calm start to the day
- It isolates you and your child from other families

We appreciate that a very small number of families have reasons why driving is necessary.

If you must drive please follow these guidelines:

- Park safely away from school and walk (do not stop on corners as this makes crossing the road dangerous for other families)
- Do not drop your child (and a parent) in the middle of the road/ at the kerbside as it is unsafe and causes delay to other drivers
- Do not double park
- Never stop or park on the zig zag lines- it is illegal
- Do not sit in your car with the engine running- it causes more pollution than a moving car
- Never do a 3 point turn outside school as it is dangerous and cause added pollution
- Don't park on or next to the school crossing, especially in a van or large car that blocks the view of the crossing patrol



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 'Parentmail'. All school letters are now being sent this way. We will give you information about registration for this service in September.

Educational Visits

We plan 6 educational visits a year to support our learning in school. We will keep you informed on Parentmail about when they are and we welcome our parents to come to support. We have a limited number of spaces available. We keep a record of who has been and how many times so we can give as many parents as possible an opportunity to come and support us. We will give you as much notice as possible about when these visits happen.

Please let us know if you have any questions.

Our website is a source of up to date news and information: www.woodgrange.newham.sch.uk

School phone number 0208 534 2120

email: info@woodgrange.newham.sch.uk