

Welcome to Woodgrange Infant School Information for Parents



What is the school catchment area? Will my child get a place?

There is not a fixed catchment area for Newham schools. Places are allocated based on set criteria and distance between home and school. Each year admissions from different streets fluctuate based on the numbers of children between your address and school. The school finder on www.newham.gov.uk is helpful.

Included in this booklet are some key pieces of information you may need to help you decide if we are the right choice for your child and to help you as your child starts school with us.

Which year groups do you cater for?

Woodgrange Infant School caters for both the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1- Years 1 and 2). There are 120 children in each year group (up to 60 part time in Nursery)

- 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)

Each class has 30 pupils with 1 teacher and 1 teaching assistant. Most classes have additional adults who support children with special educational needs.

What happens at the end of Year 2?

Children leave us at the end of Year 2 and transfer to KS2 (years 3-6) - most to Godwin Junior School. Parents must complete the same online process to secure a Year 3 place by 15th January.

My child is summer born. What is your position on deferred entry?

If your child is "summer born"- a late July or August baby- you may wish to defer their start date until the following September. They would still start in a Reception class but would be the eldest rather than the youngest. We would generally support this decision but this will be discussed with each family on an individual basis. Please apply as normal and once allocated a place we can discuss possible deferral.

What is the ethos of Woodgrange?

Our Philosophy



We are a child centred school and take a playful approach to learning across all year groups. Our school offers the building blocks to future learning and we develop the skills and the joy of learning that we know our children will need 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 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 throughout the school and help children to develop the following 'Powers of Learning':

- Co-operation
- Curiosity
- Independence
- Resilience
- Reflectiveness



We are a fully inclusive school and we are proud of the provision we make for all children.



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 learning through. To give the children the best possible start to their education, the day consists of free choice play and

exploration, as well as whole class daily phonics, literacy and mathematics sessions.

We usually hold workshops for Reception parents from the end of October.

What is special about Woodgrange?

Our playful approach to learning makes us stand out from the crowd. We allow children a lot of time each day to initiate their own learning and to be outside. Our staff are skilled at tuning in to their play and offering challenge and support.

Why do we do this? We have noticed that many children need help to develop and extend their language skills. These are best developed through purposeful talk and play. Adults are much better able to model language and introduce vocabulary in ways that interest children than in formal taught sessions.

Children at Woodgrange have high levels of well-being because they are able to be independent, have lots of fresh air and are physically active.



We know that this strong foundation will help them develop a solid basis for future learning. We feel this is more important than a test score at the end of the year.

We have

- a large, well-resourced outdoor space, including a woodland area, a vegetable garden, a reading caravan, a woodwork shed, 3 sandpits
- a timetable that gives children a good balance between adult taught sessions- daily phonics, book based learning, maths, story time- and time to explore and initiate their own learning
- interactive music sessions as part of the provision
- a specialist gymnastics teacher who supports teaching and learning in EYFS/Year 1 and teaches in Year 2
- a systematic approach to teaching early reading and phonics
- a maths mastery specialist who delivers training to other schools
- a highly experienced and dedicated staff team who are committed to our school community
- our own full time speech and language therapist



What do we not do?

We do not teach a language, an instrument or do forest schools.

We do not send home formal work sheet type home learning but suggest activities that you can do together as a family.



Who's who?

We have a staff of over 60. We are all happy to help but here are some key people that you may wish to speak to.



Headteacher: Sarah Soyler since 2009



Deputy Headteacher: Monica Secretan



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

What is the school uniform?

School uniform is optional.

However, it is very functional and reasonably priced and we know it makes the morning routine MUCH easier. It has no logos or badges and is widely available. 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.

ALL children spend a lot of time outdoors so need warm coats, hats and gloves in winter and sturdy shoes. Wellingtons are good for coming to school on rainy days but are not good for the whole day - a change of shoes is advisable.



In summer children need a sun hat and clothes that cover shoulders. Children do paint, dig, explore etc and WILL 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 as they start in a Reception class. This is funded by our PTA so is free to all children. It should last for the full 3 years.

What is your process for getting to know the school for children and parents?

Once we know which children are coming to join us (from Late April) we make contact with you to arrange visits (if safe to do so). If your child attends a local Nursery they are invited to visit us several times with their Nursery Staff. We also host visits for parents and their children. We normally hold several information meetings in May and June.

How do you organise the 4 classes?

We speak to your child's previous/ current setting to find out about them and get to know who they know and play with. This information supports the process of placing them into classes. This is complex as we try to balance boys and girls, friendship groups, behaviours, different languages spoken. We do everything we can to ensure that all children have friends they know or children they will "gel with".



How do you organise the children 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. This may be a part week depending on the calendar.

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

Week 3: full time 9.00-3.30pm- We may suggest extending this part time period for individuals. Please make arrangements to accommodate these hours. We can extend the settling in period but cannot shorten it.

What time is 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.

Can I come into the classroom?

In the past we have found that having 30 children AND their parent(s) in the classroom make a very noisy and stressful place. We ask you to say goodbye at the door unless your child is very distressed.

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! We want children to develop independence and learn to take care of their own coats and bags.



How do you keep my child safe?

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.

Security and safety

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

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 in advance 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 in advance.

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 there are many 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", unless your child is eligible for free school meals.

Can my child ride their bike to school?

We are really happy when children walk to school.

We have lots of 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 (or adults).

We are part of a school streets area.

This means cars are not allowed to drive along Sebert Road between 8.30-9.30am AND between 3-4pm.

Cameras monitor the streets and penalty notices are issued.

The area also includes parts of Cranmer Road and Godwin Road.



What happens at lunchtime?

All children receive free meals at school as part of the Governments universal infant free school meals policy. 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 for each 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.

What food can my child have?

At lunchtime children line up one class at a time and choose from a selection of dishes- fish, halal meat or vegetarian dishes. Pork and beef are not served. 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.

My child has allergies. How do you protect them?

The catering staff get to know children and their tastes/ needs very quickly and are vigilant regarding food restrictions. Children wear badges to identify any dietary needs and the catering team have a photo board to refer to.

We keep epi pens in school and staff are trained in their use.

We are a nut free school.

We do not accept treats to mark birthdays

Children eat together in the hall supported by many adults. They are encouraged to eat but not forced. If your child is not eating we will tell you. After eating the children make their way to the playground. The reception children remain in their playground.



Can I take a holiday in term time?

Holidays during term time are never authorised.

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.

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.

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.

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.

Communicating with parents

We have a weekly school newsletter which will be delivered via email or a free to download app 'Parentmail'. We will give you information about registration for this service in September.

Do you take the children on visits?

We plan up to 6 educational visits a year to support our learning in school and we welcome our parents to come to support. We have a limited number of spaces available.

In reception there will be fewer visits and they are mostly local.



We look forward to welcoming you to our school.

If you have further questions please email them to info@woodgrange.newham.sch.uk