



Welcome to Woodgrange Infant School



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 or 30 hours government funded places for working parents) (EYFS)
- **Reception:** 4-5 year olds (EYFS)
- **Year 1:** 5-6 year olds (KS1)
- **Year 2:** 6-7 year olds (KS1)

Children leave us at the end of Year 2 and transfer to Key stage 2 (7-11 year olds) - most to Godwin Junior School. From Reception to year 2 we have 4 classes per year group, as do Godwin Junior School.

Our Philosophy

We provide a child-centred, high quality learning environment where children learn through play and exploration that fosters their curiosity, confidence and a love of learning. Our playful approach is at the heart of our school. We follow the children's interests and encourage them to explore, think creatively, collaborate and play! Adults follow the children, join in with their play, taking every opportunity to model, develop and expand their vocabulary and language. We see children who are thriving - they are extremely happy, they show deep involvement in their play and are making excellent progress in a wide range of knowledge and skills.

We actively promote the following learning attributes in all of our children:

- Curiosity
- Cooperation and collaboration
- Critical thinking
- Resilience
- Being reflective
- Independence

These are illustrated through our Learning Power characters

- Curious cat
- Helpful Hippo
- Go for it Gorilla
- Tough Tortoise
- Focus Fox

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

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: Amy Ross (Parent)

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 paint, dig, explore etc and can get messy. We have aprons but cannot always prevent spillages etc.

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 in Reception

In Reception 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 or school visits to families joining us for the first time.

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)- Nursery and Reception

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:

- **Communication and language**
- **Physical development**
- **Personal, social and emotional development**

The above are called **PRIME AREAS** because they underpin ALL learning, including the other areas of learning below:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

This website for parents has more information: <https://www.familycorner.co.uk/>

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, our day consists of free choice play and exploration, as well as whole class daily phonics, literacy and mathematics sessions.

Characteristics of Effective Learning
Playing and exploring – engagement Finding out and exploring Playing with what they know Being willing to 'have a go'
Active learning – motivation Being involved and concentrating Keeping trying Enjoying achieving what they set out to do
Creating and thinking critically – thinking Having their own ideas Making links Choosing ways to do things

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/ 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.

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. We encourage children to develop independence and we will teach them to put away their coats and bags etc on their own.

If your child is distressed, our staff will help them. It may be necessary for you to stay. Most children settle very quickly once their parents have left as they get distracted by the many fun activities on offer.

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 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.

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 isolates you and your child from other families and it is bad for the environment.

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.

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. Our term dates are on our 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.

Early pick ups are not authorised unless for medical appointments or emergencies.

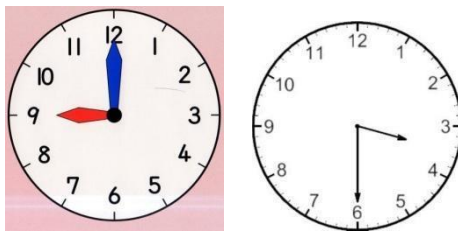
We aim for 95% attendance. If your child is ill or will be absent from school please contact the school on the first day of absence. Please contact the school through the 'parentmail' app.

If your child's absence falls below 90% we will write to you and may request medical evidence. This may also result in a penalty notice.

The Governing Board 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.

It is very important for your child's wellbeing that they arrive with the rest of the children. They will miss part of the structured learning sessions if they arrive late.



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 a 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 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, which we will ask you to wash and return. You may wish to provide spare clothes in case this happens.

School Nurse

The school does not have an allocated School Nurse but is covered by the school nursing team for annual health screening- height, weight, hearing and eyesight checks during the year. They also attend for administering flu jabs to those who have parental consent. Children in Reception classes also have a visit by the dental service. We will always let you know when this is happening in advance.

Accidents

Across school we have First Aid trained staff. If your child hurts themselves they will give 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 via parentmail. If this does not happen please alert the class teacher.

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..

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 choose from a 2 choice menu of - fish, halal meat or vegetarian dishes.

Mondays are meat free. Pork and beef are not served.

There are 2 choices from the salad bar. There is a choice of fruit, yoghurt, crackers or a weekly hot/cold dessert depending on the season.

All food is nutritionally balanced and meets food standards. The menu is on our website- it changes twice a year. 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.

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- £1,345 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.

Birthdays

We do not accept treats to mark birthdays but we do make sure we mark birthdays with a song!

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 is not open to play in after school. 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 have a few rules:

1. Bikes and scooters should not be ridden in school whilst the gates are open and the space is busy
2. Children must be supervised - never left on site alone.
3. Children should not climb onto structures/ up trees.

4. Children should not take out any play resources from storage
5. No dogs are allowed on site
6. Smoking or vaping are not permitted.
7. Please take your litter away with you or use the bins.

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 up to 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