

# WOOD END PRIMARY SCHOOL

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'Working together today  
for a brighter tomorrow'

Headteacher: Miss S Sharma

Deputy Headteacher: Mr J Sheard

Assistant Headteacher: Mrs F Bellenger

Chair of Governors: Mrs Rabia Adeogun and Mrs Sue Bonner

## School Prospectus

2019 - 2020

## Contact Details

Address: Wood End Road  
Wednesfield  
Wolverhampton  
WV11 1YQ

Telephone: 01902 558940

Email: [woodendprimaryschool@wolverhampton.gov.uk](mailto:woodendprimaryschool@wolverhampton.gov.uk)

Website: [www.woodendprimaryschool.co.uk](http://www.woodendprimaryschool.co.uk)

## School Site Safety reminders

Your child's safety is of the utmost importance to us.

**Please note the following rules for site safety:**

- **We are a NO SMOKING site**
- **NO PARKING ON THE SCHOOL CAR PARK**
- **NO RIDING BICYCLES/SCOOTERS ON SITE**
- **NO DOGS ON SITE**
- **NO USE OF MOBILE PHONES IN THE SCHOOL BUILDING**
- **NO ENTRY TO SITE THROUGH CAR PARK GATES - PLEASE USE THE PEDESTRIAN ENTRANCE**

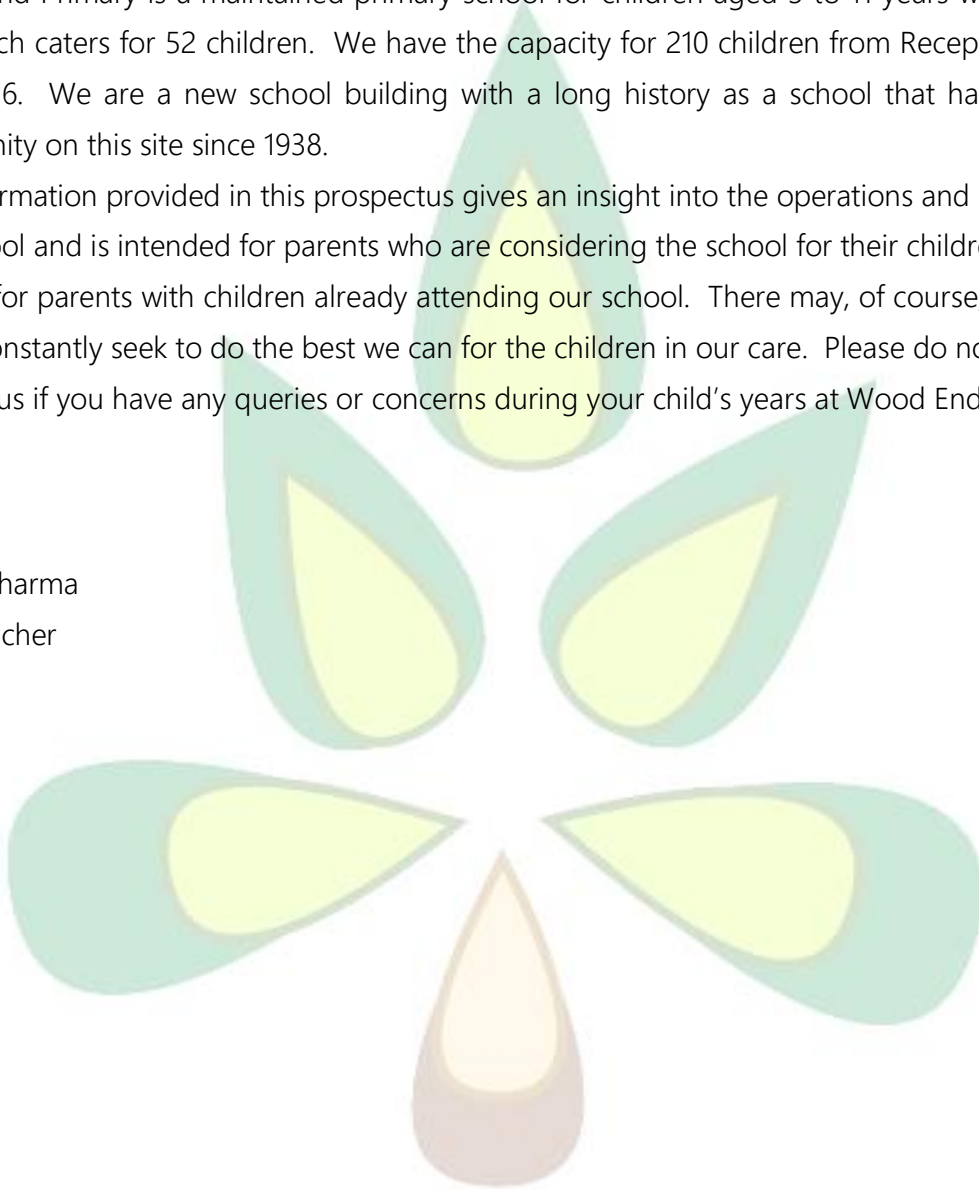
## Welcome to Wood End Primary School

We are delighted to welcome you to Wood End Primary School.

Wood End Primary is a maintained primary school for children aged 3 to 11 years with a nursery unit which caters for 52 children. We have the capacity for 210 children from Reception through to Year 6. We are a new school building with a long history as a school that has served the community on this site since 1938.

The information provided in this prospectus gives an insight into the operations and objectives of the school and is intended for parents who are considering the school for their children and as an update for parents with children already attending our school. There may, of course, be changes as we constantly seek to do the best we can for the children in our care. Please do not hesitate to contact us if you have any queries or concerns during your child's years at Wood End.

Miss S Sharma  
Headteacher



### Vision and Values

- Ensure every child has the opportunity to achieve their full potential – intellectually, educationally, physically, emotionally, morally and spiritually;
- Develop positive attitudes and approaches to learning and social awareness which enables pupils to make appropriate choices for success throughout their lives;
- Work in partnership with parents and community to enable pupils to make a positive contribution to society;
- Provide a safe, stimulating and creative environment in which pupils are all encouraged to learn;
- Deliver a broad and balanced curriculum which motivates pupils to aspire for lifelong learning;
- Set challenging yet achievable targets for individuals and school improvement in order to raise standards;
- Work towards ensuring that our pupils will become self-confident, sympathetic, open-minded and well balanced members of society.

### Pupil Version of School Aims

- For everyone to do their best at all times;
- To make sensible, safe choices;
- To recognise our responsibility to other people;
- Our school is a fun, exciting, safe, enjoyable place in which we can learn;
- Lots of different activities encourage us to keep on learning;
- We try hard to keep improving;
- Wood End helps us to prepare for the future.

## School Staff

### Senior Management Team

Headteacher

Miss Sonia Sharma

Deputy Headteacher

Mr John Sheard

Assistant Headteacher

Mrs Fay Bellenger

### Teachers

Mrs J Brookes

### Learning Support

Mrs D Gough (HLTA)

Miss H Chahal

Mrs D Barnett

Mrs S Cottrill

Mrs T Fitzpatrick

Miss M Jones

Mrs H Howells

Miss V Jones

Mrs M Page

Mr J Pinnock

Mrs W Price (HLTA)

Miss H Rose

Miss N Russell

Miss H Thompson

Mrs K Stott

Mrs K Walker

Mr M Statham

### Support Staff

Mrs J Rutter

Office Manager

Mrs D Wadelin

School Administrator

Mr S Sephton

Caretaker

Mrs H Farley

Pupil and Family Support Officer

### Lunchtime Supervisors

Mrs S Bell

Mrs J Simcox

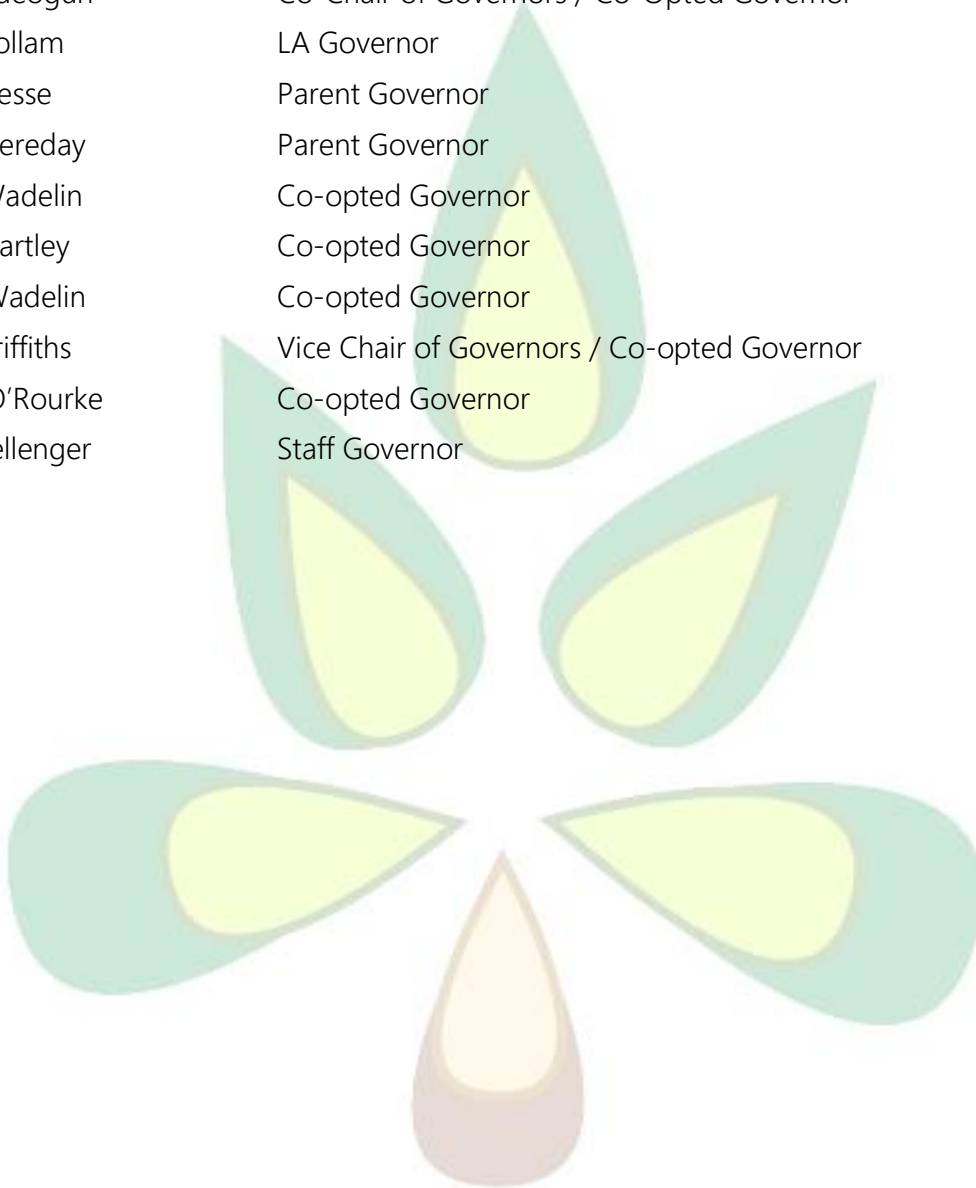
Mrs K Brachun

Mrs L Hayward

Mrs J O'Rourke

## School Governing Body as at 10<sup>th</sup> July 2019

Miss S Sharma	Headteacher
Mrs S Bonner	Co-Chair of Governors / Co-Opted Governor
Mrs R Adeogun	Co-Chair of Governors / Co-Opted Governor
Mr D Wollam	LA Governor
Miss D Jesse	Parent Governor
Miss V Fereday	Parent Governor
Mrs D Wadelin	Co-opted Governor
Mrs H Hartley	Co-opted Governor
Miss S Wadelin	Co-opted Governor
Mrs E Griffiths	Vice Chair of Governors / Co-opted Governor
Mrs M O'Rourke	Co-opted Governor
Mrs F Bellenger	Staff Governor



## School Day

Doors for all classes open at 8.45am

Nursery:

8:45 – 11:45 am

Morning Session

12.30 – 3.30 pm

Afternoon Session

Reception and Year 1

8:55 – 11:45 am

Morning Session

12:45 – 3:15 pm

Afternoon Session

Year 2

8.55am – 12.00pm

Morning Session

12.45pm – 3.15pm

Afternoon Session

Key Stage 2: (Year 3, Year 4, Year 5 and Year 6)

8:55 – 12:15 pm

Morning Session

1:00 – 3:20 pm

Afternoon Session

Lunchtimes:

Reception, Year 1

11.45am – 12.45pm

Year 2

12.00pm – 12.45pm

Year 3, Year 4, Year 5, Year 6 12.15pm – 1.00pm

## Beginning of School

The school doors open at 8:45 am. Please do not bring your children to school before this time as the security gates will be locked.

Members of staff are on duty from 8:45am when the main gates open. The front gates are locked at 8.55 am. If your child arrives after 8.55 am please bring them to the office for safe entry to school. Pupils arriving after 9.05 am must be signed in.

### End of School

Key Stage 1 and Early Years pupils must be collected from school by a parent or known adult. We will not let a child be collected by anyone under the age of 18 years old. If the person that normally collects the child is not able to, on a particular day, it is important that the School Office is informed as soon as possible; a message will then be given to the class teacher. Children will remain with their teacher if no parent or known adult is there to collect them; attempts will be made to contact parents to ensure that the child is collected.

### Absenteeism/Lateness

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn every day that school is open, unless the reason for the absence is unavoidable. At Wood End, this is our "School Ready" programme. In extreme circumstances, permitting absence from school without a good reason is an offence by the parent that can result in legal action by the Local Authority.

At Wood End Primary School, we expect all children to have good attendance of at least 95%. The attendance of all children from Reception through to Y6 is monitored on a weekly basis by the Pupil and Family Support Officer, in conjunction with the Education Welfare Officer. We do all we can to encourage the children to attend and to be punctual and have the appropriate procedures to support this. We believe that an important factor in promoting good attendance is the development of positive attitudes towards school and learning.

If your child is too ill to attend school, please let us know promptly, ideally by the morning of their first day of absence.

For more details on our approach to managing attendance and punctuality, please see our Attendance Policy which is available to be downloaded from our website. Copies can also be requested from the school office.

### Holidays

No holidays during term time will be authorised. If you choose to take your child out of school for holidays, or days out, these will be marked in the register as 'unauthorised absence' and will affect your child's attendance record. This will then be reported to the Local Authority which could incur a penalty. Children that fall below the expected minimum attendance of 95% will be monitored by the school's Pupil and Family Support Officer (PFSO). Those children whose attendance falls below 90% are considered to be 'not in full time education' and are referred to our Education



Welfare Officer. Should you wish to apply for a leave of absence in exceptional circumstances, please complete a Leave of Absence request form which can be obtained from the School Office.

### Leaving Premises During the School Day

Routine medical appointments should be made outside of school hours, where possible. Should it be necessary to take your child out of school for an emergency or non-routine medical appointment then the appointment letter/card may be requested by the School Office for photocopying prior to the appointment date. If an appointment card is not provided on request, the absence will be marked unauthorised.

Children who are being taken out of school during the day will only be given over to a parent/carer or known adult. Parents are required to sign out their child.

### Emergency Contact

Please keep us informed of any change of address, telephone number (especially mobile), place of work, or contact person. If your child has an accident or is ill during the school day, we may need to contact a parent. A first aid form containing details is sent home if a child has experienced a head injury or other accident during the school day.

### Admission arrangements

#### Admission to Nursery

Providing there are spaces available, children are admitted to our Nursery at any point during the year, as soon as they become 3 years old. Please be aware that admission to the nursery at Wood End does not guarantee a place in our Reception Class.

#### Admission to Reception

Wood End Primary School accepts 30 children into the Reception Class during the academic year of their fifth birthday.

Admission criteria for over subscription follow strict conditions, which are stated in the "Starting School in Wolverhampton" brochure. A copy of the brochure, and further advice, is available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

Children who wish to join our school in other year groups must complete an in-year transfer form which must then be sent to Wolverhampton Local Authority who allocate places. Once this has been done parents are notified which school they have been allocated directly from the Local Authority.

### Homework

Homework is set regularly in all classes; please encourage your child to complete their homework because it underpins and extends learning in the classroom. This may mean completing homework tasks set by the teacher, taking advantage of the internet-based software that we subscribe to, number practice and reading to parents.

### Prefects

We have a very successful prefect team, which is recruited from Year 6 and Year 5 pupils. The prefect applicants are required to pass a rigorous recruitment procedure including a formal interview with the assistant head teacher and a governor. The prefect code of conduct is available from the school office.

### Extended School Provision

#### WoodE's

We are able to offer pupils a Breakfast Club from 7:45am and an After School Club from 3:15 pm until 5:45 pm.

Further details are available from our school office and the school website.

<http://www.woodendprimaryschool.co.uk/>

## The Curriculum

Our approach to learning and teaching is focused on the pursuit of excellence for each child as they gain the skills and knowledge prescribed by the National Curriculum. We have 'whole school' policies to ensure the continuity and smooth progression of each child's learning so that they receive a balanced curriculum as they progress through the school.

The National Curriculum 2014 forms the basis of the school's teaching objectives; it underpins our schemes of work and assessment criteria of your child's progress.

An overview of the curriculum is available on our school website.

## Assemblies/Act of Worship

Our school assemblies, class acts of worship and regular class assemblies often follow a given half termly theme. Themes are linked to Personal, Social and Emotional needs identified within SEAL (Social and Emotional Aspects of Learning). Other assemblies throughout the term are linked to Festivals in world religions. Our key SEAL themes for each half term are:

New Beginnings/Bullying/Getting on and Falling out; Going for Goals/Good to be me; Relationships/Changes.

Parents have the right to withdraw their child from Religious Education and collective worship, as long as they arrange for suitable adult supervision to be provided during these times.

## SRE

Health and personal hygiene is a vital part of children's learning. It is the policy of Governors to include within the curriculum matters relating to Sex and Relationships Education.

In Year 6 the children consider the changes brought about by puberty and the feelings associated with their lives at this time. We liaise with the school nurse in this programme of study and use relevant schools materials. Parents have the right to view any material presented to the children and have the right to withdraw their child from these sessions after consultation with the Head Teacher.

## Additional Educational Needs

At Wood End we acknowledge that not all children have the same educational skills and needs. As a result of this we have developed an inclusive curriculum and school environment to encourage all children to achieve to their potential. As part of our inclusive environment we support children

with additional learning needs through our SEND (Special Educational Needs and Disabilities) provision and our 'Inclusion Policy.' The ways in which we meet the needs of our pupils is explained fully in our School Information Report (SIR). We aim to work closely and harmoniously with parents and carers to address children's individual needs and look for ways forward to support children to engage with all aspects of the curriculum. The implementation of this policy is managed and monitored by the school's designated SENDCo (Special Educational Needs and Disabilities Coordinator).

### Cultural Awareness, Off-site Visits and Journeys

Learning is enhanced by off-site visits. Children regularly take part in school trips to a variety of attractions to extend their learning in class. Theatre Groups, musicians and authors visit the school to lead workshops and inspire children's work.

The educational benefits of such trips are tremendous, but we rely on parents making contributions to cover the cost. If such costs cannot be covered then visits may unfortunately have to be cancelled.

If a parent has difficulty in contributing to any of our trips then contact should be made with the Head Teacher to see if help can be arranged.

### School Fund

To assist with school funds, we request that a voluntary contribution of £3 per term or 50p per week, per pupil, is made. This helps to pay for the many extras we need to purchase in School, such as cooking ingredients and materials to cover enhanced creative learning activities.

Festivities at Christmas; parties, gifts for Key Stage 1 and the annual pantomime are paid for through the school fund, as are special days, such as Diwali Day and Chinese New Year celebrations.

School Fund should be paid using your online account on Sims Pay.

### Extra-Curricular Activities

We have a wide variety of sports clubs run by our Sports Coach developing skills in a range of sports and disciplines with the intention of entering local and city wide competitions and

tournaments alongside developing skills, resilience and confidence in physical activities. Please contact the school office for details of the current sports or activities available.



### Houses

When children enter Reception class they are placed into one of three Houses; Prestwood, Linthouse and Nordley. The House names are derived from the history of the Wood End geographical area. During each week children collect house points for their House for everything from being polite to good work. House points are added together to form a weekly winner announced in Special Mentions assembly on Fridays. Totals are added together each week to enable a termly House Winner of the House Point Cup. Each house represents a colour of either: red (Linthouse), yellow (Prestwood) or blue (Nordley). Pupils wear a t-shirt in PE representing their colour house. Pupils in Year 1 to 6 can be elected as House Captains for their teams. The elections are held annually.

## Behaviour Management

We believe that good behaviour is the foundation to effective learning and that children are able to learn better in a vibrant, disciplined environment. We work towards children having self-discipline to support this.

Our management of behaviour includes all staff and pupils adhering to clear and concise rules. We believe that all choices and actions have consequences, which can be positive or negative. The school rules and consequences for behaviour are displayed in all learning areas.

We encourage our children to do their best at all times by being positive in our communications with them and by having numerous positive reinforcement strategies and support.

## Medical

School nurses work with pupils, teachers and parents to promote good health and wellbeing in school age children and young people.

The duties of a School Nurse can include:

- raising awareness of issues that can have a negative effect on pupils' health
- promoting healthy living
- carrying out developmental screening
- contributing to social education
- providing training to teachers on healthcare issues and advising on school health policy
- supporting children with medical needs such as asthma, diabetes, epilepsy or mental health problems

The School Nurse team carries out routine developmental screening checks in;

Nursery	Height, Weight and Vision
Reception	Height and Weight
Year 1	Hearing
Year 6	Height and Weight

If you wish to speak to a member of the School Nursing Team, please ask at the school office, or telephone the team on 01902 444115/6.



If your child has a medical condition it is important that you let the school know, and also provide school with any care plans or treatment requirements if necessary.

If your child needs to take medication (including inhalers) in school a form should be completed by the parent. The 'Medicines in School' form is available from the School Office.

### Mealtimes

Lunch breaks are:

Reception and Year 1 pupils: 11.45 am– 12.45 pm

Year 2 pupils: 12.00pm – 12.45pm

Key Stage 2 pupils: 12:15 pm – 1:00 pm

Children may choose to have a cooked meal or provide their own packed lunch.

Children having a cooked meal are able to choose from a varied menu and decide how many days each week they stay. Dinner money must be paid in advance and by using your online account on Sims Pay. If you wish to do so, you may send into school each week a list of days that your child will be having meals, although it is not compulsory to do this.

Children wishing to bring sandwiches must do so in a **named** container which is collected and kept on trolleys until lunchtime. Drinks brought into school for lunchtime, should be in plastic containers or cartons. Water and milk is available to all children at lunch times.

Free school meals are available for those children whose parents meet the criteria. Parents who think their child may be entitled to free school meals can enquire at the school office for more information.

### Universal Infant Free School Meals

Due to a Government initiative, all pupils in Reception, Year 1 and year 2 are entitled to free school meals. To help the cook prepare for the week ahead children must make their meal choices (either free school meal or sandwiches from home) on Monday of each week. This can be done by writing the days that dinners are required on an envelope and passing it to the teacher or the school office each Monday. If your child will have a meal every day there is no need to notify us each Monday unless there is a change to their requirements. We will then need to be notified of the change on Monday morning.

## Register for free school meals to help out your school

If you meet the criteria for free school meals, it is worth registering even though all infant children are entitled to the Universal Free School Meals. This is because schools receive a 'pupil premium' - an extra payment for each eligible child which we can spend on useful services. Registering might also get you extra help for things like school trips, it also entitles your child to free milk.

### Milk

Milk is provided free of charge to children under 5 and those who are entitled to Free School Meals. At the beginning of each term, all children must notify the school office if they wish to have milk. Payment of £8 per term must be paid using your online account on Sims Pay.

### Water

All pupils are encouraged to bring a bottle into school each day that can be filled with water. This should be a clear plastic bottle and labelled with your child's name. Water bottles are available from the school office to purchase. Please do not send flavoured water into school. Wood End has a water only policy during school.

### Fruit

Children in Key Stage 1 receive free fruit. No tuck items are allowed in school – i.e. sweets / biscuits. Children in Key Stage 2 are welcome to bring a piece of fruit to eat during the morning session.



## School Uniform/Equipment

### Uniform

The policy of the school is for children to wear school uniform.

<b>Boys' Uniform</b> <ul style="list-style-type: none"><li>• Grey full or knee length trousers</li><li>• Jade green sweatshirt</li><li>• Green or white polo shirt</li><li>• Black school shoes</li><li>• Waterproof outdoor coat</li></ul>	<b>Girls' Uniform</b> <ul style="list-style-type: none"><li>• Grey knee length skirt, pinafore or grey trousers</li><li>• Green checked summer dress may be worn in warm weather</li><li>• Jade green sweatshirt or cardigan</li><li>• Jade green or white polo shirt</li><li>• Black flat school shoes</li><li>• Waterproof outdoor coat</li></ul>
<b>PE Kit</b> <ul style="list-style-type: none"><li>• Coloured t-shirt (house colour) Red – Linthouse / Blue – Nordley / Yellow – Prestwood</li><li>• Dark green shorts</li><li>• Black pumps</li><li>• In named bag</li><li>• Dark green track suit may be worn in winter (available from Kids Corner)</li></ul>	

If you wish to purchase items with a school logo, they can be bought from [www.myclothing.com](http://www.myclothing.com) or directly from 'Kids' Corner' on Showell Circus in Low Hill, WV10 9BA.

A strong nylon book bag in green, with the school name and logo on is recommended for children to carry books and letters home, which are available for purchase from Kids' Corner.

### Footwear

If boots or trainers are worn to school, then a change of footwear will be necessary for wear during the school day. Trainers can be worn at playtimes or dinner times but must be changed to school shoes in the classroom. In summer, black sandals may be worn, but not plastic jellies or strapless varieties.

### Earrings/Jewellery and Make Up / hair decoration

In the interests of safety, jewellery should not be worn in school as it can be hazardous in some lessons. Pupils who have pierced ears may only wear small studs and even these need to be removed during PE and swimming lessons.

Make up and nail varnish must not be worn in school. Nail varnish will be removed by a member of school staff.

Watches may be worn in school by pupils who are able to tell the time. If worn, watches will also need to be removed for PE and swimming lessons.

Only plain hairbands in green or hair colour may be worn. All large or decorated hairbands or hair-slides should not be worn.

### Swimming

Please ensure that your child has the correct swimming kit if it is their turn to swim: Boys must wear swimming trunks that are short, not knee length or plain white in colour. Girls must wear a one piece swimming costume, not two piece e.g. bikini/tankini/leotard or white in colour. All long hair should be tied up and swimming caps must be worn. Pupils should be able to swim 25m by the end of their primary years. Swimming is compulsory for pupils unable to do so.

### Other equipment

No bags should be brought in to school other than lunchboxes and book bags. Clear plastic book bags are supplied free of charge by school, or you may purchase a nylon book bag with the school logo from Kids Corner or MyClothing.

We request that items of high value are not brought into school: this includes mobile phones, mp3 players, e-Readers, tablet computers, toys and cameras. No responsibility will be taken by the school for the loss or damage of these items if they are brought into school against the above advice.

If you wish your child to bring a mobile phone to school, this must first be agreed with the Headteacher, and must be handed in to a teacher during the school day. No responsibility will be taken for mobile phones on the school site.

### Child Protection

At Wood End Primary School we are committed to safeguarding children and young people and we expect all adults who come to our school to share this commitment.

- Designated safeguarding lead: Miss Sonia Sharma
- Deputy safeguarding officers: Mrs Fay Bellenger, Mrs Hayley Farley, Mrs Diane Barnett.

A copy of the Safeguarding and Child Protection Policy can be requested from the school office and is also available on the school website. Please contact the office if you need any further information.

### Data Protection

Please visit our website: [www.woodendprimaryschool.co.uk](http://www.woodendprimaryschool.co.uk) for further information on how we use the data we collect about you and your child. If you would like further information, please do not hesitate to contact the school office.



## School Term Dates

### Autumn Term 2019

**Term Time:** Monday 2 September 2019 to Friday 25 October 2019

**Half Term:** Monday 28 October to Friday 1 November

**Term Time:** Monday 4 November 2019 – Friday 20 December 2019

### Spring Term 2020

**Term Time:** Monday 6 January 2020 to Friday 14 February 2020

**Half Term:** Monday 17 February to Friday 21 February

**Term Time:** Monday 24 February 2020 to Friday 3 April 2020

### Summer Term 2020

**Term Time:** Monday 20 April 2020 to Friday 22 May 2020

**Half Term:** Monday 25 May to Friday 29 May

**Term Time:** Monday 1 June 2020 to Monday 20 July 2020

Parents/Carers will be notified of Staff training days as soon as they arranged.