



WOODSIDE
CHURCH OF ENGLAND
PRIMARY SCHOOL



Parents' Guide

Together in God's love we inspire and grow
through living life in all its fullness.

John 10:10



A welcoming guide for families, designed to help you
understand school life, routines and expectations at Woodside.



School Office: 01827 715507



office@woodside.bdmatt.org.uk

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Welcome to Woodside School

Dear Parents and Carers,

A very warm welcome to Woodside School.

We are delighted that you and your child are joining our school community. Starting school is an exciting milestone for both children and their families, and we look forward to supporting you every step of the way as your child begins their journey with us.

At Woodside, we are committed to providing a safe, caring and inspiring environment where every child feels valued, respected and encouraged to achieve their full potential. We believe that children learn best when they feel happy, secure and confident, and our dedicated staff work hard to ensure that every child is given the opportunities they need to thrive both academically and personally.

This guide has been created to provide you with key information about life at Woodside and to answer some of the questions you may have as your child settles into school. We hope it helps you and your child feel prepared, reassured and excited about becoming part of our school family.

We value the important role that parents and carers play in a child's education and believe that a strong partnership between home and school is essential to every child's success. We encourage open communication and look forward to building positive relationships with all our families.

Thank you for choosing Woodside School. We are excited to welcome you into our community and look forward to sharing many happy memories and achievements with you in the years ahead.

With best wishes,

Mrs Natasha Johnson

Headteacher
Woodside Church of England Primary School

Our Vision and Values

Our Vision

Together in God's love we inspire and grow through living life in all its fullness.

At Woodside Church of England Primary School, our vision guides everything we do and shapes the experiences we provide for our children, staff and families.

Inspired by Jesus' words in John 10:10, "I have come that they may have life, and have it to the full," we strive to create a community where every child is encouraged to grow in body, mind and spirit. We want all members of our school family to flourish, develop their unique gifts and talents, and experience the joy, hope and opportunities that come from living life in all its fullness.

Our vision inspires each member of our community to make positive choices, fulfil their potential and contribute to the world around them with confidence, compassion and purpose.

Our Values

As a Church of England school, we offer a distinctly Christian education within a welcoming and inclusive environment where all children are encouraged to learn, enquire and grow.

Children and staff of all faiths and none are warmly welcomed at Woodside. We celebrate diversity, promote understanding and respect for others, and encourage everyone to play a positive role within our school community.

Five core Christian values are woven throughout every aspect of school life. These values help to guide our actions, shape our relationships and support the personal development of our pupils:

Value	What it means
Love	Showing care, kindness and compassion towards ourselves and others.
Hope	Looking to the future with optimism, resilience and confidence.
Respect	Valuing ourselves, others and the world around us.
Forgiveness	Learning from mistakes, showing understanding and offering second chances.

Challenging Injustice	Standing up for what is right, treating others fairly and making a positive difference.
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These values are taught through collective worship and are reflected throughout the school day. Children regularly explore what each value means and how it can be demonstrated in everyday life.

Each Friday, during our Celebration Assembly, we recognise and celebrate children who have demonstrated these values through our Headteacher Awards. By living out these values, we believe our pupils develop spiritually, socially and emotionally, becoming effective learners, responsible citizens and compassionate members of society.

Meet the Team

At Woodside Church of England Primary School, we are fortunate to have a dedicated and experienced team who work together to provide the very best education, care and support for our children and families.

We believe that strong partnerships between school and home are essential to every child's success, and our staff are always happy to help with any questions or concerns you may have.

Senior Leadership Team

Name	Role
Mrs Natasha Johnson	Headteacher, SENDCO and Designated Safeguarding Lead (DSL)
Mrs Natalie Bruntlett	Deputy Headteacher and Year 6 Teacher
Mrs Vicky Smallwood	Assistant Headteacher- Phase Leader for Phase 2 (Y2, Y3 and Y4) and Year 4 Teacher

Teaching Staff

Name	Role
Mrs Lynne Clifford	Nursery Teacher, EYFS Lead and Phase Leader Phase 1 (Nursery, Reception and Y1)
Miss Currin	Reception Teacher
Miss Maddie Groucott	Year 1 Teacher
Mrs Natalie Collings	Strong Foundations Teacher
Mrs Abbie Charlton	Year 2 Teacher
Mrs Becky Dicken	Strong Foundations Teacher
Miss Lauren Orgill	SRP Teacher and SENCO
Mr Stuart Hunter	Year 3 Teacher

Miss Jessie Twigger	Year 5 Teacher
Mr Chris Langley	Year 6 Teacher, Phase Leader for Phase 3 (Y5 and Y6)
Mr John Lavis	Additional Teacher (Key Stage 1 and Key Stage 2)
Mr Andy Welch	Additional Teacher (Key Stage 1 and Key Stage 2)

Nursery Team

Name	Role
Mrs Lynne Clifford	Nursery Teacher
Mrs Jemma Curtis	Lead Nursery Practitioner
Miss Keely Williams	Nursery Practitioner
Mrs Tracey Wilson	Nursery Practitioner

Support Staff

Name	Role
Mrs Sarah Marsh	Reception Teaching Assistant
Mrs Debbie Walpole	Reception 1:1 Support
Mrs Helen Unsworth	Reception Support and Woodpeckers Assistant
Mrs Anna Sadler	Year 1 Teaching Assistant
Mrs Lyndsey Lavender	Year 1 1:1 Support and Woodpeckers Manager
Mrs Vicky Brown	Year 2 Teaching Assistant
Mrs Sarah Hancox	Year 2 1:1 Support
Mrs Charlie Wheeldon	Year 3 1:1 Support

Miss Hannah Potter	Ivy Class Specialist SEND Teaching Assistant and Forest School Lead
Mrs Kay Wheale	Ivy Class Specialist SEND Teaching Assistant
Miss Martine Boncquet	Ivy Class SEND Teaching Assistant
Mrs Tracy Logan	Year 4 Teaching Assistant and Nurture Assistant
Mrs Bev Wheller	Year 5 Teaching Assistant and Librarian
Mrs Tracey Fairfield	Year 5 1:1 Support
Mrs Maxine Haynes	Year 6 Teaching Assistant
Miss Lissa Kluciss	Woodpeckers Assistant

Office Team

Name	Role
Mrs Heidi King	Office Manager
Mrs Sharon Day	SENDSCO Assistant, and Pastoral Lead
Mrs Sarah Humphries	Administration Assistant

Site Team

Name	Role
Mr Kev Colley	Site Manager
Mrs Sue Banks	Cleaner
Mrs Sarah Hancox	Cleaner

Woodpeckers Wraparound Care Team

Name	Role
Mrs Lyndsey Lavender	Woodpeckers Manager
Mrs Helen Unsworth	Woodpeckers Assistant
Miss Lissa Kluciss	Woodpeckers Assistant

Catering Team

Name	Role
Mrs Kerry Davis	Catering Supervisor
Mrs Helen Fraser	Catering Assistant
Miss Lissa Kluciss	Catering Assistant

Getting in Touch

If you have any questions or concerns, please do not hesitate to speak to your child's class teacher or contact the school office. We are committed to working closely with families and supporting every child to thrive at Woodside.

The School Day

At Woodside Church of England Primary School, we provide a structured and engaging school day that supports learning, wellbeing and personal development. Our daily routines help children feel secure, ready to learn and able to make the most of every opportunity available to them.

School Hours

Provision	Times
Wraparound Care: Woodpeckers Breakfast Club	7:30am - 8:30am
Main School Day	8:30am - 3:00pm
Nursery	8:45am - 2:45pm
Wraparound Care: Woodpeckers After School Club	3:00pm - 5:30pm

Daily Timetable

Activity	Time
Morning Session	8:30am - 10:15am
Morning Break	10:15am - 10:30am
Learning Time	10:30am - 12:00pm
Lunch Break	12:00pm - 1:00pm
Afternoon Session	1:00pm - 3:00pm

Arrival at School

Children should arrive promptly each morning to ensure they are ready to begin learning with their class. Arriving on time helps children settle into the school day, take part in registration and start their learning positively.

Staff are available to support children as they enter school and are committed to ensuring that every child feels welcomed and ready for the day ahead.

Break and Lunchtime

Children enjoy a morning break from 10:15am to 10:30am, providing an opportunity to socialise, exercise and recharge before continuing their learning.

Lunch is from 12:00pm to 1:00pm. During this time, children can enjoy a healthy school meal or a packed lunch, followed by supervised play and activities with their friends.

Woodpeckers Wraparound Care

Our Woodpeckers Wraparound Care provision offers a safe, welcoming and enjoyable environment for children before and after school.

- Breakfast Club: open from 7:30am to 8:30am.
- After School Club: open from 3:00pm to 5:30pm.
- A range of indoor and outdoor activities, games and opportunities to socialise with friends are available.

Attendance and Punctuality

Regular attendance and good punctuality are essential for children to achieve their full potential. Every school day offers valuable learning experiences, and we encourage all children to attend whenever possible and arrive on time each day.

To ensure a positive start to the day, we ask that all children are through the school gate by 8:30am and ready to begin learning promptly with their class. Arriving on time allows children to settle into the classroom, participate in registration and access important learning from the start of the day.

Every day counts and being in school on time helps children to learn, grow and thrive as part of our Woodside community.

Communication with Parents and Carers

At Woodside Church of England Primary School, we believe that strong partnerships between home and school are essential in helping every child to thrive. We are committed to maintaining open, honest and effective communication with parents and carers and encourage families to contact us whenever they have a question, concern or something to celebrate.

Keeping You Informed

We send a weekly school newsletter to families, which contains important information, reminders, celebrations, upcoming events and updates from across the school. We encourage all parents and carers to read the newsletter regularly to ensure they remain informed about school life.

Key Dates and Events

To help families plan, a calendar of key dates and events for the academic year will be shared with parents and carers each September. This will include important information such as term dates, training days, parent meetings, celebrations, performances and other school events.

Educational Visits and School Trips

Educational visits and school trips are an important part of the curriculum and provide valuable opportunities for children to extend their learning beyond the classroom.

To support families with planning and budgeting, information about trips and visits scheduled for the academic year will be shared by October half term wherever possible. This allows families plenty of time to make payments and prepare for upcoming activities.

Contacting the School

If you have any questions, concerns or information you wish to share, we encourage you to contact us. In the first instance, class teachers are often the best point of contact for matters relating to your child's learning and wellbeing. For general enquiries, attendance matters or administrative questions, please contact the school office.

Our door is always open. We encourage parents and carers to contact us whenever they need advice, support or guidance.

Working Together – Communication, Conduct and Behaviour

At Woodside Church of England Primary School, we believe that a strong and respectful partnership between home and school is essential in helping every child to flourish. Our relationships with one another should reflect our Christian values of Love, Hope, Respect, Forgiveness and Challenging Injustice. These values guide not only the behaviour we expect from our children, but also how adults within our school community communicate with and treat one another. This complements the Parents' Guide's existing commitment to open communication and upholding the school's values and expectations.

Professional and respectful communication

We warmly encourage parents and carers to speak to us when they have a question, concern or something they would like to discuss. We ask that all communication with members of staff—whether face to face, by telephone, by email or in writing—is polite, respectful and professional.

As part of maintaining appropriate professional relationships, parents and carers are asked to address members of staff as Mr, Mrs or Miss followed by their surname, both verbally and in written communication, rather than using a member of staff's first name.

Where a concern relates to your child, the class teacher should normally be your first point of contact. We ask that concerns are raised directly with school rather than discussed or debated on social media. This is consistent with our Behaviour Policy, which asks parents to maintain open communication with their child's teacher, demonstrate a positive attitude towards school and teachers, and refrain from discussing school issues on social media.

Parent/Carer Code of Conduct

All parents, carers, family members and visitors are expected to follow the BDMAT Parent/Carer Code of Conduct. The Code applies to conduct on the school site and to communication by telephone, email, social media and other relevant settings.

The Trust identifies unacceptable conduct as including abusive, offensive or threatening language; intimidation or humiliation; aggressive or disruptive behaviour; harassment or bullying; discriminatory conduct; deliberately false, malicious or vexatious accusations; and frequent, unwarranted or unnecessary correspondence that hinders the proper running of the school.

We understand that there will sometimes be difficult conversations and that parents may disagree with a decision made by the school. Parents and carers are entitled to raise concerns and make representations; however, disagreement does not remove the expectation that communication remains respectful and professional. The BDMAT Code is founded on the principle that the parent/carers-school partnership is fundamental to pupils' success and wellbeing.

Where conduct falls below these expectations, the school and Trust may take action in accordance with the BDMAT Parent/Carer Code of Conduct. Depending upon the circumstances and seriousness of the behaviour, this can include a verbal warning, mediation, a formal written warning, a restricted communication plan or a time-limited restriction or ban from the school premises. A communication plan may, for example, require communication to be in writing, through a particular email address or member of staff, or at specified times.

We very much hope that such action will never be necessary. Our expectation is that everyone within the Woodside community—children, staff and families—lives out our school values and treats others with dignity and respect, even when discussing concerns or resolving disagreements.

Attendance and Absence Procedures

At Woodside Church of England Primary School, we believe that regular attendance and punctuality are essential for children to achieve their full potential. Every day in school provides valuable learning opportunities, helps children build friendships and supports their overall wellbeing.

We work closely with families to promote excellent attendance and ensure that all children can make the most of their time at school.

Attendance

We encourage all children to attend school every day unless they are unwell or there are exceptional circumstances preventing attendance.

To ensure a positive and successful start to the day, we ask that all children are through the school gate by 8:30am and ready to begin learning promptly with their class. Arriving on time allows children to settle into the classroom, take part in registration and access important learning from the start of the school day.

- Achieve their full academic potential.
- Develop positive friendships and social skills.
- Build confidence and a sense of belonging.
- Establish positive routines and good habits for the future.

Reporting an Absence

If your child is unable to attend school, please inform the school office as soon as possible on the first day of absence.

- Your child's name and class.
- The reason for the absence.
- An indication of how long the absence is expected to last, if known.

If we have not been notified of a child's absence, the school office will contact parents or carers to ensure the child is safe and accounted for.

Medical Appointments

Where possible, we ask that medical and dental appointments are arranged outside of school hours. If this is not possible, please inform the school office in advance and provide appointment details. Children should attend school before and after appointments wherever possible.

Holidays During Term Time

The Government does not permit holidays during term time except in exceptional circumstances. Requests for leave of absence must be made in writing to the Headteacher and will be considered in line with government guidance and the school's attendance policy.

Punctuality

Punctuality is just as important as attendance. Children who arrive late can miss important instructions, learning opportunities and valuable time with their classmates. We encourage families to establish positive morning routines and allow sufficient time for travel so that children arrive at school calm, prepared and ready to learn.

Working Together

We understand that there may occasionally be circumstances that affect attendance. If you are experiencing difficulties that may impact your child's attendance, please speak to us. Our team is committed to working with families to provide support and ensure every child has the best possible opportunity to thrive.

Uniform and Appearance

At Woodside Church of England Primary School, we take great pride in our school community and encourage all pupils to wear their uniform with pride. Our school uniform helps to create a sense of belonging, promotes equality and supports a positive learning environment.

School Uniform

- School sweatshirt or cardigan.
- White polo shirt or white shirt. – Reception to Y6
- Burgundy polo shirt- Nursery
- Grey or black trousers, shorts, skirt or pinafore dress.
- Burgundy tracksuit- Nursery
- Black school shoes.
- Burgundy and white gingham dress, optional during warmer weather.

Branded uniform items are available but are not compulsory. Parents may purchase non-branded items from local retailers where appropriate.

PE Kit

- Plain white T-shirt.
- Black shorts.
- Trainers.
- Plain tracksuit bottoms and sweatshirt for outdoor activities during colder weather.

Further information regarding PE days will be shared by class teachers at the start of the academic year.

Forest School

At Woodside, we believe that learning outdoors plays an important part in children's development and wellbeing. Throughout the school year, every class takes part in Forest School sessions, providing opportunities for children to explore, investigate, develop practical skills and enjoy learning in a natural environment.

Dates for Forest School sessions will be communicated to parents and carers through our weekly newsletter.

For Forest School, we recommend that children attend school wearing clothes that you do not mind getting muddy or dirty. Outdoor learning can be messy, and this is all part of the experience!

- Waterproof clothing during wet weather.
- Suitable outdoor footwear or wellington boots.

- A change of clothes to wear when they return to school.

Reception Welly Walks

Children in Reception enjoy regular Welly Walks, which provide exciting opportunities to explore the outdoors, observe nature and develop their understanding of the world around them.

- A pair of named wellington boots.
- A named puddle suit or waterproof all-in-one.

These items will be kept in school and used throughout the year.

Jewellery and Personal Belongings

- Jewellery should not be worn in school, with the exception of small stud earrings.
- Earrings must be removed or covered for PE lessons.
- Smart watches and items of value should not be brought into school.
- Children should avoid bringing toys or personal items from home unless requested by their class teacher.

Hair and Appearance

- Long hair should be tied back where possible, particularly during PE activities.
- Hair accessories should be simple and in keeping with school colours.
- Extreme hairstyles, shaved patterns or brightly coloured hair are not permitted.

Naming Uniform and Belongings

Children frequently remove jumpers, cardigans, coats, lunch boxes and water bottles throughout the school day. To help us return lost items quickly, we strongly encourage families to clearly label all clothing and belongings with their child's name.

Weather and Outdoor Learning

- A waterproof coat during wet weather.
- A warm coat, hat and gloves during colder months.
- A sun hat and sunscreen, applied before school, during warmer weather.

School Meals and Snacks

At Woodside Church of England Primary School, we are committed to helping children develop healthy eating habits and ensuring that every child is ready to learn throughout the school day. We offer a range of healthy meals and snack options and ask parents and carers to book these in advance using Arbor.

School Meals

All school meals are to be booked via the Arbor Parent Portal/App. Meals must be booked in advance and no later than 8:00am on the morning when the meal is to be taken.

Who is Eligible for Free School Meals?

- All children in Reception.
- All children in Year 1.
- All children in Year 2.
- Children whose families are entitled to Free School Meals.

School Meal Charges

For children in Nursery and Key Stage 2 (Years 3-6), school meals are charged at £2.95 per meal.

Booking School Meals

1. Log in to your Arbor Parent Portal/App.
2. Select your child's profile.
3. Click Quick Actions.
4. Select Meals.
5. Choose the correct year group.
6. Select the day and week you require.
7. Confirm your booking.

Meals can be booked daily, weekly, monthly or further in advance. Please ensure that there is sufficient credit on your Arbor account before booking meals for chargeable year groups. The current menu can also be viewed on our school website.

Packed Lunches

Children are welcome to bring a packed lunch from home. We encourage packed lunches to contain healthy, balanced food choices that support children's wellbeing and concentration throughout the day.

Healthy Snacks

Children in Reception and Key Stage 1 (Years 1 and 2) will all be given a healthy snack in school.

Children in Key Stage 2 (Years 3–6) can either bring in a healthy snack from home or purchase a snack from school. School snacks available include breakfast muffins, and bacon baguettes on Fridays.

Purchasing School Snacks

If your child would like a school snack, it must be purchased daily by 8:00am through Arbor.

8. Log in to Arbor.
9. Select School Shop.
10. Choose the item you wish to purchase.
11. Complete payment and confirm your order.

Water Bottles

We encourage all children to bring a named water bottle to school each day. Water bottles can be refilled throughout the day, helping children to stay hydrated and ready to learn.

Learning at Woodside

At Woodside Church of England Primary School, we are passionate about providing a rich, engaging and inspiring education that enables every child to flourish academically, socially, emotionally and spiritually.

Guided by our vision, "Together in God's love we inspire and grow through living life in all its fullness," we aim to nurture curious, confident and compassionate learners who are equipped with the knowledge, skills and values they need for the future.

Our Curriculum

Our broad and balanced curriculum is designed to inspire a love of learning and provide children with opportunities to succeed across a wide range of subjects.

- English
- Mathematics
- Science
- Computing
- History
- Geography
- Art and Design
- Design and Technology
- Music
- Physical Education
- Religious Education
- PSHE
- Modern Foreign Languages (KS2)

We aim to make learning meaningful and memorable by providing children with first-hand experiences, educational visits, visitors and enrichment opportunities throughout the year.

Reading at Woodside

Reading is at the heart of everything we do. We believe that reading unlocks learning, develops imagination and opens the door to a lifetime of opportunities.

From the moment children join Woodside, we aim to foster a love of reading and help every child become a confident, fluent and enthusiastic reader. Through high-quality teaching, engaging texts and regular opportunities to read for pleasure, we support children in developing the skills they need to succeed across the curriculum and beyond.

We recognise that parents and carers play a crucial role in supporting children's reading development. We therefore ask families to read with their child at least five times each week at

home. Regular reading practice helps children build confidence, improve fluency and develop a lifelong love of books.

Celebrating Reading Success

At Woodside, we love to celebrate our readers. To encourage children to read regularly at home, we have our very own Book Vending Machine.

Children record their home reading, and once they have reached 50 reads at home, they are rewarded with a special token. This token can be used in our Book Vending Machine to choose and keep a brand-new book of their own.

Reading Together

- Read with their child at least five times per week.
- Discuss stories and ask questions about what they have read.
- Share a variety of books, magazines and non-fiction texts.
- Make reading a positive and enjoyable part of everyday family life.

Outdoor Learning and Forest School

We are proud to provide opportunities for children to learn beyond the classroom through our Forest School programme and outdoor learning experiences. Children develop independence, resilience, teamwork, problem-solving skills and an appreciation of the natural world.

Supporting Every Learner

At Woodside, we recognise that every child is unique. Our dedicated staff work hard to ensure that all children are supported, challenged and encouraged to achieve their full potential.

Personal Development

Education at Woodside extends far beyond academic achievement. We are committed to supporting children's personal development and helping them to become responsible, respectful and active members of society.

Celebrating Success

- Classroom rewards and praise.
- Celebration Assemblies.
- Headteacher Awards.
- Displays of children's work.
- Sporting and wider curriculum achievements.

Behaviour, values, rewards and communication home

At Woodside Church of England Primary School, we are committed to creating a safe, caring and respectful environment where every child can learn, grow and flourish. Our approach to behaviour is rooted in our Christian vision and values and is designed to help children develop self-confidence, responsibility and positive relationships with others.

Our Behaviour Policy is built around positive relationships, high expectations and our three school rules: **Ready, Respectful and Safe**, underpinned by our Christian values. Parents are asked to support their child in following the school rules, living out our values and discussing behavioural concerns promptly with the class teacher.

We believe it is just as important to communicate when children are getting things right as it is when they need support to make different choices. Our whole-school approach includes genuine praise and recognition, recognition boards, Headteacher Awards, house points, Praise Postcards, Star Pupil awards, and other opportunities to celebrate children who demonstrate positive behaviour and our values.

From 2026–27, we will also use Arbor to strengthen communication between school and home. Staff will be able to record positive behaviour and recognition on Arbor, with parents/carers receiving a **positive recognition email home**. This will allow families to share in and celebrate the positive choices, effort, conduct and achievements we see in school.

Arbor will also support clear communication where a child's behaviour has not been in line with the School Behaviour Policy. Where appropriate, parents/carers will be contacted so that school and home can work together to help the child reflect, restore relationships and make positive choices moving forward. This builds upon the existing Behaviour Policy, which already states that parents should be informed when a teacher has a behavioural concern and that this contact should be recorded on the child's Arbor record.

The purpose of this communication is not simply to report consequences. Our Behaviour Policy emphasises **positive relationships, recognition, reflection, restoration and fresh starts**, while ensuring that expectations are consistently maintained.

Our School Values

Value	In action
Love	Showing care, kindness and compassion towards ourselves and others.
Hope	Looking to the future with optimism, resilience and confidence.
Respect	Valuing ourselves, others and the world around us.
Forgiveness	Learning from mistakes, showing understanding and offering second chances.
Challenging Injustice	Standing up for what is right, treating others fairly and making a positive difference.

Our Expectations

- Be kind and considerate towards others.
- Treat everyone with respect.
- Follow instructions and make positive choices.
- Take responsibility for their actions.
- Care for our school environment.
- Demonstrate our school values in everything they do.

Positive Behaviour

At Woodside, we focus on recognising and celebrating positive behaviour. Praise, encouragement and recognition help children develop confidence, motivation and a sense of achievement.

- Demonstrating our school values.
- Excellent effort and perseverance.
- Positive attitudes to learning.
- Kindness and helpfulness.
- Good citizenship.
- Outstanding achievements both in and out of school.

Celebration Assembly

Every Friday, we come together as a school community for our Celebration Assembly. During this special time, we celebrate children's achievements and recognise those who have gone above and beyond in demonstrating our school values.

Supporting Children to Make Positive Choices

We understand that children are continually learning and developing. When mistakes are made, we use these as opportunities for learning and reflection. Our staff work closely with children to discuss behaviour and its impact on others, repair relationships where necessary, encourage personal responsibility and develop strategies for making positive choices in the future.

Working in Partnership with Families

Positive behaviour is strongest when school and home, work together. We value the support of parents and carers and aim to build strong partnerships that help every child achieve the best possible outcomes.

Safeguarding, Health and Wellbeing

At Woodside Church of England Primary School, the safety, health and wellbeing of every child is our highest priority. We are committed to creating a nurturing environment where children feel safe, valued, supported and able to flourish both academically and personally.

Safeguarding

Safeguarding is everyone's responsibility. We are committed to protecting children and always promoting their welfare. All staff receive regular safeguarding training and follow clear procedures designed to keep children safe both in school and online.

Our Safeguarding Team

Name	Role
Mrs Natasha Johnson	Headteacher, SENDCO and Designated Safeguarding Lead (DSL)
Mrs Natalie Bruntlett	Deputy Headteacher and Deputy Designated Safeguarding Lead (DDSL)
Mrs Vicky Smallwood	Assistant Headteacher and Deputy Designated Safeguarding Lead (DDSL)
Mrs Heidi King	Office Manager and Deputy Designated Safeguarding Lead (DDSL)
Mrs Sharon Day	SENDSCO Assistant, Nurture and Pastoral Lead and Deputy Designated Safeguarding Lead (DDSL)
Mrs Lynne Clifford	Early Years Designated Safeguarding Lead

If you have any concerns about the safety or wellbeing of a child, please speak to a member of the safeguarding team or contact the school office. Any concern, no matter how small it may seem, will be taken seriously and dealt with appropriately.

Pastoral and Emotional Support

We recognise that children's emotional wellbeing is just as important as their physical health and academic progress. Our Pastoral support is led by Mrs Sharon Day. The support consists of:

- Emotional wellbeing support.
- Friendship and social skills support.
- Individual pastoral interventions.
- Working with families and external agencies where appropriate.

Special Educational Needs and Disabilities (SEND)

We are committed to ensuring that all children have access to a high-quality education and are supported to achieve their full potential. Our SEND team works closely with children, families and external professionals to ensure that appropriate support is in place where needed.

Name	Role
Mrs Natasha Johnson	Strategic Lead for Inclusion
Miss Lauren Orgill	SENDCO
Mrs Sharon Day	SENDCO Assistant

First Aid and Medical Needs

Several members of staff are trained in first aid and are available throughout the school day to respond to accidents and injuries. If your child becomes unwell during the school day, a member of staff will assess their needs and, if necessary, contact parents or carers.

If your child requires medication in school, please contact the school office. Medication can only be administered in accordance with the school's Medicines Policy and appropriate consent procedures.

Illness and Communicable Diseases

To help keep our school community healthy, we ask that children remain at home if they are unwell or have a contagious illness. If your child has sickness or diarrhoea, they should remain at home for 48 hours after their last episode before returning to school.

Healthy Lifestyles and Online Safety

We encourage children to develop healthy habits that support their wellbeing and learning, including eating nutritious meals and snacks, drinking plenty of water, taking part in regular physical activity, spending time outdoors and developing positive mental wellbeing.

Online safety is taught throughout the curriculum, and children learn how to stay safe online, protect personal information, recognise potential risks and report concerns to a trusted adult.

Working in Partnership with Parents

At Woodside Church of England Primary School, we believe that children achieve their very best when home and school, work together. Parents and carers are a child's first and most important educators, and we value the support, encouragement and guidance that families provide throughout their child's educational journey.

A Shared Commitment

- Ensuring their child attends school regularly and arrives on time.
- Encouraging a positive attitude towards learning.
- Reading with their child at least five times each week.
- Supporting home learning activities where appropriate.
- Maintaining open communication with the school.
- Ensuring contact information is kept up to date.
- Upholding the school's values and expectations.

Keeping Communication Open

We encourage parents and carers to contact us if they have any questions, concerns or information that may help us support their child. Often, the best person to speak to in the first instance is your child's class teacher.

Parents' Evenings and Progress Updates

- Parents' consultation meetings.
- End-of-year reports.
- Informal conversations when appropriate.
- Information sessions and workshops.

Getting Involved in School Life

- School performances and productions.
- Celebration events.
- Parent workshops.
- Sports events.
- Church and community activities.
- School fundraisers and special events.

Supporting Wellbeing

Children thrive when they feel supported both at home and at school. If your family experiences changes or challenges that may affect your child, we encourage you to let us know so that we can offer appropriate support and understanding.

At Woodside, we see education as a partnership. By working together in God's love, we can inspire children to grow in confidence, develop their talents and embrace the opportunities that help them live life in all its fullness.

Frequently Asked Questions

What if my child is late?

If there is a reason why your child will be late for school, please contact the school office as soon as possible. Children should be through the school gate by 8:30am and ready to start the school day. If you arrive after 8:40am, please report to the school office and let a member of staff know the reason for the lateness. An L code will be given between 8:30am and 8:40am. A U code will be given after that.

What happens if my child is unwell?

If your child is unable to attend school due to illness, please contact the school office as soon as possible by telephone or email. Please provide your child's name and class, the reason for the absence and how long the absence is expected to last, if known.

How do I update my contact details?

You can update your details through Arbor. It is essential that we always have up-to-date information for every family. We ask that Arbor includes both parents'/carers' names, current addresses, telephone numbers and email addresses. We also require at least two emergency contacts who can be contacted if parents/carers are unavailable.

What should I do if someone different is collecting my child?

If someone different is collecting your child, please inform the school office as soon as possible. We will need to know the name of the person collecting your child and their relationship to your child. For safeguarding purposes, it is preferable that anyone who may collect your child is listed as an emergency contact on Arbor.

How do I book meals in Arbor?

To book a school meal, select your child's profile, click Quick Actions, select Meals, choose the required day and meal option, and ensure there is sufficient credit on your account before confirming the booking. Meals must be ordered by 8:00am on the day they are required.

How do I book and pay for school trips?

Educational visits are booked through Arbor. Log in to Arbor, select Trips, open the trip you wish to book, read the trip information and provide the required consent. Once consent has been given, you will have the option to pay for the trip in full or make payments in instalments where available. We kindly ask that all trips are paid for at least three weeks before the date of the trip.

How do I book and pay for Woodpeckers?

If your child has not attended Woodpeckers Wraparound Care before, you will first need to contact the school office so that your child can be added to the appropriate Woodpeckers groups on Arbor. Once your child has been added, log in to Arbor, select Clubs, choose the Woodpeckers session you would like your child to attend and complete the booking. Your Arbor account must either have sufficient credit available, or payment can be made at the time of booking.

Key Contacts

School Office

For general enquiries, attendance matters, Arbor support, trip bookings, Woodpeckers enquiries and day-to-day school questions, please contact the school office.

Contact	Details
Telephone	01827 715507
Email	office@woodside.bdmatt.org.uk

Senior Leadership Team

Name	Role
Mrs Natasha Johnson	Headteacher, SENDCO and Designated Safeguarding Lead (DSL)
Mrs Natalie Bruntlett	Deputy Headteacher, Year 6 Teacher, ECT Mentor and Deputy Designated Safeguarding Lead (DDSL)
Mrs Vicky Smallwood	Assistant Headteacher, Year 4 Teacher, Year 2, 3 and 4 Phase Leader and Deputy Designated Safeguarding Lead (DDSL)

Safeguarding Team

Name	Role
Mrs Natasha Johnson	Designated Safeguarding Lead (DSL)
Mrs Natalie Bruntlett	Deputy Designated Safeguarding Lead (DDSL)
Mrs Vicky Smallwood	Deputy Designated Safeguarding Lead (DDSL)
Mrs Heidi King	Deputy Designated Safeguarding Lead (DDSL)
Mrs Sharon Day	Deputy Designated Safeguarding Lead (DDSL)

Mrs Lynne Clifford	Early Years Designated Safeguarding Lead
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SEND and Pastoral Support

Name	Role
Mrs Natasha Johnson	SENDSCO
Miss Lauren Orgill	Mainstream SENCO
Mrs Sharon Day	SENDSCO Assistant, Nurture and Pastoral Lead

Woodpeckers Wraparound Care

For bookings, registration, session availability or Arbor support, please contact the school office.

Provision	Opening Times
Breakfast Club	7:30am – 8:30am
After School Club	3:00pm – 5:30pm

Attendance Reporting

If your child is absent due to illness or another unavoidable reason, please contact the school office as soon as possible by telephone or email: 01827 715507 or office@woodside.bdmatt.org.uk.

Together in God's love we inspire and grow through living life in all its fullness. (John 10:10)

A Final Message

Thank you for taking the time to read our Parents' Guide.

We hope it has provided you with useful information about life at Woodside Church of England Primary School and answered many of the questions you may have. Starting or continuing your child's journey with us is an exciting time, and we are delighted to welcome you and your family into our school community.

At Woodside, we are proud of the warm, caring and inclusive environment we provide. Guided by our vision, "Together in God's love we inspire and grow through living life in all its fullness," we are committed to helping every child flourish academically, socially, emotionally and spiritually.

We believe that the strongest foundations for success are built when home and school, work together. We value the support of our parents and carers and look forward to developing positive partnerships that help every child reach their full potential.

Whether your child is joining us for the first time or continuing their journey through the school, we are excited to share in their achievements, celebrate their successes and support them through every stage of their development.

If you have any questions or require any further information, please do not hesitate to contact us. Our staff are always happy to help.

We look forward to working with you and your family and to creating many happy memories together during your time at Woodside.

With best wishes,

Mrs Natasha Johnson

Headteacher
Woodside Church of England Primary School

May every child who walks through our doors feel loved, valued, inspired and encouraged to become the very best version of themselves.