



***Woodcroft Primary School  
School Brochure***

## Welcome

*Mirë se erdhe, Dobrodošli, Добро дошли,  
Vítejte, Bienvenue, Willkommen, Kalwsorisate, Benvenuti,  
Boyei malámu, Sveiki atvykę, Witam, Bem-vindo, Bun venit, Добро пожаловать,  
Soo dhawoo, Bienvenido, Karibu, Hoşgeldiniz,  
நல்வரவு, ਜੀ ਆਇਆ ਤੂੰ, 欢迎, 歡迎, स्वागत, אהב ברוך,  
ಸವಿವೇ, καλωσόρισμα, স্বাগত*

Woodcroft is a successful, well-equipped and inclusive school that proudly serves the needs of our pupils and local community.

Our motto, ***Together Towards Success***, exemplifies everything that we strive to achieve. We hope this website gives you a flavour of the school; our academic success, the extensive range of services and facilities available, the wide variety of extra-curricular experiences offered, and the dedication and commitment of all our staff.

In our most recent inspection report published on 7th January 2015, Ofsted commented;

*“The quality of teaching is good.”*

*“Governors are actively involved and know the school well.”*

□ *“Pupils feel safe, are happy and enjoy coming to school. They are keen to learn and behave well.”*

*“Aspirational programmes of study inspire pupils to do their very best.”*

*“Pupils are extremely proud to belong to the school ... they work and play together harmoniously.”*

We are particularly proud of our outstanding sports provision, commitment to the arts and the digital curriculum as part of our AIM@ programmes. Our aim is to raise the aspirations of every pupil, because Aspiration and Inspiration Matter at Woodcroft.

The school has achieved a number of prestigious awards that include Artsmark Gold, The Basic Skills Agency Quality Mark, The afPE Quality Mark for PE & Sport, the British Council’s International School Award and Healthy School Status.

In March 2015 Woodcroft was honoured to receive the national award for ‘Best School Music Department’ at the Music Teacher Excellence Awards. Woodcroft is also the 2015-16 Collaborate Partner School of the Unicorn Theatre.

*“Everyone is welcome at Woodcroft Primary School.”*

## OUR ETHOS

### *'Together Towards Success'*

**Together** we aim for all the pupils, parents/carers and staff, to increase their participation within our school. This is achieved through the development of inclusive cultures, policies and practices. We take account of disability, race and gender to create a secure and accepting, community where everyone feels valued.

**Towards** an outstanding school that provides an enriching and creative learning experience for all pupils. We respond to the diversity of need through our commitment to equality; overcoming potential barriers to learning and setting suitable personalised targets.

**Success** is expected for every pupil. They should reach their full potential, recognising personal strengths and celebrating the achievements of others; both within the school and its wider community.



### The Woodcroft Code

*The Woodcroft Code was written by the pupils through our School Council*

Everyone should be:

**SAFE      RESPECTED      able to LEARN**

**Be safe - act safe**

**Listen & follow instructions - think and act sensibly**

**Respect others - remember we are all equally different**

**Be kind and helpful - take care of everything around you**

**Learn to exercise your brain**

**Have the confidence to take part - try your best to succeed  
and never give up!**

## **OUR AIMS**

- ◆ To provide a happy, safe and caring environment in which children can achieve their full potential.
- ◆ To encourage children to develop caring attitudes and respect towards themselves, other children, adults, their school and surroundings.
- ◆ To recognise each child's individuality and to strive to provide equal opportunities for all.
- ◆ To offer a broad, balanced, appropriate curriculum which will encourage academic, aesthetic, physical, social, emotional and spiritual development.
- ◆ To foster and develop a successful partnership with both the family and the community.

## **INCLUSION**

Woodcroft Primary School serves a community, which is diverse in its cultural, social and economic constitution. We work for the benefit of all and we believe that every child, every member of staff and all who come in contact with the school are of equal value.

We are committed to providing equal opportunities for all pupils and staff, irrespective of ethnicity, faith, gender, class, social circumstance, ability or disability. We acknowledge the differing needs of everyone and endeavour to ensure equal access to all areas of school life

Racist or sexist behaviour and language will not be tolerated in our school

## ADMISSIONS CRITERIA

The following criteria will apply to all admissions:-

- Children for whom a Statement of Special Educational Needs has been made or is likely to be made and for whom the school has been named.
- Other children whom the Chief Executive Officer accepts a medical, social or educational need that the school is particularly able to meet.
- Children who have a brother or sister living at the same address, who already attends the school
- Geographical location.

### Nursery

- All children who have had their 3<sup>rd</sup> birthday **before** 1<sup>st</sup> September are eligible for a place in Woodcroft Nursery.
- At Woodcroft we endeavour to provide a flexible entitlement of 15 hours per week for every pupil.
- Nursery Places are offered will be offered in the spring term prior to year of entry. The deadline for applications will be published on the website.
- Applications for Nursery are made directly to the school.

In the spring term prior to entry all parent/carers will receive a letter offering a place. Confirmation that you wish to accept the place for your child must be received by the date stated on the letter. A reply slip is provided with the letter offering you a place.

An induction visit into school will then be arranged for all those wishing to accept a place in the Nursery.

Induction visits enable:

- Staff and family to meet informally
- Questions or concerns to be addressed
- The staff to complete entry forms
- Parents to receive additional information about the school
- Starting dates to be confirmed

### Flexible Nursery Entitlement (15 hours)

Nursery is considered to be a vital part of our Early Years provision. Woodcroft Nursery has a maximum capacity of 52 part-time places. Pupils are entitled to 15 hours free provision per week. Parents are consulted and we endeavour to match the needs of the family with an appropriate offer of provision. This can be through a variety of flexible arrangements, such as:

- Five 3 hour sessions per week
- Three five hour sessions per week
- Four 2 ½ hour sessions and one full day

### Starting Nursery

All parents/carers, and their children due to start nursery, are invited to an open day during the summer term prior to starting. The children get an opportunity to experience the nursery environment while parents speak with the nursery staff.

Parents are then invited to a 'new starters meeting'. At this meeting you will be given your child's starting dates for September. Prior to this you will attend an induction meeting with a member of

nursery staff who will discuss with you about your child's needs. This takes place at during the first three weeks of September.

The Nursery runs flexible sessions throughout the day. Children who stay during lunchtime have a supervised packed lunch in our nursery.

The Nursery day is from: **8.45am to 3.15pm**

## **Reception**

- Reception places will be offered to children who will have their fifth birthday between 1<sup>st</sup> September and 31<sup>st</sup> August in the relevant academic year of entry.
- Application for Reception should be made directly to the local authority.
- A place in Woodcroft Nursery is not a guarantee of a Reception place

## **Reception**

The Headteacher will arrange a meeting with all parents/carers prior to their child entering Reception. This will take place during the summer term prior to your child starting Reception. At this meeting you will be given your child's starting date. Also, if your child did not attend Woodcroft Nursery you will be asked to attend an induction meeting during the first two weeks of the Autumn Term.

In September, all children who are 5 between 1<sup>st</sup> September and 31<sup>st</sup> August and have previously attended Woodcroft Nursery will be admitted during September. On entering Reception children will follow a similar pattern of sessions that they have been familiar with in Nursery. After a minimum of 1 week's induction children will then increase their provision up to full time provision. This will generally occur in consultation between parent/carers and the Reception Staff.

It is our aim that all children should be attended part time education within one month and all children attend full time reception by the end of term.

## **Admission to Key Stage 1 and 2**

New Parent/ Carers wishing to enter children into Years 1 to 6 are welcome to make an appointment to visit the school and meet the Headteacher.

All applications for a school place should then be made directly to the local authority.

Children are admitted into Key stage 1 in the September following their 5<sup>th</sup> birthday.

Children are admitted into Key stage 2 in the September following their 7<sup>th</sup> birthday and at any time until the July after their 11<sup>th</sup> birthday

## **Settling your child into school**

For many young children school will be the first real experience away from their families outside the familiar settings of their home. We know all children are individuals and take different amounts of time to settle in. Our experienced staff will be on hand to discuss your concerns.

## **THE SCHOOL DAY**

The school day begins at 8.55am and finishes at 3.15pm.

It is vital that your child attends school regularly and on time. Children should arrive in good time, 10 minutes early, at **8.45am**. Registers are taken promptly at 8.55am.

Children who arrive after this time **must report to the main office** and are marked late. A guide to school attendance is available on request.

### **The start of the day**

At the start of the school day supervision is provided from 8.30am. All children and parents who remain with them should wait in the large playground. We do ask parents and carers not to congregate in the school building.

From **8.45am** pupils can make their way to their classes where teachers are on duty to welcome them.

We do not invite parents into the classroom corridors in the morning. This ensures pupils' safety and enables a prompt start to lessons. Messages can be communicated to class teachers via staff members on duty or via the school office.

Teachers are available to talk with you every day at 3.15pm when they bring classes out onto the playground.

### **The end of the day**

The school entrance is opened shortly before 3.15pm. Children are brought by their class teachers on to the large playground where they are collected by their parents or carers.

It is important to be punctual when picking up your child from school. Children can become distressed when everyone else has gone. It is important that pupils are clear about collection arrangements that you have arranged.

Pupils who are not collected on time, return to their class teacher and are then brought to the school foyer.

## **Breakfast Club**

Breakfast is one of the most important meals of the day; it sets the children up for the work that lies ahead. We run a Breakfast Club for the children from 8.00am – 8.45am providing children with a healthy breakfast, term time only, at a small charge.

## **Acorns Afterschool Club**

Woodcroft offers a full extended school service in our dedicated after-school club called Acorns. For an additional charge children can be cared for until 6.15pm.

## **Playtimes**

All Children have a morning playtime at 10.20am. We encourage all children to bring in a healthy snack such as a piece of fruit. Sweets are not allowed. Drinking fountains are available on the playground.

Children go out to play every day so please ensure your children are adequately clothed for the weather. In winter time a coat is essential. During the summer months we encourage children to keep covered. Parasols and shaded areas are provided. However, it is desirable to apply sun screen in the morning before school and to provide your child with a sun hat.



## **THE CURRICULUM**

The curriculum of the school is broad and balanced. It aims to provide a structured programme for all children while at the same time catering for the individual needs of each child.

### **The Foundation Stage Curriculum (Nursery & Reception)**

To a child there is no separation between play and learning. Children learn best through first hand play experiences, using their imagination and thoughts to make sense of the world around them. The Early Years Foundation Stage curriculum uses a very broad range of planned play activities and situations to develop the child's ability to learn.

All activities are carefully planned to extend and develop the child's strengths and interests across the whole curriculum. These are described under six 'Areas of Learning'

- Personal, social and emotional development
- Creative development
- Physical development
- Language and Literacy
- Knowledge and understanding of the world
- Mathematics

Nursery and reception provision both indoors and outside includes: role play, sand & water, clay & dough, painting and modelling, construction, small world play, cooking, climbing and other physical activities, riding bikes, pushing and pulling equipment, music and movement, mark making and books, games and puzzles and much, much more!

### **Key Stage 1 & 2**

The school follows the National Curriculum, which consists of the four core subjects of English, Mathematics, Science and Computing, plus Design and Technology, History, Geography, Religious Education, Music, Art and Physical Education – the Foundation Subjects of the National Curriculum.

To ensure the development of the whole child, the curriculum also makes provision for personal, social, health and education (PSHE) this also includes aspects of sex education. As far as possible the school uses an integrated approach, this ensures maximum coverage and effective use of time.

The children are taught in mixed ability classes where the work is differentiated to meet their individual needs. The children are set by ability in some Numeracy and Literacy and Science lessons at key stage 2.

The curriculum is structured into:

1. Core Subject Lessons (Literacy, Numeracy and Computing, and including Music, PE and PSHE)
2. Cross Curricula themes for the Foundation Subjects

### **BILINGUAL LEARNERS**

For a child for whom English is their Second Language, extra support / advice, is given from an experienced teacher.

## **SPECIAL EDUCATIONAL NEEDS**

Woodcroft Primary School is committed to providing children with Special Educational Needs the greatest possible access to a broad and balanced curriculum differentiated to meet their needs. This allows every child the opportunity to develop towards their full potential.

The school follows the Code of Practice on the Identification and Assessment of Special Educational Needs (SEN). Together with the Local Authority the school works very hard to see that the needs of the children are met. Our local offer of what is normally available to support

The progress of children with identified needs is closely monitored and tracked to ensure appropriate strategies are put in place. Parents and Carers are kept informed at all stages.

## **REPORTING TO PARENTS**

Close cooperation between school and home is essential for the well being and progress of your child. Teachers are always pleased to speak to parents at a mutually convenient time.

Parents' evenings are held three times a year. However, anyone who has a concern about a child is encouraged to arrange a meeting at a time that is appropriate for you and the teacher. The first point of contact is always the class teacher, but if the concern persists, please contact the Deputy Headteacher or Headteacher.

A written report is sent to parents annually and there is an opportunity to discuss this with the class teacher. At this time pupils and parents/carers also set targets for improvement.

## **EXTRA-CURRICULAR ACTIVITIES**

The range and variety of extra curricular activities reflect the interests, strengths and enthusiasm of the staff.

Activities, which regularly feature include:

- Breakfast Active Fun
- J Rock Dance Club
- Football Club
- Netball Club
- Cooking Club
- Art Club
- Chess Club
- Robotics Club

## **SCHOOL COUNCIL**

The School Council consists of representatives from each class. They meet monthly and discuss ideas, projects and concerns that have arisen out of their class discussions. The School Council plays an important role in involving children in decisions about the school environment and running of the school.

## **SCHOOL TRIPS AND ACTIVITIES**

We organise special events that are a valuable part of your child's education. These might include visits to museums, theatres etc. In order to fund these events we ask for a voluntary contribution to

cover necessary costs such as travel and entrance fees. We naturally try to keep these to a minimum. You will always be informed in good time of any trips and we look forward to your support for this valuable part of your child's education. Often, such trips can only take place if we have additional adults to accompany a group. If you are able to help, please inform the school.

## **SCHOOL JOURNEYS**

The school offers all Year 6 pupils the opportunity to participate in a residential school journey in the Summer Term. All journeys are carefully related to National Curriculum programmes of study. They are planned in great detail, and offer a wide range of interesting activities. Safety is given the highest priority. There is 24-hour supervision, and all reasonable precautions are taken to ensure that the children are never at risk. Parents are invited to pre-journey briefings that outline procedures.

## **HOMEWORK 'BRAIN BULIDERS'**

Homework across the school is set on a Friday and children have the week to complete the tasks. Tasks are often open ended to allow children and families to approach them in a variety of ways. Classes then review their assignments as a whole group the following week.

There will also be regular reading, spelling and maths assignments, such as times tables learning, in addition to the Brain-builder tasks.

## **ASSESSMENT**

Children are continually being assessed, both formally and informally, in order that their attainments and achievements can be noted and the next steps in their learning be planned appropriately. The requirements of The National Curriculum are fully met. Pupils are encouraged to be involved in their own assessments and to draw up individual targets for improving the standard of their work.

## **ASSEMBLY/COLLECTIVE WORSHIP**

In accordance with the Education Reform Act there is a daily act of collective, contemporary worship. This is of a broadly Christian nature, but also includes the other major world faiths. During assemblies we enjoy music, share news, celebrate children's achievements and consider moral issues. We arrange for visitors of many faiths, school staff and pupils to lead our assemblies. Parents have the right to withdraw their children from collective worship.

## **PARENTAL INVOLVEMENT**

At Woodcroft Primary School we believe that communication between school and parents/carers is vital. We aim to keep you as fully informed as possible through The School Brochure, Curriculum letters, Parents Evenings, Newsletters and Parent/Carers Booklets.

All the children in the school are actively encouraged to take work home. You can help your child by: -

- Showing an interest in the work they do and understand their needs and concerns

- providing a quiet area for your child to work in
- sharing a book
- helping them to learn spellings
- helping them to learn their tables and number facts
- encouraging them to find information for their work at school

We welcome your help, both in and out of school, in the classroom, at school functions, on school visits, in the library and with work sent home. If you have a special skill, why not share it with us. Please contact the class teacher or Headteacher at school.

We hold various events and celebrations throughout the year to which we invite parents. Our newsletter will keep you informed about what's going on.

Notice boards at the school entrances belong to you. If you wish to put up any notices please speak to the office staff. We also display recent literature and handouts for you to take in the entrance foyer.

### **THE OAK SUITE**

Woodcroft has a dedicated parent and community room called the Oak Suite. This is used for a variety of school and community events.

### **FRIENDS OF WOODCROFT**

Our home school association, Friends of Woodcroft, plays an active role in the life of the school. Parents and Carers meet, as required, in the Oak Suite on Tuesday's, to plan and organise fund raising events that support the school. These include school discos and parties, sponsored events and summer fairs. Keep up to date with FOW activities via the website

## **GOVERNING BODY**

Woodcroft Primary School Governing Body is made up of elected parent governors, members of the community and LEA representatives. The Governing Body meets at least once a term and in addition to this the various sub-committees meet to discuss relevant issues and policies. Minutes of the Governing Body Meetings are available for all parents/carers to view. The current list of school governors can be found in the pocket at the back of this brochure.

## **ACCESS TO DOCUMENTS**

Parents wishing to have access to any school documentation may do so by prior arrangement with the Headteacher.

## **COMPLAINTS PROCEDURE**

We trust that your child is happy at Woodcroft Primary School. On occasions, however, a problem may arise. The great majority of problems can be sorted out informally – in person, by telephone etc. If you think that we have not taken action over a significant problem or we have made a wrong decision and you now wish to make a complaint the procedure is as follows:

- Make an appointment to see class teacher.
- If a satisfactory solution is not reached, then make an appointment to see the Deputy Headteacher or Headteacher via the school office or you may consider whether to make a formal complaint in writing to the Headteacher.
- If the problem is still not resolved then a formal complaint in writing can be made in writing to the Chair of Governors via the school office.
- If you consider that the problem has not been resolved by the Governing Body, you have the right to make a complaint in writing to the Chief Education Officer at The Education Department, London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

## **CHARGING POLICY**

School visits and school journeys are a regular feature of the school's work. Parents / Carers will be asked for voluntary contributions. Costs of these visits are kept to a minimum. You will be notified in advance of the activity being provided and where a charge is to be made.

Unfortunately, if there are an insufficient number of pupils to cover the cost of the activity, the activity may have to be cancelled. Charges will be made, as appropriate, to cover such items as:-

- Pupils travel costs
- Board and lodging
- Entrance fees
- Insurance costs
- Any cost engaging teaching staff specifically for the purpose of providing the activity.

The letter to the parents/carers will give details of the cost involved and how the charge has been determined.

## **Cooking and craft materials**

Our policy is to ask for voluntary contributions to cover the cost of some items. This also provides fruit in the Foundation Stage. We attempt to recycle as many materials as possible. Occasionally we may ask for a small payment if children wish to take some design projects home.

### **Wilful Damage**

Deliberate damage to school equipment and books will incur a charge to the parents/carers of the child concerned.

### **HEALTH AND SAFETY**

The safety of your child is of paramount importance to us and we will take every reasonable precaution to minimise any risks. Parents/carers should be aware that children are not covered by the LEA's insurance policy against accidents. Parents / carers are urged to comply with the request not to bring their children to school before 8.30am (unless your child is attending breakfast club) as there is no supervision. Parent / carers must also ensure that children are collected **promptly** from the premises at the end of the school day.

### **MEDICINES IN SCHOOL**

If your child needs asthma medication during the school day please contact the school office. Children are encouraged to be responsible for their own asthma inhalers and these are kept in the classrooms. Antibiotics cannot be administered in school. No pupil should bring into school any other medication, such as cough mixture or pain relief tablets. You may, by prior arrangement come into school and administer such medication to your own child. Any other medication will be administered at the Headteacher's discretion. A consent form will need to be signed for any medication to be administered in school. Parents of children who have long-standing medical conditions need to arrange a meeting at the school.

### **ATTENDANCE POLICY**

Children are legally required to attend school and good attendance and punctuality will have a bearing on children's achievements in school. Please follow the school's attendance guidelines. A copy can be obtained from the office.

### **BEHAVIOUR**

Good behaviour is an essential condition for effective teaching and learning to take place. We expect and encourage children to show consideration and respect for themselves and each other. A copy of our behaviour policy and guidelines together with our anti bullying policy and guidelines can be obtained from the office.

## **Woodcroft Primary School Anti Bullying Code**

- Every pupil in Woodcroft Primary School has the right to feel safe and happy
- Our School Community will not tolerate bullying
- Pupils support each other by reporting incidents of bullying
- Adults in school and parents / carers support us by reporting incidents of bullying
- Bullying will be dealt with seriously
- We are a "telling" school – bullying is too important to ignore <sup>66</sup>TELL TELL TELL<sup>99</sup>

## **UNIFORM**

All children wear uniform at Woodcroft Primary School. We believe uniform looks smart, is practical and shows a sign of belonging. We ask parents to ensure that all items of clothing do not display logos or brand names.

The uniform for all pupils consists of:

- A red sweatshirt.
- A white plain shirt or polo shirt
- Grey trousers (boys & girls) or a grey skirt
- In summer, grey school shorts, plain white polo shirt or red and white check dresses may be worn
- Low heeled black shoes must be worn. Trainers (except for PE), boots, open toed sandals or 'mules' are **not suitable for school and should not be worn.**

## **PE KIT**

For Years 1 to 6:

- Plain navy shorts
- Plain white T shirt
- Trainers for outdoor games (gym work is done barefoot)
- P.E. bag

For swimming in Years 2 to 4:

- One piece swimming costume or trunks, a swimming cap (girls and boys) and a towel

All head coverings such as hats, bands, ribbons, etc. should be red, white, grey or black and comply with the ethos of the school by not displaying logos or branding. The school can provide a red baseball cap at a very reasonable price.

All items should be clearly marked with the child's name

If your child outgrows their uniform but it is still in good condition please could you donate it to the school? We can always make good use of it.

## **JEWELLERY**

With the exception of one pair of pierced stud earrings we **do not allow** jewellery. All jewellery needs to be removable for P.E. Watches may be worn, but the school accepts no responsibility for damage or loss. If a parent wishes their child to wear jewellery for religious reasons then a request needs to be put in writing to the Headteacher.

## **SCHOOL MEALS**

School lunches are provided and paid for in advance on Monday mornings at the office. Free lunches are available for those in receipt of certain benefits. Please apply to the school office.

## **PACKED LUNCHES**

If you prefer your child to bring a packed lunch we have a few simple recommendations. It is important to provide your child with a healthy, balanced midday meal.

- All lunches should be brought in a plastic box marked with your child's name. Large bags are unsuitable as they take up far too much room.
- No sweets or chocolates
- Drinks should be provided but **not** in glass bottles
- We recommend that all lunches should contain a piece of fruit
- All waste is kept within your child's lunchbox. This allows you to monitor exactly what your child has eaten.

**In addition to this brochure the following helpful documents are also available from the school Office or website:**

- A list of school term dates
- List of Governing Body Representatives
- Behaviour Policy
- Anti-bullying Policy
- Attendance Policy
- Results of National Curriculum Assessments for 7 and 11 Year Olds
- Weekly newsletter

Keep up to date with Woodcroft news at: <http://woodcroft.barnet.sch.uk>