



**WOODFORD**

PRIMARY SCHOOL

**Pre-School Information  
2026/2027**

*“Dream Big, Fly High”*

## Starting Pre-School

As your child starts at Woodford Primary School we hope the following information is useful and should be read in conjunction with the Starting Pre-School information available on our school website.

If you have any other questions, please contact [admin@woodfordprimary.org.uk](mailto:admin@woodfordprimary.org.uk) and we will do our best to help you.

## Has your child got...

- Names on all their belongings, including gloves, hats, sunglasses, etc?
- A small, named bag to go between home and school each day, containing a named spare set of clothes? (This may be due to wet weather play or water play)
- A pair of wellies, waterproof jacket and trousers to remain in school for forest school?

## Uniform

We ask that all children have a Woodford Pre-School polo shirt with the school logo. This will be worn every day and will allow children to engage in messy play without the risk of ruining their clothes from home. With their polo shirt we ask that children wear black or grey skirt/dress/trousers/leggings/shorts or equivalent. If you would like to, you can also purchase a Woodford School jumper or cardigan. Please ensure all uniform is clearly labelled with their full name.

Uniform can be purchased from Monkhouse [www.monkhouse.com](http://www.monkhouse.com) or Express Uniform [www.expressuniform.co.uk](http://www.expressuniform.co.uk).

## Water Bottles

You will be given your child's school water bottle at the Information Session. You will see that this has been charged to your MyChildAtSchool app (MCAS app) in September at a cost of £2.50 per bottle. Children may only have water in their water bottles (no juice or cordial). Please can you personalise these at home with a name sticker or other sticker so that your child is able to recognise their own bottle at school. You can purchase a new lid, for £1, if this needs replacing, by contacting the School Office.

## School Lunches

At lunchtime we can provide a hot meal for your child and currently this is charged at £2.69 per day (subject to change, for September 2026). This can be paid via the MCAS app. Parents are able to provide a healthy packed lunch as an alternative to the school meal. Please note that we are an **allergy aware** school and do not allow any items with **nuts** into school under any circumstances. We have children and adults in school who could have a fatal reaction to any contact with **nuts**, however small.

## Early Years Pupil Premium Funding

Your child's early years education provider could get up to £353 per year to help with your child's education. This will be paid direct to your provider. You can apply for early years pupil premium if your child is aged 3 or 4 and you get 15 hours free childcare.

You must also get at least one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance

- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

To apply for early years pupil premium speak to your childcare provider or local council.

### **Snacks**

In the Early Years Foundation Stage, each child in Pre-School receives a free piece of fruit or veg and a drink of milk each day. We encourage children to try the different types of fruit and vegetables supplied as we promote healthy eating. Unhealthy snacks (sweets, chocolate and fizzy drinks) are not permitted in school. To address any dietary requirements a non - dairy alternative can be brought into school for staff to give to your child.

### **Birthdays**

We kindly ask that you do not bring sweet treats into school if it is your child's birthday. It would be very much appreciated if you choose a book for our school library instead. We will dedicate 'Birthday Books' with an individualised book sticker.

### **Behaviour**





Our three School rules are:

#### **We are respectful, We do our best, We make good choices**

All children are taught that these rules are important when in school and we will discuss them on a daily basis and encourage the children to make good choices throughout the day. All children are expected to behave in a sociable and responsible manner. On the few occasions when a problem does occur, a quiet word, the withdrawal of a privilege or in more serious cases, a message home, is usually enough to resolve the issue. We also reserve the right to ask parents to visit school to discuss behaviour issues if their child is affecting the happiness or safety of other children. Our Behaviour Policy can be found on [www.woodfordprimary.org.uk](http://www.woodfordprimary.org.uk)

## The House System

We operate a House System throughout the school and your child will be assigned to a house, which they will remain in throughout their time at Woodford Primary School. House points are awarded for achievements in accordance with our 3 School Rules (see above) both in relation to pupils' work and how they show respect towards others.

 Altius	Altius is Latin for the Olympic quality ' <b>higher</b> '
 Citius	Citius is Latin for the Olympic quality ' <b>faster</b> ' or ' <b>swifter</b> '
 Fortius	Fortius is Latin for the Olympic quality ' <b>stronger</b> '
 Magnus	Magnus is Latin for the qualities of ' <b>great</b> ', ' <b>mighty</b> ' or ' <b>powerful</b> '

## Safety Before and After school

Please use the paths around the school site and avoid entering and leaving the site by the turning circle at the front of school. For obvious safety reasons we do not allow the riding of bicycles and scooters on school grounds. This must apply to adults, school children and siblings. The use of balls before and after school is also not permitted. Parents who allow their children to play on the equipment do so at their own risk and must accept full responsibility if their child is involved in an accident. To secure the site the gates are locked after drop off and we appreciate your cooperation in leaving the school grounds promptly to facilitate this.

## Safeguarding

We are committed to the Safeguarding of our pupils. If you have any concerns, please contact the Head of School, Mrs Drake who is the Designated Safeguarding Lead (DSL), or the Assistant Head of School, Mrs Calthorpe, the Deputy Designated Safeguarding Lead (DDSL). More information can be found on the safeguarding page of our school website.

## School Times

The classroom doors open at 8.45 am. We encourage children to come into their classroom on their own as this provides a more settled start to the day. The school day runs from 8.45am – 3.15pm. If you arrive late after 8:45am, you will need to come into school via the main entrance, as the classroom doors and gates will be closed.

## Attendance

We are committed to ensuring the welfare of our pupils by promoting excellent school attendance. Our attendance policy can be found in the school information section of the school website [www.woodfordprimary.org.uk](http://www.woodfordprimary.org.uk).

## Absence due to appointments

Ideally all routine medical/dental appointments should be made outside of school hours to reduce disruption to your child's learning. At the very least, appointments should be

made for the start or end of the school day so that disruption to learning is kept to an absolute minimum.

If it is necessary to take your child for an appointment during school time, please email the School Office in advance (ideally at least 48 hours) and provide sight of the appointment letter/message so that the absence can be recorded on the register.

### **Absence due to illness**

If your child is too ill to come to school, then please inform the School Office via telephone by 8:45am on the first day of absence and every day thereafter unless otherwise agreed by the school. In the interests of safeguarding, if the school has not received notification of a child's reason for absence, then every effort will be made to contact the family. Please ensure that your child returns to school as soon as he/she is fit enough to do so.

If your child has had a contagious illness e.g. a diarrhoea and/or vomiting bug, then the **48-hour** rule must be followed. This rule requires the child to remain absent from school for **48 hours** after the last episode of diarrhoea and/or vomiting. Please show consideration for the health of others and adhere to this rule in order to reduce the spread of germs and infection.

### **Absence due to holidays**

If you are taking a term time holiday, please inform the school office of the dates that your child will be absent from school, so that we can mark it in the register for the Class Teacher.

### **Medical Matters**

It is essential that the school is made aware of any medical issues whether they are minor or more serious and a care plan may be completed if required. It is important to share your child's medical history with us, if it is likely to affect their time in school. We kindly ask that parents inform their child's class teacher or a member of the Breakfast Club staff if their child has any marks or bruises that have been acquired outside of school. If you are unable to speak to a member of staff in person, please email the school office to ensure the information is recorded.

### **Medication in school**

If your child requires medication to be kept in school for a long term health condition, e.g. asthma, or requires a short course of medication, e.g. antibiotics, the relevant form can be obtained from the School Office. All medication must be named, given to and collected from the School Office by an adult. Long term medication must be collected at the end of the school year and cannot be kept in school over the summer holidays. Any medication left will be disposed of. Only prescribed medication can be administered in school.

### **Pastoral Care**

From time-to-time we are made aware that a child is unhappy about something that is happening at home. Whilst not seeking to interfere in any way, we are pleased when parents and carers share their difficulties with the Class Teacher or Head of School. If the problem persists we can refer them to outside agencies who may be able to help.

### **First Aid**

Minor grazes, bumps and bruises are dealt with by a qualified first aider. In some cases, we will contact you to let you know what has happened in school, so it is essential that the School Office always has your most up to date contact details. In the very rare case of a more serious accident, children will be sent to hospital and parents contacted to accompany them. An accident log is kept where any injuries are recorded.

If your child receives first aid for a bump on the head, the child will receive a wrist band to let you know, so that you can keep an eye on them.

If your child becomes unwell during the day we will contact you immediately if we feel they are not well enough to remain in school, so that you can make arrangements to have them collected from school.

### **Items that should stay at home**

Anything dangerous or valuable should NOT be brought into school. We discourage children from bringing toys to school. Naturally, other children like to play with them and this can be stressful to the owner of the toy, especially if it is accidentally lost or broken. We do not allow the wearing of jewellery, earrings, necklaces, bracelets or rings, as they are dangerous when the children are playing, and they can be a temptation to other children if left around. We do not accept responsibility for accidents or losses, which may arise if parents/carers ignore this request.

### **Lost Property**

Please ensure ALL belongings are labelled. Please use sewn in labels and/or indelible pen to mark all clothes and belongings including water bottles, bags, socks, shoes, hats, gloves and scarves.

### **Home/School Communication**

Most information will be communicated via email or through the messages section, of the MCAS app. If you would like to speak to your child's Class Teacher, please feel free to mention this at drop off or pick up to arrange a mutually convenient time for a meeting. Alternatively please call or email the School Office to arrange an appointment.

A school newsletter is issued weekly which includes whole school highlights that have taken place as well as information about upcoming events. Please read this to stay informed about what is happening in School.

The Starting Pre-School page and Pre-School Year Group page of our website [www.woodfordprimary.org.uk](http://www.woodfordprimary.org.uk) is another vital source of information.

Some parents/carers set up groups on social media to communicate with each other. Please note that these are not administered by the School and should not be seen as a substitute for our official communications.

### **Tapestry**

All Early Years pupils attending Woodford Primary School have a personal online Tapestry Journal which records observations, photos and comments, based on the Early Years Foundation Stage Curriculum. This allows password protected access to your child's online Learning Journey and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home.

We will use the email address you provided during the school admissions process as the Tapestry set up email. If this is not the email you wish to use see 'Changing my settings' in Tapestry.

You will receive an email in September, with a link to the Tapestry log in page, your username (which is your email address) and your password. The Tapestry app is free of charge and available from iTunes and Google Play for both iPhone and android phones.

If you have any problems when accessing your account please email the school office on [admin@woodfordprimary.org.uk](mailto:admin@woodfordprimary.org.uk)

### **Pre-School Curriculum**

Information about the Pre-School curriculum can be found on our school website, on the [Pre-School Year Group page](#) in Useful Information.

**Curriculum Overviews** outline the coverage of the Early Years Foundation Stage throughout the year.

Curriculum Maps show each term's bookshelf, which consists of carefully chosen books to inspire the children.

### **Educational Visits**

Your child may be taken on a number of Educational Visits during the year which link with the learning happening in school. If you have any difficulty financially with the cost of these visits, please contact the Head of School or your child's Class Teacher.

### **PTA (Parent Teacher's Association)**

New parents are automatically members of the PTA and are welcome to apply to become committee members. If you are interested in joining the PTA please contact them at [woodfordprimarypta@gmail.com](mailto:woodfordprimarypta@gmail.com)



### **Parent Council**

Every class has a Parent Councillor who represents the views and opinions of their class at termly meetings with the Head of School. If you are interested in becoming a Parent Councillor, please speak with your child's Class Teacher.

### **Dogs**

Dogs are not allowed on the school grounds and must be kept away from any children who may be allergic to, or afraid of, dogs.

### **Questions or Concerns?**

If you have any questions or concerns about your child, then please contact your child's Pre-School Teacher in the first instance. We are here for you and your child and will do all we can to reassure you or resolve your concerns.

Finally, thank you for choosing Woodford Pre-School. We are looking forward to getting to know you and your child, and the exciting year ahead.