



Welcome



to



Woodfield



# Parent/Carer Handbook

Taking you step-by-step through starting school



Key information

Arrival & Access

What are our school times?

Start of the day – 08:50  
Morning break – 10:30  
Lunch Breaks are staggered between 11.45 and 13.15.  
End of the day – 15:15

At 08:50 and children enter the school building via their allocated areas. Please therefore ensure you and your child arrive at school no earlier than 08:45. All children MUST be supervised by an adult. Children who arrive after 08:50 must report to the school office; this will be marked as a late arrival. Any children arriving after 09:05 are given an unauthorised absence mark.

The school gates are locked between 09:00 and 15:10 for safeguarding reasons. Access to school during these times is via Kelsalls Lane; following the signs to the visitor's entrance through the car park.

Breakfast and After- School  
Care Facility Chillzone

We are pleased to offer a Breakfast Club, and After-School Care Facility in partnership with St George's Junior School in addition to the extra-curricular clubs. The Breakfast club is available from 07:30 with breakfast. The After-School Club is run from 15:15 to 18:00 during term times only. For more information, please email chillzone@woodfield.shropshire.sch.uk or contact the school office.

End of the school day

Please be considerate and ensure that all children are collected promptly. Late collection of children is distressing for the child concerned. Children will be placed in Chillzone for safe supervision and charges will apply for late collection.

Parking

We would like to remind parents that it is illegal to park or 'drop off' on zig zag lines on the zebra crossing on Woodfield Road. Keeping this area clear will help ease congestion and ensure safe crossing of the children and other users. We would urge parents to walk their children to and from school using a safe parking position. The school carpark is for staff parking only.

Report your child's absence

Please inform us by telephone 01743 343812 before 09:00 on each day of your child's absence. If we are not aware of any reason of your child's absence, the school administration staff will telephone parents. This contact will ensure all children have arrived safely at school.

Illness

Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

Dear Parent/Carer

We would like to personally welcome you to Woodfield Infant School. We trust that after reading this Parent Handbook and perusing our school website, you will have a clear understanding of the hopes and aspirations that Woodfield's community will provide for your child. Along with Governors, Staff and Children, we have set out to explain the day-to-day life of the school in conjunction with our

vision, philosophy of and approaches to teaching, pastoral care and behaviour management.

Education is a partnership and therefore your full participation in the life of the school is welcomed. We hope that your child will spend a happy and productive time with us here at Woodfield Infant School.

Mrs. Munro (Executive Headteacher)  
Mrs Preece (Head of School)

Holidays

Headteachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

Any requests for term-time absence should be made in writing using the relevant form available on our website or via the school office. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Legal sanctions

As part of promoting good attendance and punctuality, Shropshire Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply or fail to ensure their child's regular attendance at school.

Medical appointment

Routine medical appointments should ideally be made out of school hours. The school would appreciate written notice and a copy of the medical appointment the day before where these are unavoidable during school time.

Uniform

We aim to ensure that our uniform is comfortable, easy to wear and readily available. Our uniform helps to create a sense of belonging and shared pride. We ask all children and families to support our approach.

Uniform

- Royal blue jumper/cardigan
- Royal blue or white polo shirt
- Grey/black trousers or pinafore/skirt
- Blue gingham dress or smart tailored grey/black shorts (not sports shorts) as summer wear
- Smart school shoes to protect your child's feet, which they can do up themselves. Velcro is ideal. Not trainers
- Boots may be worn in the winter and sensible flat-soled sandals (with socks).
- White, black or grey socks. White, black, grey or blue tights.
- Book bags can be purchased for children to bring their reading books to and from school. Please do not send children with large back packs.

Where to buy

Our school uniform with the embroidered Woodfield Infant School logos can be purchased directly from Decostitch www.decostitch.co.uk/contact  
Tel: 01743 462265 Email: enquiries@decostitch.co.uk  
All other items of uniform can be purchased from any general retail outlet/supermarket.

PE Kit

- White or blue t-shirt or polo shirt
- Dark coloured shorts or jogging bottoms
- A plain dark coloured hoodie for colder days
- Trainers that children can do up themselves, again, Velcro is ideal. (Black indoor pumps are not required, when children are inside for PE, they will be in bare feet).
- A small named PE kit bag.

Please ensure all items of clothing are named.

Second Hand Uniform

Our PTFA organise sales of second hand uniform. Please contact yourptfa@gmail.com for more details.

Nail Polish/Jewellery

Nail polish is not permitted in school. Please ensure children remove all jewellery before attending school.

Hair

Long hair (all children) should be tied back.

Food in school

School dinners

All children at Woodfield Infant School are eligible for Universal Free School Meals offering free school meals to children in reception, year 1 and year 2. Choices are offered on a daily basis, including a vegetarian option, by our on-site catering staff.

Packed Lunch

If you opt to provide a packed lunch for your child, please refrain from including any nuts and nut related products, fizzy drinks and chocolate bars. The NHS website offers examples of healthy options for packed lunches.

Free school meals and how to apply

Children can qualify for additional funding to be used in school if their family is in receipt of certain income related benefits. For further information and to make an application, please visit www.shropshire.gov.uk/free-school-meals, email fsm@shropshire.gov.uk or call 0345 678 9008 or talk to our school office on 01743 343812. We strongly advise that parents register if they qualify (even if they choose not to have the school dinner) as additional funding can be claimed by the school to support a variety of enriched learning resources.

Water Bottles

We encourage children to drink plenty of water throughout the school day, therefore we ask that you provide your child with a water bottle to use in school to enable them to stay hydrated (no juice please).

Fruit at Morning Break and Milk Provision

All children are offered a piece of fruit at break as a snack.  
Woodfield Infant School provides a milk scheme for all our children. Children under the age of 5 are entitled to free school milk. If you would like your child to receive milk, all parents will need to register their child with CoolMilk www.coolmilk.com.

Step 1: New Student Form  
Woodfield Infant School

Student Details

Legal Surname:	Preferred Surname:
First Name:	Known Name:
Middle Name(s):	Date of Birth:
Gender Born: <input type="checkbox"/> Male <input type="checkbox"/> Female	Home Telephone 1:
Home Address:	Home Telephone 2:
	Mobile:
	Email Address:
	Religion:
Postcode:	(e.g. Catholic, Christian, Hindu, Jewish, Muslim, Sikh, No Religion etc.)

Ethnicity (please tick)

<input type="checkbox"/> White: British	<input type="checkbox"/> Asian or Asian British: Indian
<input type="checkbox"/> White: Irish	<input type="checkbox"/> Asian or Asian British: Pakistani
<input type="checkbox"/> White: Traveller of Irish Heritage	<input type="checkbox"/> Asian or Asian British: Bangladeshi
<input type="checkbox"/> White: Other	<input type="checkbox"/> Asian or Asian British: Other
<input type="checkbox"/> White: Gypsy / Roma	<input type="checkbox"/> Black or Black British: Caribbean
<input type="checkbox"/> Mixed: White and Black Caribbean	<input type="checkbox"/> Black or Black British: African
<input type="checkbox"/> Mixed: White and Black African	<input type="checkbox"/> Black or Black British: Other
<input type="checkbox"/> Mixed: White and Asian	<input type="checkbox"/> Chinese
<input type="checkbox"/> Mixed: Other	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Any other ethnic group (please state)	

First Language <input type="checkbox"/> English <input type="checkbox"/> Other (please state)
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Language Spoken at Home <input type="checkbox"/> English <input type="checkbox"/> Other (please state)
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Is your child entitled to free transport to and from school? <input type="checkbox"/> Yes <input type="checkbox"/> No
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What is your child's usual mode of travel to and from school?
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(e.g. Walk, Cycle, Car/Van, Car Share (with children from a different household), Public Bus, School Bus, Taxi, Train etc.)

Contact Details

Priority Contact	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
1						<input type="checkbox"/> Yes <input type="checkbox"/> No
Address						
Postcode			Email Address			
Home Phone		Mobile		Work Phone		Main phone no.
Arbor (Access required – please sign for consent):						Court Order: <input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Email (Access required – please sign for consent):						

Please tear here

Priority Contact	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
2						<input type="checkbox"/> Yes <input type="checkbox"/> No
Address						
Postcode			Email Address			
Home Phone		Mobile		Work Phone		Main phone no.
Parent Email via Arbor (Access required – please sign for consent):						
Arbor (Access required – please sign for consent):					Court Order: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
3						<input type="checkbox"/> Yes <input type="checkbox"/> No
Address						
Postcode			Email Address			
Home Phone		Mobile		Work Phone		Main phone no.
Contact	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
4						<input type="checkbox"/> Yes <input type="checkbox"/> No
Address						
Postcode			Email Address			
Home Phone		Mobile		Work Phone		Main phone no.
Please detail any court orders applying to the child (e.g. Ward of Court, Legal rights of access)						

SIBLINGS

If your child has any siblings who attend this school, please provide their names.

Known Name	Surname

Step 1

Doctor's Name	Telephone Number
Medical Practice Name	
Practice Address	
Postcode	
Do you give permission for the school to administer first aid if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you give permission for the school to share medical information about your child in the case of a medical emergency (eg with external after school clubs/sports coaches, paramedics or A&E) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken. Further information will be sought from you.	

MEDICATION:

Please list any current regular medication that your child is taking:

ALLERGIES:

Does your child have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No
(If yes, please provide details including any known trigger (ie latex, food, animal, medication, pollen) and please provide details of any current medication.

ASTHMA:

Does your child have a current diagnosis of asthma? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does your child use any type of relieving medication (inhaler) for wheeziness, coughing tight chest or shortness of breath. <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, further information will be sought from you in order to produce an Asthma Plan.

PARENTAL CONSENTS

Off-site school trips/activities - participation	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Off-site school trips/activities - receive first aid or urgent medical treatment	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Off-site school trips/activities - visit places of worship	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Food preparation and tasting	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Accessing the Internet	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Copyright Permission of any work produced	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Data Exchange (for educational purposes) ie: Read Write Inc	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Emergency Medical Procedures	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Involvement in daily worship	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
NHS consent to routine assessments (information is sent separately)	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Sex Education	<input type="checkbox"/> Granted <input type="checkbox"/> Denied

Please tear here

Step 1

DIETARY REQUIREMENTS:

Is your child vegetarian ☐ Yes ☐ No  
Is there any food that your child cannot eat for religious or cultural reasons ☐ Yes ☐ No

If yes, please state:

FUNDING

If any of the questions below apply to your child, please also complete the 'Parent, Guardian or Carer's information for funding eligibility' section.

Is your child entitled to Free School Meals? ☐ Yes ☐ No

*(This does not include Universal Infant Free School Meals where all children in Years Reception, 1 and 2 are eligible)*

Does the child have a parent currently serving in the UK military? ☐ Yes ☐ No

*If Yes, please provide your PStat Cat number (Personal Status Category number):*

Is the child in care? ☐ Yes ☐ No

Does the child have any post looked after arrangements? If so, please state the reason why the child has left care:

- ☐ Adoption
- ☐ Special guardianship order (SGO)
- ☐ Residence order (RO)
- ☐ Child arrangement order (CAO)
- ☐ Prefer not to say

Parent, Guardian or Carer's information for funding eligibility

If you believe your child is eligible for additional funding as indicated in the Funding related sections above, please provide your details below so that we can carry out eligibility checks.

Parent/Guardian 1

First Name:

Surname:

National Insurance Number:

Date of Birth:

Parent/Guardian 2

First Name:

Surname:

National Insurance Number:

Date of Birth:

I confirm that the above information is correct:

Signed:

Date:

The information on this form will be processed in accordance with the General Data Protection Regulation (EU) 2016/679

CHILDS NAME:

We sometimes take photographs and videos of the children. We use these photos in the school's prospectus, on the school's website, for assessment purposes, on display boards around school as well as in children's learning books. Photographs are sometimes shared with St George's Junior School and within Empower Trust.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem — we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

- ☐ I am happy for the school to take photographs and videos of my child and store them securely electronically and use them within school for example **on wall displays, in children's learning books, for assessment purposes** etc.
- ☐ I am happy for photos of my child to be used in the **school newsletter** which is published on the **school website**.
- ☐ I am happy for photos of my child to be used **in collaboration with St George's Junior School** and used in publications and materials such as St George's newsletter and website.
- ☐ I am happy for photos of my child to be used in material is published on the website and will **go beyond the school**. This includes publications such as in newsletters, school website, school prospectus, publicity materials, YouTube, Empower Trust newsletters and local media outlets such as the Shropshire Star.
- ☐ I am happy for photos of my child to be shared for **use within Empower Trust Publications and Empower Schools**.
- ☐ I am happy for any videos of my child to be uploaded to the internet (including YouTube videos which may also include St George's Junior School and/or Empower Trust).
- ☐ I DO NOT wish for the school to take or use photos or videos of my child.

School photographs and videos provided to parents:

Each year, a professional photography company visits school to take individual and class photographs for parents and a professional video company visits us to record whole school performances. All contracts held with professional photography companies comply with the GDPR regulations.

- ☐ I am happy for photos for an **individual / family group photograph** to be taken of my child by an outside company.
- ☐ I consent to my child being included in a **class photograph**, which will be distributed to all parents and carers in the class.
- ☐ I consent to my child being included in the **videos of whole school performances**, which will be available for parents and carers to purchase.
- ☐ I DO NOT wish for my child to be included in any school photographs or videos.

If you change your mind at any time, you can let us know by emailing admin@woodfield.shropshire.sch.uk or calling the school on 01743 343812.

Why are we asking for your consent?

You may be aware that there are new data protection rules. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of children, to be able to showcase what children do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Signed:

Date:



Please tear here



At Woodfield Infant School we would like to seek your consent for some of the ways we use your information.

We will contact you using your:

- Home and mobile phone numbers (including text message)
- Email address
- Postal address

Using your contact details in these ways helps us to:

- Ensure we effectively communicate with you regarding your child
- Keep you in the loop with what's happening at school
- Let you know about extra-curricular activities on offer for your child

If you're not happy for us to use information in the ways we list below, that's no problem — we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [admin@woodfield.shropshire.sch.uk](mailto:admin@woodfield.shropshire.sch.uk) or calling the school on 01743 343812.

If you have any other questions, please get in touch.

Please tick the relevant box(es) below, sign and return this form to school.

Use of parents' contact details

- ☐ I am happy for the school to use my contact details to contact me about fundraising activities.
- ☐ I am happy for the school to use my contact details to contact me about the PTFA's fundraising activities.
- ☐ I am happy for the school to pass my details on to St George's Junior School or any other primary school so that they can contact me with information about their school.
- ☐ I am happy for the school to use my email address to send me the school newsletter.
- ☐ I am happy for the school to contact me about clubs being run in school.
- ☐ I am happy for the school to contact me on behalf of external providers about events and clubs.
- ☐ I am happy for visits within the school day that require walking to and from the local area.
- ☐ I am happy for the school to share my contact details with health professionals doing vaccinations.
- ☐ I am happy for the school to share my contact details with health professionals doing vision and growth checks.
- ☐ I am **NOT** happy for the school to use my personal data in the ways set out above.

Your contact details

Contact 1:	Contact 2:
Home phone number:	Home phone number:
Mobile phone number:	Mobile phone number:
Email address:	Email address:

Why are we asking for your consent again?

You may be aware that new Data Protection rules came into effect from 25 May 2018. To ensure we are meeting the new requirements, we need to seek your consent for some of the ways we use information about you.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed above.

Contact 1 signature:	Date:
Contact 2 signature:	Date:

Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of the education it provides. The most important partnership is with parents/carers. Pupils make maximum progress when home and school work closely together.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. DBS checks may be required.

Woodfield & St George's Parent Teacher Friend Association

Woodfield Infant School has an excellent PTFA and all parents are welcome to attend the PTFA meetings. For more information contact: [yourptfa@gmail.com](mailto:yourptfa@gmail.com)

The Friends of Woodfield & St. George's PTFA provides the opportunity for parents/carers, pupils and teachers to get involved in fundraising for the school. This can be helping to organise an event, run a stall, or by simply coming along to support one of the functions. It is a great opportunity to meet other parents and help contribute towards resources and facilities to benefit your child or children during their time at Woodfield Infant School. DBS checks may be required.

Governance

We have a full and active Local Governing Body, which includes parent governors, as well as representatives from staff and the local community. The Local Governing Body (LGB) report to the Board of Trustees for Empower Trust. The LGB has a range of duties and a general responsibility in terms of curriculum quality and provision with a view to promoting high standards of educational achievement. Vacancies for Parent Governors are advertised as they arise. The LGB chairperson is Maddie Griffin who can be contacted via the school office or by emailing [Griffin.M@woodfield.shropshire.sch.uk](mailto:Griffin.M@woodfield.shropshire.sch.uk)

Assessment

When children begin in the Reception year, they are assessed using the Reception Baseline Assessment (RBA). This assessment takes place with all children nationally. The RBA assesses language, communication and literacy and mathematics using a range of practical resources to complete short tasks 1:1 with a teacher. The RBA, alongside other school based assessments, provides a clear understanding of each child's starting point. To ensure that the curriculum is tailored to the needs of the children, summative assessment points take place at 3 times throughout each year. At these points, children are assessed in terms of how they are progressing in relation to their baseline information and the national expectations for EYFS or KS1.

During your child's time at Woodfield, the Senior Leadership Team will consider the structure of the classes and may mix the classes on transition to a new year group. When this is deemed necessary, a balance of academic abilities, gender ratios, medical needs and additional educational needs are all taken into consideration in a way which aims to broaden friendships.

Reporting to parents/carers

During the autumn & spring terms, parents/carers will be invited to attend parents consultations whereby they will receive information on attainment and progress to date from the class teacher. A more detailed report, covering all national curriculum subjects will be shared in the summer term.

News

Our school website [www.woodfield.shropshire.sch.uk](http://www.woodfield.shropshire.sch.uk) has lots of useful information including news updates, term dates, lunch menus and information on our planned activities.

Policies

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. To access our policies you can visit the school website: [www.woodfield.shropshire.sch.uk/school-policies](http://www.woodfield.shropshire.sch.uk/school-policies) and click on 'Key Info' tab and 'Policies' tab.

Key policies

There are a range of key policies on our website which include:

- Attendance Policy
- Behaviour Policy and Statement of behaviour principles
- Charging and Remissions Policy
- Complaints Policy and Procedure (Empower Trust)
- Equality Information and Objectives Joint Policy
- Keeping Children Safe in Education
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disability Policy and Guidelines 2021 (Local Offer)
- Teaching and Learning and Assessment Policy

Charging policy

We do not charge for essential curriculum activities, but we will ask for contributions for some materials and for school trips, optional activities etc.

# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Internet safety

We regularly teach the children about safe online use and we apply strong and age-appropriate filters within school I.T. systems. Children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

### Mobile Phones/Social Media

Our school policy is that we don't allow pupils to bring mobile phones into school unless under exceptional circumstances with prior consent from the Head of School.

### Enlisting parents' support

We ask parents to support and work with the school in promoting and monitoring online safety at home. We highlight the school's e-safety policy and share parental online safety guidance in newsletters, communications and on the school website. Pupils are not permitted to bring their mobile phones or other digital gadgets onto the school site.

## Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability. Homework provides a link between home and school which allows parents to directly support the work of the school.

## What to do if you have a concern/complaint

If you or your child ever experience problems relating to school, then please contact the class teacher as soon as possible. If you are still unhappy following this then the Early Years or Key Stage 1 Lead will be happy to liaise with you. If a reasonable solution is not found following this meeting then an appointment with a member of the Senior Leadership Team can be arranged. Formal complaints procedures can be accessed via the school website or Empower Trust website [www.empowertrust.co.uk/policies](http://www.empowertrust.co.uk/policies).



## P.E. and sport

Children take part in a varied range of sports within class P.E. lessons. Children participate in indoor & outdoor physical activities on a weekly basis.

As a school we seek to encourage all children, regardless of ability, to participate in some form of physical activity. We are constantly using our sports premium funding to offer an exciting and varied range of activities to engage all interests and abilities, including school games.

## Extracurricular activities

Members of staff and external visitors organise a wide range of lunchtime and after school activities to enrich the children's learning experiences. Our after-school activities end at 16:15. These include a wide range of clubs such as:

- Choir
- Multisports, Tennis, Quicksticks Clubs
- Languages etc

## Peripatetic Music Tuition

Shropshire Music Service provide specialist teachers offering personalised tuition during school time. If you would like more information regarding this, please contact the school office on 01743 343812.



# Inclusion: a curriculum for all

## Special Educational Needs

Woodfield Infant School is an inclusive school which offers a variety of provision to support children with a range of needs. The support offered to all of our pupils is designed to encourage increasing learning independence and resilience within the classroom, by making use of a range of flexible resources which are regularly developed. The progress of all children is continuously monitored and evaluated in order to ensure that the support provided is as effective as possible.

### Support strategies available at Woodfield Infant School

- A varied range of group, paired or individual intervention programmes targeted to the level of need of the child. Examples of these programmes are; Numicon, Read Write Inc, Phonic support, Precision Teaching, Speech Therapy in enrichment challenges & Dyslexia & Dyscalculia support and Learning Mentor support.
- Children with an E.H.C.P. (Education, Health and Care Plan) will have provision in place according to their individual needs as set out in their plan.
- We enlist the support of various agencies including the Speech & Language Therapy Service, Educational Psychologists, Occupational Therapy, Physiotherapy, and Health Services.
- We use Information Technology such as iPads, touch screens with specialist programmes and communication apps for pupils with specific speech and language needs.

### How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

### More Able Pupils

Where a child is identified as more able or talented, we endeavour to ensure that they are challenged through quality first teaching and where possible, provide opportunities for pupils to deepen and extend their knowledge/talent.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies, closure may be unavoidable. In the event of a school closure, we will notify you by text and post updates on our school website and via the local radio.

## Health and Welfare

### Health

It is essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

### Medicines

Where clinically possible, medicines should be prescribed in dose frequencies, which enable them to be taken outside school hours. If this is not possible, medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and where the parents have submitted their written consent on our medical consent form (available from the school office). The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

### Ill at school, accidents and first aid

Parents will be contacted when pupils are unwell or have seriously hurt themselves. Parents/carers will always be notified via a 'First Aid Report Slip' if a head bump has been sustained.

### Contact Details

Please make sure that any change to contact details are reported to the school administration team.





# Our Ethos, Mission Statement and Aims



## Empower Trust and our Ethos

We are a member of Empower Trust, a network of unique and diverse church and community academies, whose mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be inspiring and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing enriched stimulating and motivating learning experiences.

## Our Vision and Ethos



In partnership with St George's Junior School, Woodfield Infant School works to educate, nurture and empower. We want to achieve outstanding outcomes for the children in our community by providing an innovative, challenging and linear learning experience that equips them to live content and successful lives. To help the children understand what this means, we use this motto:

**"Be kind. Be hardworking. Be part of our team. Be Woodfield!"**



Our vision is to be an excellent, happy school where we all work together to help everyone be the best they can be. Our ethos is one of inclusion, aspiration and positivity; valuing everyone's talents and abilities and using them to the best to help each other progress.

Our school values underpin everything we do in school; we teach the children what they mean, how to show them and how to recognize when someone else is showing them. Our values are:

- **Kindness** - we show care and consideration in everything we do.
- **Respect** - We are polite, treat other people nicely and think about their feelings.
- **Thankfulness** - We appreciate everything that is good in our lives and are grateful for it.
- **Honesty** - We tell the truth so that other people can trust us.
- **Forgiveness** - We understand that we all make mistakes, we accept people's apologies and help them make a new start.
- **Charity** - We help others when they are in need, either by giving our time, running or supporting an event or making a donation.



Woodfield Infant School  
Woodfield Road, Shrewsbury, Shropshire, SY3 8LU

**Tel:** 01743 343812

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Mrs S Munro B.Ed. N.P.Q.E.L. (Executive Headteacher)

Mrs Rebecca Preece (Head of School)

Mrs Liz Sidaway (Business Support Manager)

## 2022/23 Academic Year Term Dates

### Autumn Term 2022

Tuesday 6 September to Friday 16 December 2022

Half Term: Monday 24 October to Friday 28 October 2022

PD Days: Monday 5 September, Friday 21 October 2022

### Spring Term 2023

Wednesday 4 January to Friday 31 March 2023

Half Term: Monday 20 February to Friday 24 February 2023

PD Days: Tuesday 3 January 2023

### Summer Term 2023

Monday 17 April to Friday 21 July 2023

Bank Holiday: Monday 1 May 2023

Half Term: Monday 29 May to Friday 2 June 2023

PD Days: Mon 24 & Tue 25 July 2023