



Parent Handbook

**Taking you step-by-step
through starting school**





Warner Stainbank, Headteacher, says...

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 0208 4226175 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to Wood End Academy and I look forward to getting to know you and your child.

"Without any specific designation as a setting for children with special educational needs, Wood End has made such a difference to Zayd. He has been given everything he could need in terms of academic and pastoral care, as well as a high level of individual attention which has enabled him to integrate into the classroom environment."

Lara Al-Jarcheh lives in Wembley with her four sons. Zayd is nine and attends Wood End Academy, and six-year-old Ahmad will join the school next year.



Step 1

STEP 1: PUPIL ADMISSION FORM

Wood End Academy

| | | | | | | | | |
|-------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------|-----------------------------------|--------------------------------|----------------------------------|--------------------------------------------------------------------|----------------------------------|-----------------------------|
| Child's Details (Name & details as per birth certificate or deed) | | | | | | | | |
| Surname: | | | | | | | | |
| Child's first name: | | | | | | | | |
| Child's date of birth: | | | | | | Gender: Boy <input type="checkbox"/> Girl <input type="checkbox"/> | | |
| Country of Birth: | | | | | | Date of entering UK: | | |
| (If born outside UK) | | | | | | | | |
| National Identity | Welsh <input type="checkbox"/> | English <input type="checkbox"/> | Scottish <input type="checkbox"/> | Irish <input type="checkbox"/> | British <input type="checkbox"/> | Other <input type="checkbox"/> | Refused <input type="checkbox"/> | |
| Asylum seekers | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (Please tick as appropriate) | | | | | |
| Ethnicity: | | | | | | Religion: | | |
| Home Language: | | | | | | How well is English spoken: | | |
| Child's home address (this MUST be the address where the child lives): | | | | | | | | |
| | | | | | | | | |
| Postcode | | | | | | | | |
| Present school: please include name of school, address and telephone no | | | | | | | | |
| | | | | | | | | |
| Other schools attended: | | | | | | | | |
| | | | | | | | | |
| Parent's/Carer's Details (first point of contact – will receive all text messages) | | | | | | | | |
| Parent/Carer 1 | | Parental Responsibility (please tick as appropriate) | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Title (Please circle) | Mr | Mrs | Miss | Ms | Dr | Other (please state) | | |
| Surname: | | | | | | | | |
| First Name: | | | | | | | | |
| Relationship to child: | | | | | | | | |
| Address (if different from child's address given above): | | | | | | | | |
| | | | | | | | | |
| Postcode | | | | | | | | |
| Home Tel No: | | | | | | Work Tel No: | | |
| Mobile Tel No: | | | | | | NI No: | | |
| Email address: | | | | | | | | |
| Parent/Carer 2 (second point of contact) | | | | | | | | |
| | | Parental Responsibility (please tick as appropriate) | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Title (Please circle) | Mr | Mrs | Miss | Ms | Dr | Other (please state) | | |
| Surname: | | | | | | | | |
| First Name: | | | | | | | | |
| Relationship to child: | | | | | | | | |
| Address (if different from child's address given above): | | | | | | | | |
| | | | | | | | | |
| Postcode | | | | | | | | |
| Home Tel No: | | | | | | Work Tel No: | | |
| Mobile Tel No: | | | | | | NI No: | | |
| Email address: | | | | | | | | |
| Names of Brothers/Sisters | | Girl/Boy | Date of Birth | School Attended | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Please tear here

Additional Contacts *It is extremely important that we have additional contacts if we cannot contact the parents. Please ensure this is someone who **can** collect your child if needed*

| Additional Contact 3 | Additional Contact 4 |
|----------------------------------------------------------|----------------------------------------------------------|
| Title(Mr/Miss/Ms/Mrs) | Title(Mr/Miss/Ms/Mrs) |
| Surname: | Surname: |
| First Name: | First Name: |
| Relationship to child: | Relationship to child: |
| Address (if different from child's address given above): | Address (if different from child's address given above): |
| Postcode | Postcode |
| Home Tel No: | Home Tel No: |
| Mobile Tel No: | Mobile Tel No: |
| Email address: | Email address: |

| Names/Details of those who will collect my child from school | | |
|--------------------------------------------------------------|--------------|----------------|
| Full Name | Relationship | Contact Tel No |
| | | |
| Full Name | Relationship | Contact Tel No |
| | | |
| Full Name | Relationship | Contact Tel No |
| | | |

| Dietary Requirements: | |
|----------------------------------------------------------------------------------|----------------------------------------------------------|
| Can your child eat the following: Food Allergies: (eg: nuts, milk, dairy, other) | |
| Fish | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Nuts | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Eggs | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Milk / Dairy | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Beef | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Other (please specify) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Chicken | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Pork | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Lamb | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Vegetarian | YES <input type="checkbox"/> NO <input type="checkbox"/> |

| School Meals (The School does NOT serve Halal Food) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Free School meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/> Home <input type="checkbox"/> |
| <i>Please note school meals need to be paid in advance (£10.00 per week). If you wish to change your arrangements, you must give one week's notice</i> |
| Free School Meals: Applied <input type="checkbox"/> Not Applied <input type="checkbox"/> |

| Medical | |
|---------------------|---------------|
| Doctor/Surgery Name | |
| Address: | |
| | |
| Postcode: | Telephone No: |

Step 1

Step 2

STEP 2: PARENTMAIL DATA CAPTURE FORM
Wood End Academy

| Medical History: Does your child suffer from <u>any</u> of the following conditions: | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------------|
| <i>Please note that if your child suffers with Asthma/Allergies, we will need to have <u>TWO</u> inhalers and/or epi-pens to be kept at school.</i> | | | |
| WE WILL NEED THESE BEFORE YOUR CHILD STARTS SCHOOL | | | |
| <i>These items should be in the original box with pharmacy label stating the child's name, name of medicine and instructions for use. You will also need to fill in a separate form for administration of medicine.</i> | | | |
| | Yes | No | Details of Treatment |
| Asthma | | | |
| Hayfever | | | |
| Eczema | | | |
| Epilepsy/Fits : | | | |
| Ear/Hearing Trouble : | | | |
| Eye Trouble : (eg: squint, lazy eye, needs glasses) | | | |
| Sickle Cell : | | | |
| Diabetes : | | | |

| Travel Arrangements: (Please tick one) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bicycle: <input type="checkbox"/> Walk: <input type="checkbox"/> Car/Van: <input type="checkbox"/> Taxi: <input type="checkbox"/> Car Share: <input type="checkbox"/> Train: <input type="checkbox"/> London Underground: <input type="checkbox"/> |
| Public Bus Service: <input type="checkbox"/> Other: <input type="checkbox"/> |

| Statement of Special Educational Needs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does your child have a Statement of Special Educational Needs: Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(If yes, please specify by ticking one box below)</small> |
| School Action <input type="checkbox"/> School Action Plus <input type="checkbox"/> Full Statement <input type="checkbox"/> |

| Children in Public Care |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the child in public care of a Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick as appropriate) |
| <i>Please also provide a letter from the social worker confirming the legal status of the child and the Local Authority with whom the child is in care.</i> |

| Social Services |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If your child has an allocated social worker or is known to social services, please give name and contact details <i>this information will be private and confidential</i> |
| |
| Borough: <i>ie, Ealing, Acton</i> |
| Child's Ethnic Origin Please describe the child's racial/ethnic origin (please tick as appropriate) |

| |
|------------------------|
| Child's surname: |
| Child's first name: |
| Child's class: |
| Child's date of birth: |

Please tear here

Please describe the child’s racial/ethnic origin (please tick as appropriate)

| | | | |
|------------------------------|--|------------------------------|--|
| Afghan | | Latin/South/Central American | |
| African Asian | | Pakistani | |
| Any other Black background | | Other Asian | |
| Any other Mixed background | | Other Black African | |
| Arab | | Other ethnic group | |
| Bangladeshi | | Refused | |
| Black – Caribbean | | Traveller of Irish Heritage | |
| Black – Ghanaian | | White | |
| Black – Nigerian | | White and Asian | |
| Black – Somali | | White and Black African | |
| Chinese | | White and Black Caribbean | |
| Gypsy – Roma | | White - British | |
| Indian | | White Western European | |
| Information Not Yet Obtained | | White – Irish | |
| Iranian | | White Eastern European | |
| Iraqi | | | |
| Japanese | | | |

Signature: (parent/carer):

Date: [][]/[][]/[][]

To the Parent/Carer

The school is happy to give your child medication if you complete and sign this form and the Headteacher has agreed that the school staff can administer the medication.

| | | | |
|------------------|--|--------|--|
| Child’s Surname: | | | |
| Forename | | | |
| Date of Birth | | Class: | |

Please write instructions clearly

| | | | |
|--|------------------|--------|--------------|
| | Name of Medicine | Dosage | When to give |
| | | | |
| | | | |
| | | | |

I (please print name)

consent to administration of the above named medication to:

Name of child

Signature of Parent/Carer

Date

Daytime telephone contact number

THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR ANY REACTION TO PRESCRIBED MEDICINES
ADMINISTERED AT YOUR REQUEST.

HEALTH SCREENING FORM

We are committed to making sure that school is a happy and successful experience for all of our children. Where a child has a particular difficulty or need, we will do our best to put measures in place to overcome this. It would therefore be helpful if you could complete this questionnaire. Please compete one form for each child that attends Wood End Academy. We will treat your information sensitively. None of the information you give us will be shared with other parents. If you need help to complete this questionnaire, please let us know.

Name of Child: Class:

DOB:M/F: Ethnic Origin:

Address:

Tel: (Home) Work/Mob.....

Name and Address of GP:

Tel No of GP:

| HEALTH HISTORY | | | |
|----------------------------------------------------------------------------------------------|-----|----|----------------------|
| Does your child suffer from: | Yes | No | Details of Treatment |
| Asthma /Hay Fever/ Eczema (Please circle) | | | |
| Sickle Cell | | | |
| Diabetes | | | |
| Food Allergies | | | |
| Did your child have problems at birth or was he/she born prematurely? | | | |
| Has your child ever had a serious accident or operation? | | | |
| Please give details of these or any other illnesses/medical problems or hospital admissions: | | | |

Please indicate whether your child has any long-standing illnesses, health problems or disabilities which mean they may have substantial difficulties with any of the areas of his/her life shown below? Please select all that apply.

| | Yes | No |
|---------------------------------------------------------------------------|--------------------------|--------------------------|
| Mobility – moving around indoors or outdoors | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Care – going to the toilet, dressing, bedwetting | <input type="checkbox"/> | <input type="checkbox"/> |
| Taking Medication | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication – speaking with others or understanding them | <input type="checkbox"/> | <input type="checkbox"/> |
| Learning – numbers, letters, words | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing | <input type="checkbox"/> | <input type="checkbox"/> |
| Vision (e.g. squints, lazy eye, needs to wear glasses) | <input type="checkbox"/> | <input type="checkbox"/> |
| Behaviour – very active, has a short attention span, behaves unacceptably | <input type="checkbox"/> | <input type="checkbox"/> |
| Has fits or seizures | <input type="checkbox"/> | <input type="checkbox"/> |
| Diagnosed with Autism or Asperger Syndrome | <input type="checkbox"/> | <input type="checkbox"/> |

Please tear here

| | | |
|-------------------------------------------------------|--------------------------|--------------------------|
| Can be depressed or anxious or has an eating disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| Bullying | <input type="checkbox"/> | <input type="checkbox"/> |
| Sleeping | <input type="checkbox"/> | <input type="checkbox"/> |
| Growth | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please describe other areas of difficulty) | | |

Has your child seen a professional, such as a paediatrician, psychologist or a speech and language therapist because of the difficulty

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

IMMUNISATIONS

Has your child been immunised against:

| Name of Vaccine | Dates | Name of Vaccine | Dates |
|-------------------|-------|----------------------------------------------------------|-------|
| Diptheria/Tetanus | | MMR 1 Hib, Pneumoccal vaccine | |
| Whooping Cough | | MMR 2 Pre-School Booster (Diptheria, Tentanus and Polio) | |
| Polio | | BCG | |
| Hib | | Pneumococcal | |
| Meningitis C | | | |

If you would like an appointment to discuss any concerns with our School Health Adviser, Mrs Jane Barnes please call 0208 422 6175

Parents Name:Date

Signature

Step 6

Step 7

In order to save you time filling in numerous consent slips, we would kindly ask to you complete the form below to ensure that we have complete up to date information regarding your child.

Your permission is required for the following:

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Educational Visits | | |
| Sometimes during the course of a school day, the class teacher may take the class out to local shops/post box/library/church/streets/park as part of a topic or other class work. I agree that my child may take part in any short visits to local venues which may be arranged during his/ her time at Wood End Academy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Photographs and Display | | |
| I agree to the school taking photographs for use on the school website, Newsletters, School prospectus, noticeboard, plasma and internal publications (This includes camcorder, digital and still photography.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Local Press | | |
| I agree to my child’s photograph being published in the local press. e.g. Ealing Gazette, in reports about school events. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Internet Access | | |
| Wood End Academy provides computers for pupils to use which enables them to access a vast amount of valuable information for use in studies and learning within the classroom. I understand that Wood End Academy has a Computer Resources Policy which pupils are expected to adhere to. This policy is available on our school website or at the school office. I give permission for my child to use the school computer facilities and access the internet in line with the Computer Resources Policy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Watching U or PG Classification in school. | | |
| Teachers are constantly thinking of new and interesting ways to engage and motivate your children. Sometimes we show clips from documentaries and films to help stimulate your child’s imagination and give them a better understanding of the topic. We always show material that is suitable for your child’s age range and approach this matter with great care and attention to the possible sensitivities of individual children. We would like to take this opportunity to ask for your permission to show your child (U) and (PG) certificate content. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Pupil’s Full Name..... Class

Parent/Carer Full Name

Parent Signature Date

Please tear here

“I’d been happy at Wood End and my boys did well there so I had no hesitation in sending Nicole there, too. Without a doubt it was the right decision as Nicole has done incredibly well there, in every way. I’m going to be very sad when she has to leave at the end of Year 6.”

Sally Smith lives in Greenford with her 18-year old twin boys and daughter Nicole, who is nine.



Only complete this form if you are in receipt of one of the following: **The children for whom I am claiming free school meals and/or a uniform grant all live with me. I am receiving one of the following incomes along with child benefit:**

Benefit/income

| | |
|------------------------------------------------------------------|-------------------------------------------------|
| Income support | Income-related Employment and Support Allowance |
| Job seekers Allowance (income based) | Incapacity Benefit |
| Child Tax Credit and NOT in receipt of Working Tax Credit | Guarantee element of State Pension Credit |
| Assistance from the UK Border Agency | Incapacity Benefit with Child Tax Credit |
| Proof of child’s date of birth | |

| Childs First Name | Childs Surname | Male/Female | Date of Birth | School Attending |
|-------------------|----------------|-------------|---------------|------------------|
| | | | | |
| | | | | |
| | | | | |

Parent/Guardian details (person who claims the benefit)

Title: Mr/Mrs/Miss/Ms Other(please state)

Surname:First Name

Address

.....Post Code

Tel NoEmail

National Insurance Number:

Date of Birth

NASS No:

The information above will be submitted into the Free School Meals database and will be processed by Ealing Council who will contact you to confirm declarations and consent and will confirm your entitlement to Free School Meals and/or uniform grant.

DECLARATION AND CONSENT STATEMENTS

Please read the following declaration. Your application will not be processed if you do not provide the appropriate consent.

I agree that the information provided will be used to process my claim for free school meals and/or uniform grant and other sources will be contacted as allowed by law to verify my initial, and ongoing entitlement. I agree that the school can be informed of my initial and ongoing entitlement to free school meals.

☐ I give my consent for my housing or council tax benefit records to be checked to confirm my entitlement to free school meals/uniform grant.

The information I have given on this form is complete and accurate to the best of my knowledge and belief. I have given appropriate consent as required by this application. I understand that if I give false or incomplete information I may be refused support or my support may be withdrawn and I may be prosecuted.

Signed..... Date

| OFFICE USE ONLY | |
|--------------------------|--|
| Date child stated school | |
| Date submitted to FSM | |

Key information

What are our school times?

- Gates open: 8.40am.
- Morning session ends: 12.30pm/12.45pm.
- Afternoon session starts: 1.30pm/1.45pm.
- School ends: 3.30pm.

Arrivals and departures

We are very keen on punctuality, so please note that the pedestrian gate will be closed at exactly 8.55am, and children should be in school by 8.50am. It’s a long walk round if your child is late and the gates are closed, so please try to be on time.

Parking

No vehicles are permitted to drive onto the school property between 8.30am and 9.15am and 3pm to 4pm. We also ask that people do not park in Vernon Rise.

Cycling

Children are only allowed to cycle to school if they have completed the BIKEABILITY course (Y5 & Y6 only). Unfortunately we do not encourage or have sufficient space to store scooters.

No smoking

The school operates a no smoking policy on the property and within the school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children. Dogs are not allowed on the school premises (except guide dogs).

Wraparound

Breakfast club

Our Breakfast Club provides supervised childcare before school and makes sure that your child starts the day with a healthy breakfast. If you would like your child to attend the Breakfast Club, please contact the school office for prices and availability.

Out of School Club

The Pegasus Club aims to provide a safe and stimulating environment for children aged 4-12, during out of school hours, in a caring, relaxed atmosphere. It is open to all children who attend Wood End Academy and Wood End Infants. Children are provided with a light snack on arrival, and can then enjoy a range of activities, which include:

- Board games and jigsaw puzzles
- Art and craft
- Soft ball games
- Outside games and adventure playground (weather permitting)

- Table tennis
- TV/video
- Quiet corner for homework
- Books
- Home corner
- Dressing up clothes
- Cookery

If you would like your child to attend the Pegasus Club, please contact the school office for prices and availability.

Uniform

All the children wear uniform, which helps to promote a sense of identity and pride in themselves and the Academy. We ask that all clothing is clearly marked with your child’s name to ensure that any items that are mislaid can be returned. Our uniform consists of:

Boys

- White polo shirt
- Grey or black smart trousers (not jeans)
- Maroon sweatshirt
- Plain socks
- Sensible black shoes (not trainers)

Girls

- White polo shirt
- Grey or black skirt or trousers (not leggings or jeans)
- Maroon sweatshirt or cardigan
- Plain socks
- Red gingham dress for summer
- Maroon or white veil if required
- Sensible black shoes (not trainers)

Girls may wear either skirts, dresses or trousers, but not leggings/trousers underneath their dress. Long hair must be tied back and hair bands or bows should be black or match the uniform colour.

Our uniform is available from ‘One Stop School Gear’, telephone: 0845 466 7208 , www.onestopschoolgear.com and South Harrow. Clothing vouchers are accepted.

PE

For indoor and outdoor PE lessons your child will need, the following kit:

- Black shorts
- House colour T-shirt (we provide the first one)
- Plimsolls/trainers
- Plain navy tracksuit for winter

Please make sure that your child has a full, named PE kit in school at all times so that they do not miss our exciting PE and games

lessons. We consider PE to be an essential part of your child’s educational experience and development. We will provide your child’s first PE shirt in their house colour, but please send the rest of the PE kit in a named bag.

Essential equipment

It is also important that each child has their own set of coloured pencils, felt tip pens, lead pencils, ruler, eraser and pencil sharpener. Electronic games or other valuable belongings should be left at home.

Food in school

School meals

The school provides delicious two-course lunches that are cooked in our own kitchen by our own staff. Fresh, healthy ingredients are used and the meals cost just £2 per day. There is a wide variety of food for your child to choose from every day, including a vegetarian main course and jacket potato meals as well as a variety of vegetables and salad bar.

Payment for school lunches must be done on-line and parents will receive details of how to activate their SIMS Agora accounts. Please note log-ins MUST be activated immediately because part of the security features of this system is that they are only available for a short period of time. The payment system is completely secure, and no credit/debit card details are stored. If you have any problems activating your account, please come to the school office for assistance.

Free school meals

All children in Foundation and Years 1 and 2 (Key Stage 1) can have free school meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seeker’s allowance
- child tax credit
- ...or be asylum seekers or refugees

Even if you are eligible but do not want your child to have a school meal, it is still worth applying as the school receives funding based on the numbers of Free School Meal places, which directly impacts on the service that we can deliver.

For more information, please contact the school office. All applications are treated confidentially.

Healthy snacks and drinks

A variety of fruit is available for children to buy in the Tuck Shop at break-time and each piece of fruit costs just 10p. As an incentive the class that buys the most fruit at the end of a week wins a bounce on the Bouncy Castle as a reward. Sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school.

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.

Absence

When children are absent from school, we are legally required to record reasons for absence. Please inform the office on your child's first day of absence by emailing Mrs. Smith on lsmith@woodendacademy.org.uk or telephoning 020 8422 6175 (option 2). Please remember to give your child's name, class and the reason for absence. On your child's return to school, please bring in a letter or call in with a reason and dates of absence. If your child has to leave the school during the day, e.g. for a medical appointment, an adult must collect them. NO CHILD WILL BE ALLOWED TO LEAVE THE PREMISES UNACCOMPANIED.

If your child is going to be out of school first thing in the morning but will be coming in before lunch, please notify the School Administrator the previous day so that correct lunch arrangements can be made.

Poor attendance

Regulations on school attendance have changed, and many more pupils now fall into the category of 'Persistent Absentee'. If your child falls below 85% attendance (for whatever reason) they will be classed as a Persistent Absentee and will come to the attention of the Ealing Attendance Officer.

Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with vomiting or diarrhoea, parents are requested to keep them at home for 24 hours following the last attack.

Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the website and school office. We ask you to keep to these dates when booking holidays.

Jewellery

For safety reasons no jewellery can be worn in school. However, children are allowed to wear one pair of studs provided they are flat to the ear and can be removed by the child and stored safely for PE lessons.

Mobile phones

Mobile phones and other electronic equipment should not be used on school premises by children in school hours or during on-site extra-curricular activities. Children are responsible for their own devices and must keep them off and out of sight.

Clubs and activities

We are very proud of our lunchtime and after-school clubs, and the hard work that goes into organising and running them. These clubs are free, although when we bring in an outside provider a charge may be made. The clubs include:

- Chess
- French
- Art
- Choir
- Brass band
- Athletics
- Football
- Reading
- Rugby
- Dance

Visits

As part of our education programme we also take the children on interesting educational visits and aim to take our older children in Year 6 for a week's residential visit with Ace Adventures. Parents will be notified in plenty of time about these trips and visits, so that arrangements can be made if your child would like to attend.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

Homework

Homework will be given at least once a week and more often in Years 5 and 6. This may include reading, writing, spellings, tables, mathematical games and problems, as well as finding out more about a project or finishing off work. We hope that parents will support us in this by helping their children to get into a routine and by making sure that they have a suitable, quiet place to work. You should also aim to read with your child every day.

Special Educational Needs

It is estimated that about 20% of all children will have learning difficulties at some stage of their school life. In most cases the class teacher can meet these needs in the classroom, but sometimes extra help is needed. Children with special needs are identified by teacher assessments, observation and regular tests of maths, reading and spelling. Children who need help with basic literacy are given extra help once or twice a week in class or in a small group. One-to-one support is also provided where necessary by support staff, both in and out of the classroom.



A small minority of children may need a statement of special educational needs. These children get appropriate help with their learning. If we think that a child has special needs, we will let parents know and keep them informed of progress. Parents will be fully involved at all stages and are encouraged to play an active part in supporting their child's development. We are committed to identifying and meeting the special educational needs of our pupils in accordance with the current Code of Practice.

Access

Children with a physical disability are fully supported in accessing all parts of the school. Please have a look at our Accessibility Policy for further information.

Gifted and talented children

It is our school policy to extend and enrich the education of every child, but we are aware of the value of providing extra support and resources within the school for those children who are more able. Please tell us if your child has special talents or abilities that you would like us to know about.

Charging policy

The school will ask for voluntary contributions towards educational visits during school time, and if we do not receive sufficient contributions, these visits may not be able to take place. We do our best to keep costs to the minimum, and always use free public transport where feasible. If any family is in receipt of Income Support, Family Credit or London Borough of Ealing Education Welfare Benefits, please have a confidential word with the school Finance Officer.

All payments are to be made on SIMS Agora.

Emergency arrangements

Everything possible is done to prevent accidents and injuries to children in school, but if a problem should occur, or your child is ill, our welfare staff are on hand to deal with this. If the matter appears serious, you will be contacted immediately and asked to take your child home or to hospital. If you are not available in an emergency, a member of staff will accompany your child to hospital. It is vital that the school has your emergency contact details and that you inform the school immediately if your telephone number or email address should change.

There are occasions when dates for events may be subject to change at short notice. Please check text messages, emails and the school website regularly for the most up-to-date information regarding school events. If at any time you are not receiving text messages, please contact the school office or email admin@woodendacademy.org.uk.

Frequently Asked Questions

Snow plan

It is the school's policy to open on all normal school days even when some poor road conditions exist. However, in the event of heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close the school or introduce restricted school opening times may be necessary. If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first few hours of closure. If there is an enforced school closure, we cannot look after children; however, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

If weather conditions are severe enough to force closure or restricted opening, parents will be notified via the school website (www.woodendacademy.org.uk), through the school text messaging service, on local radio stations and on the Ealing Council website (www.ealing.gov.uk). Any decision to close the school will be taken by the Headteacher by 8.00am.

Medicine in school

The Academy employs a School Nurse (Health Advisor), who is here for one day each week. Parents may book appointments to see the nurse through Mrs. Smith or emailing jbarnes@woodendacademy.org.uk. Parents are given a

medical form to complete and return each year, containing medical details, address and telephone numbers of where you can be contacted in case of emergency. Any more personal medical problems can be communicated to the Headteacher or one of the Deputy Heads. If your child needs medicine administered during school time, please complete a form from the school office providing details and authorising us to do so. Medication should be supplied in a clearly marked container with full instructions as to the dosage. Children are not allowed to have their own medicine with them.



Working with parents

Parental involvement

We aim to involve parents in their child's education, so that they are aware of their rights and undertake their responsibilities. We want to make the Academy a welcoming and accessible place and to make it an important part of family life. We try to keep parents well informed about all aspects of Academy life through various methods of communication, both formal and informal, including annual pupil reports, newsletters, parent consultations, curriculum discussion evenings and text messaging. Any parent wishing to see the Headteacher is welcome to telephone to make an appointment.

From time to time we offer events such as parent coffee mornings and parent gym sessions, which provide great opportunities to meet other parents and carers and to develop parenting skills.

Voluntary helpers

We encourage parents and other members of the community to visit the school and help in the classroom or lend a hand with extra-curricular activities, or just enjoy our fundraising and social events. If you are interested in getting involved, please have a chat with your child's class teacher or ask at the school office.

PTA

Wood End Academy is always looking for parent support! If you are able to support our school, please don't hesitate to contact us.

Governors

Parents are encouraged to take a more active role in Academy life by becoming Governors. Elections are held on a regular basis. Further information on this is available from the school and website.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how he will endeavour to support your child whilst at the school.

Child Agreement

In addition to the Home School Agreement, each class has, displayed in their classroom, a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's Behaviour Policy or Special Educational Needs Policy, before deciding whether to apply for their child to attend the school.

High standards

At Wood End Academy we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.woodendacademy.org.uk, then scroll down to key information, and on to 'Policies'.

Step 1



Step 2



Key policies

Some of our key policies are:

- Accessibility
- Admissions
- Behaviour
- Charging
- Collective Worship
- Complaints
- Curriculum
- Equal Opportunities
- Safeguarding
- Special Educational Needs



Term dates 2016-2017

Autumn term

- 7th September 2016 to 21st December 2016
- Half term: 24th to 28th October 2016

Spring term

- 4th January 2017 to 31st March 2017
- Half term: 13th to 17th February 2017
- Easter holiday 31st March to 18th April 2017

Summer term

- 19th April 2017 to 21st July 2017
- Half term: 29th May to 2nd June 2017

Staff training days: 5th and 6th September 2016, 3rd January 2017, 18th April 2017, 5th June 2017. Occasional days: 24th, 25th, 26th July 2017. Please note that children do not attend school on staff training or occasional days.

"In her two years at Wood End Academy Mica has grown a great deal in self-assurance and is a real all-rounder, quick to rise to any challenge and happy to try something new. All the children at Wood End are supported in their strengths and weaknesses and the teachers really manage to bring out the best in them. I chose the school because I liked the ethos of encouragement and it has done wonders for Mica."

Dominique Murray and her partner, Neil, live in Northolt with their daughters Mica, nine, and seven-year-old Chloe.





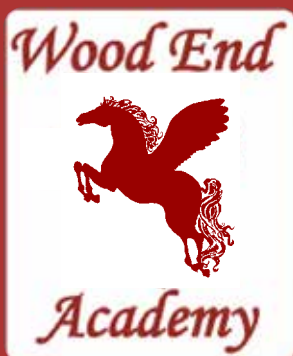
AIM HIGH, ACHIEVE EXCELLENCE!

Wood End Academy aims to be a school of quality in which all children can develop their full potential, gain a sense of self-worth and prepare for adult life in a happy, secure and caring environment.

We shall achieve this by:

- helping the children develop lively, enquiring minds with which they can acquire the knowledge and skills needed throughout their adult lives
- providing access to education and equal opportunities for all our children
- providing a wide range of cultural and sporting activities
- developing the self-discipline and acceptable behaviour needed to become an active, contributing member of the community
- helping the children to understand their responsibilities as citizens in a rapidly changing world
- promoting understanding and respect for the religions and ways of life of others
- having a well qualified, experienced, happy and caring staff who work together as a team to achieve our aims

We are proud to be part of your children's future.



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Web: www.woodendacademy.org.uk

