



Woodlane High School

achieving success in a nurturing environment

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



Claire Maynard, Headteacher, says:
 It's wonderful news that you have chosen our school for your child. Thank you!

Welcome
 Welcome to Woodlane High School, we look forward to getting to know you and your child.

We need some information from you
 We need some information from you, so please follow the steps in this Parent Handbook, and give 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 743 5668 and we will be happy to help.

Term dates
 On page 15 you will find term dates.

Step 1



Woodlane High School
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Please complete the forms below. Additional information may be required based on your responses. Please complete the additional forms (**identified in red**) where directed/applicable.

Pupil Information

Pupil Details			
Surname:			
Forename:			
Date of Birth:		Gender:	
Local Authority:			
UPN:			
Ethnicity:		Country of Birth:	
Languages Spoken:	First Language: Other Languages:		
Religion:			

Pupil SEND			
Primary SEND:		Date Diagnosed:	
Secondary SEND:			
Date EHCP Issued:			
Therapies currently received:			
Additional info:			

Previous School Details	
School:	
Address:	
Tel No:	

Pupil Home Address	
Address Line 1:	
Address Line 2:	
Post Code:	
Home Tel No:	
Lives with:	

Please tear here.

STEP 1: DATA COLLECTION SHEET

Woodlane High School

Contact 1			
Name:		Relationship:	
Mobile Tel No:		Other Tel No:	
Email Address:			

Contact 2 (In case of sickness or emergency name two contacts)			
Name:		Relationship:	
Mobile Tel No:		Other Tel No:	
Email Address:			

Travel Arrangements (please tick)					
	Mon	Tues	Weds	Thurs	Fri
Local Authority Transport:					
Collected: *					
Independent Travel:					
Other:					
*Who will be collecting your child?					

School Meals

Expected Meal Arrangements (please tick)					
	Mon	Tues	Weds	Thurs	Fri
Packed Lunch					
Paid School Meal*1					
Free School Meal*2					
<p>Please note, all school meals are currently free.</p> <p>*1 School meals <u>may not continue to be free</u> throughout your child’s time at Woodlane so it is important you select the correct option above.</p> <p>*2 If you currently, or have ever received Free School Meals in primary school, please complete the additional Free School Meals form (H&F) to ensure this can remain in place.</p>					

Dietary Requirements				
If you identify <u>any</u> allergies or intolerances below, you will be required to fill in the Eden Food Service referral form which will ensure the appropriate food is in place for your child.				
Food Allergies				
My child is allergic to...				
Food Intolerances				
My child shouldn’t eat...				
Special Dietary Requirements				Other:
Please circle:	Halal Only	Vegetarian	No Pork	

Step 1

Step 2

STEP 2: Medical Information

Woodlane High School

Medical Information			
Does your child suffer from any medical conditions that requires specific management during the school day?			
If Yes, please give details of medications and treatments below. We will then create a Healthcare plan for your child. The School Nurse may be in touch with you to go through medical procedures and you will be required to fill in a consent to administer medication form, which will be provided.			
Please circle:			Additional Information: e.g., Warning signs/symptoms, triggers and treatment.
Asthma	YES	NO	
Diabetes	YES	NO	
Allergies	YES	NO	
(Nuts, Bee Sting, etc.)			
Skin Condition	YES	NO	
Epilepsy	YES	NO	
Other	YES	NO	

Please tear here

Routine or Daily Healthcare Measures
How does your child need to be supported in school for their medical needs? Include information such as:
<ul style="list-style-type: none">Pupil requires use of a hoist to transfer from their wheelchair to the plinth.Pupil requires daily personal care support from an adult.Pupil requires support when eating lunch, e.g. has a dysphagia plan, or requires physical help with eating.

Details of your Doctor	
Doctor Name:	
Practice:	
Address Line 1:	
Address Line 2:	
Post Code:	
Tel No:	

Permission for Pain Relief			
Over the year your child might complain of a headache, toothache, stomach ache, etc. Please sign below if you give permission for basic pain relief to be given (e.g. Paracetamol, Calpol, etc.) We will always call you to clarify that this has happened.			
I give permission for pain relief medication to be administered to my child – please circle:	YES	NO	
Is your child able to take tablets, or is medicine usually administered in liquid form?	Tablets	Liquid	
Pain relief medication commonly taken at home:			
Print Name:			
Signed:		Date:	

Step 2

Step 3 – 4

GDPR – Consent
Under General Data Protection Regulations, all organisations have to be specific about the questions asked when gaining consent to use and process data. School cannot operate without using your child’s personal data, however there are also areas where you may consent to additional or further processing of this. School will always ask your permission, (or your child’s) for any use of personal data that falls outside of one of the 6 lawful basis for processing.
Please read the school’s Data Policy. Please read the school’s Data Policy on the school’s website here: www.woodlane.lbhf.sch.uk/page/?title=GDPR&pid=101 which will describe in detail what we do with pupil and parent/carer data. Let us know you agree with our general principles by signing below.
I have read the information regarding the General Data Protection Regulations and how Woodlane High School will store, process and retain personal data.
Signed:

I am signing these forms on behalf of my child.
Child’s Name:

Local Area Visit Consent			
Outings and trips are a valuable part of school life and we arrange as many as possible. By signing the Local Area Visit consent form below, you are providing permission for your child to go out on simple visits during the school day to areas within walking distance in our local community. Examples: A walk to Wormwood Scrubs during a Science lesson to look at and collect leaves during Autumn, or a walk with a therapy dog.			
When we want to take a group to an activity further away or involving specific transport or risks, children are not taken unless a permission slip is returned.			
Print Name:			
Signed:		Date:	

Please cut out here

GDPR – Consent for Photography

Consent is particularly important in relation to photography of pupils and what we do with these images.

Please read the following questions carefully and confirm if you DO or DO NOT give permission.

Photography/Video

From time to time, the school take photos or videos of pupils completing activities in school. These photos and videos are stored on the school network. Photos may be printed out and stuck in to a pupil's school book or used for displays within school. Staff have been provided with school iPads which are used for this photography.

Please circle below:

I **DO / DO NOT** give permission for the school to take photos for use only within the school.

The School Website

Occasionally, the school would like to use photos or videos of pupils to celebrate their achievements and the work of the school on the school website. Photos are uploaded to the school website and stored on a server operated by e4education – the website operator.

Please circle below:

I **DO / DO NOT** give permission for the school to use these photos on the school website.

Publication/School Prospectus

Very rarely, the school would like to use photos of the pupils to advertise the work of the school. This will usually take place through a printed/digital prospectus. Photos are not sold or given to any other organisation. Photos are used to highlight the work of the school to parents of new pupils.

Please circle below:

I **DO / DO NOT** give permission for the school to publish these photos through a school prospectus or similar.

Preperation for Adulthood

As your child enters Year 9, we start to consider their Preparation for Adulthood, (as described by the SEND Code of Practice). We have developed a curriculum where your child's future career and education options are discussed and explored in depth to ensure the right choices can be made. To do this, we often engage with services that provide independent advice and guidance and we may need to speak to colleges or sixth forms your child is interested in attending on behalf of you and your child.

By providing consent below, you enable us to have these conversations and ensure your child is well supported as they begin their transition to Post-16 provision, for education, employment or training.

Please circle below:

I **DO / DO NOT** give permission for the school to engage with Careers related services on behalf of my child.

Step 5 – 6

Step 7

The school will:

- Provide a safe, well ordered, caring environment in which learning can take place
- Ensure school is a place where your child is valued as an individual
- Provide a curriculum that encourages, stimulates and challenges your child
- Communicate openly regarding progress and development
- Organise opportunities to take part in the life of the school, where your views are sought and valued

Parents/carers will:

- Ensure your child attends school
- Support the school's homework policy
- Participate in procedures aimed at supporting your child's educational development, e.g. Attending Annual Reviews and Parents' Evening
- Acknowledge daily feedback by signing home-school reports and/or pupil planners
- Support the school in promoting positive behaviour, including online activity at home

Pupils will:

- Attend school
- Follow the learners' code
- Complete homework to the best of their ability
- Get positively involved in school life
- Follow the school's e-safety code at all times

Please read the above and sign below:

Pupil Name:	
Signed by parent/carer	
Signed by pupil	

Please cut out here



Key information



What are our school times?

- **Registration** 8:45 – 8:55 (Monday to Friday)
- **Assembly/Tutor** 8:55 – 9:10 (Monday to Friday)
- **Lesson 1** 9:10 – 10:00
- **Lesson 2** 10:00 – 10:50
- **BREAK** 10:50 – 11:05
- **Lesson 3** 11:05 – 11:55
- **Lesson 4** 11:55 – 12:45
- **LUNCH** 12:45 – 13:35
- **Lesson 5** 13:35 – 14:25
- **Lesson 6** 14:25 – 15:15

Breakfast club

The breakfast club runs from 8.00am to 8.45am, and a selection of cereal and toast is available. This service is free of charge and there's no need to book.

Arrivals and departures

All pupils will arrive at school prior to Registration at 8.45.

The end of the school day is 3.15 and all pupils will be taken to the playground. They will be dismissed either to parents/carers waiting to collect them or to their bus/taxi escorts who will take them home. Pupils who are independent travelers will also be allowed to leave at this time.

Uniform

We believe that a school uniform gives children a sense of community and belonging, and we expect all pupils to arrive at school appropriately dressed in our uniform. Our school uniform consists of:

- Navy blue Woodlane Jumper.
- Navy and white striped Woodlane tie.
- Plain white collared shirt.
- Black trousers or skirt.
- Plain black school shoes.

P.E. and games

In the interests of health, hygiene and safety, all children are required to wear the correct PE kit for physical education and games. Children must also have deodorant and clean trainers or plimsolls in school.

Compulsory PE Kit

- Woodlane sports top.
- Woodlane sports shorts.
- Sports socks.

Optional PE Kit:

- Woodlane sports zip-top jumper.
- Woodlane sports tracksuit bottoms.

No logos aside from the Woodlane design. No hoods on inside jumpers. All items of school uniform are available to buy from the school office.

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings.

Jewellery

For health and safety reasons, as well as in the interests of security, the only jewellery allowed in school is a pair of discreet stud earrings. Other piercings are not permitted.

Food in school

School lunches

School meals are prepared on-site and are charged at £2.00 per day (£10.00 per week) to be paid in advance. To qualify for free school meals please fill out the free school meal form.

Please note, Woodlane's school meals are currently part of a universal free school meals trial. Lunches are free for all pupils until the end of this trial. You will be informed of any changes in advance.

Packed lunches

Children can bring in a packed lunch from school if they wish. This can be eaten in the school lunch hall.

Free School Meals

Your children may be eligible for free school meals if your family is in receipt of certain benefits; please ask for details in complete confidence at the school office or download the PDF letter available on our website. We strongly advise parents to apply for free school meals as it contributes towards the Pupil Premium funding for our school, benefitting all pupils.

Snacks and drinks

We provide fruit for the pupils at break times, but your child can bring in an alternative healthy snack from home if they wish. Pupils are provided with a water bottle when they start at Woodlane. Any replacements can be bought from the school office for £1.00. Pupils are encouraged to drink water throughout the day.

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!

What if my child cannot attend school?

At Woodlane, we know that regular attendance and punctuality are vital to success for all children. It is our job to encourage attendance and challenge parents on low attendance rates where they are not explained by health conditions.

Absence reporting

If your child is too ill to attend school, it is important that you notify us. For every period of absence, parents are asked to telephone the school office on the first morning between 8.00am and 8.45am. Please give a reason for absence and an estimate of the likely duration. When your child returns to school, please send a letter with an explanation for the absence.

Security

If no message is received by 8.45am to explain a child's absence, a member of the office staff will telephone to ascertain why your child has not arrived at school. This is to ensure the safety and security of your child.

Illness in school

If your child becomes unwell at school, we may call you to come and collect them. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Medical appointments

Please give as much notice as possible of any medical appointments and pick up arrangements. We request that wherever possible appointments are made out of school hours, or close to the beginning or end of the school day, but understand the limitations parents experience in choosing appointment times.

Contacting parents

Accidents and illnesses happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Holidays in term time

Pupils are not allowed to take holidays during term time. The headteacher can only authorise a holiday during term time under exceptional circumstances. Family holidays,

reunions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Parents who take their children out of school for a holiday without authorisation could receive a penalty notice.

Other absences

Other absences or lateness will be classified as unauthorised absences and they will have to be published as part of the school's annual statistical record and in your child's annual report.

Can my child use their mobile phone?

We accept that parents and carers give children mobile phones in the interest of security and safety when out of the home environment. Should you wish to send your child to school with a mobile phone, the school cannot accept responsibility for any loss, damage or costs incurred. Parents/carers can always contact their child via the school office in an emergency.

What are the rules on homework?

All homework will be set on paper in a format that supports independence and will be familiar to all pupils. Homework is usually set each week in each subject and copies will be sent home with pupils. Google Classroom may also be used occasionally where homework needs to take place on-line. Training will be provided to help pupils access any systems effectively.

The purpose of homework is to consolidate and reinforce skills and understanding and extend school learning. It helps pupils develop self-discipline and confidence, and practice life skills for the future.

Reading

In addition to homework, pupils should read to an adult at least three times a week.

Spelling, literacy skills and maths

Spellings related to a particular topic may be brought home and should be learned.

Pupils are also expected to regularly practice their literacy skills on Spellodrome, and will be set maths tasks appropriate to their level on Mathletics. Logins will be provided on starting school.

Home-school diary

Children will be provided with a pupil planner at the start of each school year. In this planner, teachers and parents can communicate messages. Pupils are expected to record their homework, and parents are asked to acknowledge any communications from school with their signature. Planners must be in school every day and taken home every night.



How do I ensure my child uses the internet safely?

There is no doubt that technology offers tremendous opportunities for children and young people, however, there are risks that must be managed. These risks include the potential for cyberbullying, grooming, abuse, identity theft, exposure to inappropriate content, racism and hate.

Use it wisely

Pupils are educated through their computing and PSHE lessons on issues related to internet safety, cyberbullying and risk. Aspects of internet safety are taught at school on a cross-curricular basis. Items are formally written into the scheme of work across all subjects to increase exposure to this important subject. We ensure that pupils understand the consequences of cyberbullying through our positive behaviour policy, sanctioning pupils and involving parents wherever necessary.

What if I have an issue concerning my child's welfare?

At Woodlane High School the safety and protection of our pupils are paramount. The school follows rigorous safeguarding procedures and expects all staff and volunteers to share in this commitment, and all staff regularly complete training.

Child protection is a sensitive area and is particularly complex when supporting pupils with special educational needs and disabilities (SEND) due to their increased vulnerabilities. We work with children's services, the police, CAMHS and other support agencies to achieve the best possible outcomes for all our children.

We have an open-door policy and encourage all parents/carers to share any concerns directly with the headteacher or deputy headteacher. Concerns are always taken seriously.

Do you offer clubs?

We offer a range of lunchtime and after-school clubs. These change regularly but may include:

Lunchtime:

- Homework support.
- Computing club.
- Football club.
- GCSE food technology club.

After-school clubs will run every day from 3.15–4.00pm. A letter inviting your child to sign up for these will be sent home early in the term. Clubs are currently free of charge but there are maximum numbers who can attend. After-school clubs have generally included:

- Craft club.
- Basketball club.
- Football club.
- Cricket club.
- Drama club.
- and many others.

What is your charging policy?

During the year the school arranges educational visits and enrichment opportunities to support and extend learning carried out in the classroom and build life skills. To defer the cost of such activities, the school has adopted a policy of seeking voluntary financial contributions or applying charges in certain circumstances. These will be communicated where necessary.

What are the schools’ emergency arrangements?

Every effort will be made to ensure that school is able to remain open during term time, however there may be circumstances which prevent this happening. The Headteacher will make the decision as to whether a school should close. Factors involved in reaching the decision to close the school are likely to be:

- Restricted access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc.)
- Breakdown of school essential services (heating, electrical services, water, storm damage etc.)
- A medical emergency, i.e. a pandemic

The Headteacher will advise staff, parents and pupils to listen to local radio stations/TV channels during extreme weather/medical emergencies when broadcasts of school information are likely to be made. Information should also be posted on the Hammersmith and Fulham website. However, incidents can sometimes occur with little or no warning and not everyone will hear the relevant broadcasts. Therefore a back-up system of cascade telephone calls involving the school staff will need to be made.

The school will:

- If possible, arrange for a member of staff (e.g. SLT member) to attend school to change answer phone message and make phone calls
- Leave a closure message on school answer phone and website
- Email transport companies to cancel pupils’ transport
- Email all staff on school and personal emails
- Email/text all parents
- Directly phone selected parents who may struggle to access email/text

Policies

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.

High standards

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.

Key policies

Some of our key policies are:

- Attendance.
- Accessibility.
- Health & Safety.
- Safeguarding and Child Protection.
- Positive Behaviour.
- Privacy Notice for Parents and Pupils.

How does Woodlane approach curriculum and learning?

The intent of our curriculum at Woodlane High School is to provide an outstanding educational experience personalised to the need of each pupil.

We provide a holistic education, which incorporates guidance and strategies from support agency partnerships like speech and language or occupational therapists. Teaching is multi-sensory with a high proportion of visual and kinaesthetic activities. Our classrooms are well-resourced with dyslexia-friendly materials as standard. All our teaching and support includes a variety of verbal and visual SALT strategies, and teachers ensure consistent behaviour management creates an environment fit for learning.

All pupils make substantial progress achieved through their enthusiasm for learning and the resilience we help them build. Areas included in our curriculum include:

- | | |
|-----------------------|--------------------|
| • English | • Maths |
| • Science | • Nurture Class |
| • Art | • Computing |
| • Design & Technology | • French & Spanish |
| • Humanities | • Performing Arts |
| • Physical Education | • PSCE |

Woodlane offers one of the largest ranges of qualifications offered in a special school. They include but are not limited to GCSEs, Step Up to English, Entry-Level Diplomas, ASDAN, BTEC and Unit Award Scheme. For our full range, please look at the ‘curriculum’ section of our website.

Parental involvement

Communication with parents

We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child’s schooling and to work together with the school in helping them to achieve the very best standards.

News

Our website is a great resource for keeping updated with events and news at school. You’ll find regular updates on our website <https://www.woodlane.lbhf.sch.uk/news>

At home

Naturally, parental involvement is not confined to school. Young people are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the pupil and their ability; we hope that parents remain involved and supportive of their child’s learning at home.

The Home School Agreement

Good communication between school and home is essential. Our home/school agreement outlines what parents/carers can expect of the school and what the school expects from them and the pupils. Parents and pupils are asked to sign this agreement when starting school.

Seeking permission

Educational Visits are a valuable part of school life and we arrange as many as possible. By signing the Local Area Visit consent form, you have given permission for your child to go out on simple visits during the school day to areas within walking distance in our local community.

When we want to take a group to an activity further away or if it involves specific transport or risks, children are not taken unless a permission slip is returned.

Governors

Our governors do a fantastic job ensuring we are steering the school in the right strategic direction and holding us all to account for every decision we make. If you feel you have experience and skills that could benefit the school through governorship, please step forward to take up a parent governor place when once becomes available. We will communicate with all parents when this is the case.

Term dates

Autumn term 2022

INSET: Thursday 1st and Friday 2nd September – Staff only

Term begins: Monday 5th September – Year 7 only

INSET: Tuesday 6th September – Whole School

Half Term: Monday 24th October – Friday 28th October (inclusive)

Term ends: Friday 16th December at 1pm

Spring term 2023

INSET: Tuesday 3rd January – Staff only

Term begins: Wednesday 4th January

Half Term: Monday 13th February – Friday 17th February (inclusive)

Term ends: Friday 31st at March at 1pm

Summer term 2023

INSET: Monday 17th April – Staff only

Term begins: Tuesday 18th April

May Day: Monday 1st May Bank Holiday

Half Term: Monday 29th May – Friday 2nd June (inclusive)

INSET: Friday 9th June – Staff only

Term ends: Friday 21st July at 1pm

Our Aims and Values:



Woodlane Aims

- To provide an outstanding education, which is personalised to the need of each pupil.
- To provide a calm, learning-focused environment, which is safe, caring and nurturing.
- To provide a holistic education, which incorporates guidance and strategies from support agency partnerships e.g. speech and language therapists, occupational therapists etc.
- To increase resilience and develop pupils' ability to self-regulate.
- To ensure Woodlane values are at the heart of learning.
- To develop pupils' essential life skills, developing their knowledge and the 'cultural capital' they need to succeed in life (personal development). This will include:
 - Personal & social well-being (safety/self-image/self-esteem).
 - Communication skills (speaking/listening/reading/writing/body language).
 - Social skills (behaviour).
 - Physical & health skills (hygiene/healthy eating/exercise/team skills).
 - ICT skills (using computers to share and seek information).
 - Independence and study skills (thinking skills/self-organisation/concentration) etc.

- To promote physical and emotional wellbeing.
- To prepare pupils for the next stage of their education.
- To ensure all pupils leave Woodlane with outcomes that reflect the best of their ability.

Our School Values



Kindness



Tolerance



Honesty



Independence



Effort



Aspiration



Resilience



Achievement



Respect

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