

Taking you step-by-step through starting school

Woodstock School

Generating confidence to experience the joy of learning





Les Haines, Headteacher, says...

We are delighted that your child will be starting with us at Woodstock School. We look forward to working in close partnership with you, to ensure that your child has the best possible start to school life.

To help us with this, could you please follow the steps in this Family Handbook, and hand in your completed forms to the School Office.

Answering your questions

You will find key information on pages 11- 14. If you have any questions that are not answered here, please contact the School Office on 0117 377 2175 and we will be happy to help!

Term Dates

Our term dates can be found on page 15.

STEP 1: PARENTAL PERMISSION FORM Woodstock School

Child's Name:

Step

From time to time it is necessary for us to discuss your child in professional multi-disciplinary agency meetings in order to meet their needs. I give permission for staff from Woodstock school to discuss my child with other professions as necessary.

Parent/Carer Signature:

PRINT NAME:

At Woodstock school we involve your child in a range of activities; some activities are school based and others require that we take your child off site. Classes will plan trips out for both educational and social reasons and for these you will be sent details and asked for your permission for your child to attend. However, there are standard activities that either happen every week, happen as a reward or happen "out of the blue" and for these activities we ask you to give your permission at the time of admission into the school. These activities are as follows:

Swimming;

This happens weekly, on a Monday morning. The children go swimming at Henbury Leisure Centre. They walk to the pool with their class staff. I give my permission for my child to go swimming weekly at Henbury Leisure Centre.

Parent/Carer Signature:

Weekly Golden time;

This is part of our reward system that is integral to our Behaviour Policy. Children earn points for every day for doing the right thing. If they have earned above a certain level they are able to take part in an activity on a Friday morning. Most of the activities take part on the school site, however, some involve going to the Blaise Estate.

I give my permission for my child to go off site for activities during Golden Time.

Parent/Carer Signature:

Dog Walking;

We have a dog that works with the children. This is an opportunity for our children to relate to living things which helps them in times of crisis and also helps them to develop empathic feelings. The children enjoy accompanying an adult to take the dog for a walk. This is a privilege that is earned. I give my permission for my child to go off site with an adult to walk the dog.

Parent/Carer Signature:

Visits to Lawrence Weston Community Farm;

We have close links with the Community Farm in Lawrence Weston and children visit regularly to support their learning outside the curriculum. I give my permission for my child to visit Lawrence Weston Community Farm.

Parent/Carer Signature:

Local Venues;

We occasionally visit local venues such as Blaise Castle Estate and Crow lane, always walking, always within 5 minutes away from school. I give my permission for my child to go off site with an adult to visit local venues.

Parent/Carer Signature:

Photographs and Film:;

We regulary use photographs and film as a way of recording the activities and work that the children do. These may be sent home with children and/or published on our school website or in local publications such as newletters or The Evening Post.

I give my permission for my child to be photographed / filmed for school use.

Parent/Carer Signature:

				S I	S	
Child's Full Name:				Social W		
Address:				CAMHS:		
						Other:
						Service:
Name of Parent	ts / Carers & Relationship:					Meals in S
MOTHER'S NA	AME:	FATHER'S NAME:				[]Packe
Home Tel No:		Home Tel No:				[]Paid S
		Home lei No:				[]Free So
Mobile No:		Mobile No:				Name:
Work No:		Work No:				
Other Emergen	cy Contact Numbers:					Date of B
Tel No:	Name:	F	elationship:			Date of P
Tel No:	Name:	R	relationship:			Date of A
		1				Behaviou
Child's Doctor's	s Name:					
Surgery Addres	ss:					Dangerou
Relevant Medic	cal Information:					Damage t
		¬ No -	1			Self-harm
Does your child take medication daily? Yes [] No []				Being Victi		
II TES WIIdi does s/fie lake!				Sexualised		
How much?				Sexualised		
						False Alleg
How often?						Criminal B
						Violence To
Any known alle	ergies: (Foods, additives, colourings, plasters	etc)				Violence T
						Verbal Ab
						Verbal Ab
						Racial Abu
						Racial Abu
						Bullying
						Walking O
Other Agencies	S:					Drawing C
						Going Off
					re	Drawing C
					ear here	Poor Atten

Social Worker: Name:	Tel No:
CAMHS: Name:	Tel No:
Other:	

Tel No:

School:

[]Packed Lunch	
[] Paid School meal	
[] Free School meal	(Only applies if you are in receipt of income support and have applied for free meals).

Name:

Name:
Date of Birth: [][] / [][] / [][]

Date of Pre-admission Meeting:
Date of Admission: [][] / [][] / [][]

History of:	Yes	No
Dangerous Behaviour		
Damage to Property		
Self-harming Behaviour		
Being Victimised		
Sexualised Behaviour Towards Adults		
Sexualised Behaviour Towards Peers		
False Allegations		
Manipulative Behaviour		
Criminal Behaviour		
Violence Towards Staff		
Violence Towards Peers		
Verbal Abuse-Staff		
Verbal Abuse-Peers		
Racial Abuse-Staff		
Racial Abuse-Peers		
Bullying		
Walking Out of Lessons		
Drawing Others Out of Lessons		
Going Off Site		
Drawing Others Off Site		
Poor Attendance		
Other		

Notes

If the answer to any of the above is YES please give details in the space provide:

If the answer is YES to the last 2 questions please give details in the space provided:

Has the pupil received vaccination against Tetanus in the last 10 years?

Does the pupil require any special medical treatment?

Need

ADHD

ASD

Special Learning Difficulty

Mental Health Issues

Speech and Language

Other Agency Support

Support Agency

Social Services

Speech Therapy

Child Protection

CAMHS

Other

Occupational Therapy

Initial Risk Management Strategy:

Is the pupil allergic to any medications?

Medication

Co-ordination

Oppositional Defiance Disorder

The School's Side of the Agreement

The school will try to:

Care for your child's safety and happiness

Ensure that your child achieves his full potential as a valued member of the school community

Provide a balanced curriculum and meet the individual needs of your child

Help your child to achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility

Keep you informed regularly about general school matters

Keep you informed about your child's progress, in particular through the Annual Review of his Statement, the Annual Report and the six Parents'/Carers' Meetings per year

Be open and welcoming at all times.

Woodstock staff are all trained to physically restrain your child, should we need to do so. This is only done as a last resort to prevent your child from

- Hurting him/herself
- Hurting others
- Damaging the school environment

This is in line with our Physical Intervention Policy

Signature: (Head/Deputy Headteacher)

Parents'/Carers' Side of the Agreement

I/We shall try to:

Ensure that my/our child attends school regularly and properly prepared. I/we shall contact the school of the reasons why s/he is not attending on the first day of absence.

Make the school aware of any concerns or problems that might affect my child's work or behaviour

Support the school's policies and guidelines

Attend Annual Reviews and Parents'/Carers Meetings and any discussions about my child's progress

Get to know about my child's life in school

Give my/our permission for my/our child to be physically restrained in line with the school's Physical Intervention Policy, of which I have a copy

Signature: (Parents/Carers)

The Pupil's Side of the Agreement

I shall try to:

Spend my time at Woodstock according to the 3 Golden Rules:

Look after yourself

Look after others

Look after the school

Signature: (Child)

Declaration

We want to do the best for your child in the event of him/her having an accident or hurting himself/herself whilst he/she is in our care. We need your co-operation in the following situations to ensure that we can carry out our Duty of Care to your child:

Yes

[] Yes

[] Yes

[] Yes

No

[] No

[] No

[] No

During periods of sunny weather it is your responsibility to send your child to school appropriately dressed with his/her shoulders covered and with a hat for protection from the sun. If necessary he/she can bring into school suntan cream but it has to be labelled with his/her name and has to be able to apply it himself/herself.

2. Is there any reason why your child should not have any sort of medical intervention? [] Yes [] No

As the Parent/Carer of:

I understand my responsibilities in the situations above and will keep the school informed of any changes that may occur.

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



TRADING WITH SCHOOLS Pupil Premium Registration Form / Pupil Premium Registration Form



Please complete this form to apply for free school meals or register your child for Pupil Premium if they are in Reception, Year 1 or Year 2.

Am I eligible for free school meals/pupil premium?

You are eligible if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

How do I apply?

Online

Apply online at www.bristol.gov.uk/fsm using our eFree School Meals Online Service.

- Applying online is quick and easy to do, you will receive notification of your eligibility immediately and there is no risk that your application will get lost in the mail.
- If you are eligible you can begin claiming free school meals the same day.

If you don't have the Internet at home, you can visit your local library or your child's school where the staff may be able to help.

How to complete a paper form

- Use BLOCK CAPITALS and black ink.
- Complete all information on the following pages.
- Please remember to sign and date the form

Return to: Free School Meals **Bristol City Council (Romney House)** PO Box 3176 **Bristol BS3 9FS**

If you have any queries please contact: 0117 903 7990

Alternatively, you can scan and attach your application to an email. Please send to: free.school.meals@bristol.gov.uk

Please see page 4 for any benefit evidence we may require to support your application

Step

Parent or Carer Details			
Title: Forename:			
Surname(s):			
Date of birth:			
National Insurance Number/ or NASS Number:			
Relationship to child: Mother Father Step par	rent Foster parent		
Other family member			
Home address:			
Postcode:			
Tel (home):			
Tel (work):			
Tel (mobile):			
Email address:			
Children's Details			
UPN Number:	(Contact your child's current school to obtain UPN Number)		
Forename:			
Surname:			
Date of birth:	Gender: male female		
Child's present school:			
UPN Number:	(Contact your child's current school to obtain UPN Number)		
Forename:			
Surname:			
Date of birth:	Gender: male female		
Child's present school:			
UPN Number:	(Contact your child's current school to obtain UPN Number)		
Forename:			
Surname:			
Date of birth:	Gender: male female		
Child's present school:			

Conditions

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and on-going, entitlement.

I understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I provide within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I authorise the Authority to seek confirmation of the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Authority and hereby consent to the disclosure of any information sought in accordance with the Data Protection Act 1998 having read the Fair Processing Notice on the notes sheet I was given with this form.

I confirm that the information given on this form is correct and I will inform you immediately of any change in circumstances. I understand that any false or misleading information given on this form or failure to disclose relevant information may make this application void and could render me liable to legal proceedings.

I must inform the Free School Meal service of any changes to my address or benefit details.

Please not that in agreeing to share these details you have not forfeited your rights as prescribed under the Data Protection Act 1988. The Council will continue to apply the same level of care to safeguard your privacy as we always have done.

Under the Data Protection Act 1998, you can make a formal request for the following information:

- Clarification that your personal data is being processed by the council
- A description and copy of such personal data
- The reasons why such data is being processed
- Details of to whom they are or may be disclosed

If you wish to access information held by the council about you, please email the Data Protection/ Freedom of Information Team at **foi@bristol.gov.uk** or write to:

The Data Protection Officer, Bristol City Council, PO Box 3176 Bristol BS3 9FS

Declaration

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I have read the Conditions and I agree that I will advise Bristol City Council of any changes to the information on this form.

Signed (parent/carer):	Date:	, i		1	'
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What happens once I have submitted the application?

Once you have submitted the free school meals/ pupil premium application form you will receive a letter notification of your status.

If you submit your application online you will receive immediate notification and will also be notified via email.

The letter will either state that you are eligible for free school meals, or will state that we were unable to confirm your eligibility and now require more information.

Key Information

What are our school times?

Monday to Thursday

8.45am: Taxis arrive, doors open 9.00am: Lessons begin 10.30am to 10.50am: Morning break 12.10pm to 1.00pm: Lunchtime and play 3.15pm: Taxies arrive, children depart

Friday

Step

8.45am: Taxies arrive, doors open 9.00am: Lessons begin 10.25am to 10.45am: Morning break

12.00pm: Lunch

12.30pm: Taxies arrive, children depart

Arrivals and departures

Pupils are admitted into the building from 8.45am and from Monday to Thursday the transport starts to arrive at 3.15pm. On

the transport starts to arrive at 3.15pm. On a Friday, the children will eat their lunch at school and leave by taxi at 12.30pm. A member of the Senior Leadership Team and the Learning Mentor welcome the children each morning, and bid them farewell at the end of the day.

Transport

The Local Authority may provide transport between your home and Woodstock and the Transport Department will make the necessary arrangements. To ensure the safety of our pupils, escorts will travel on all minibuses and in some single taxis, where this has been written into the Statement. It is the responsibility of parent and carers to ensure that their child travels safely and behaves appropriately on the transport. The following rules apply to safe traveling.

The child needs to:

- Remain seated
- Wear a seatbelt
- Abide by any instructions given by the driver or escort
- Not be physically or verbally abusive to anyone.

The Transport Department has the right to withdraw transport if a child behaves in a dangerous way. A copy of our Transport Policy, which covers home to school transport as well as travel in our own minibus, is available upon request.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. We ask that all clothing has your child's name on it to ensure that any items that are mislaid can be returned. All children should wear the school uniform, which consists of:

- A bright blue sweatshirt with the school logo which can be purchased from the School Office
- White shirt or polo top (one with the school logo can be purchased from the office)
- Grey, navy, black trousers or skirt
- Black shoes (we prefer that your child does not wear trainers).

PE and swimming

All children take part in PE and swimming on Monday mornings. We have a school PE kit that your child will use and which is washed in school. Swimming is an integral part of the timetable s your child needs to bring their swimming kit every Monday.

Food in school

Your child can enjoy an excellent lunch, which is cooked on site at school, or bring in a packed lunch. Our kitchen supervisor puts a lot of thought into the menu to ensure that all the meals are healthy and in line with our Healthy Schools Award. For this reason please do not include any fizzy drinks, glass bottles or sweets. All children up to the age of seven years are entitled to a free school meal

Dinner money

Dinner money for children over age seven, (£2.20 per day), should be brought into school on Monday morning. Payment for school meals can be made by cheque, payable to "Bristol City Council".

Free school meals

If you think that your child may be entitled to free school meals after seven years, please ask for further information at the school office.

Healthy snacks and drinks

Under the Fruit in School scheme children are entitled to a piece of fruit each day free of charge, which is given as a playtime snack. Children are encouraged to drink water

and can fill water bottles from fountains throughout the day. Milk is available for all children up to the year in which they are seven (Year 2). Those children who are entitled to free school meals will also be entitled to milk free of charge. Sweets, chocolate, chewing gum, etc. are not permitted in school.

School structure

At Woodstock, children are not grouped in year groups, but in what we call 'stages'. We have an Admissions stage, where new children start, a Progression stage where they move onto and a Transition stage and are prepared for their next school (whether primary or secondary). We have two additional class teams (Cherry and Medlar) who support the children and enhance the curriculum, mainly through our 'Learning Outside' curriculum.

Our Biophilia Philosophy

At Woodstock, we firmly believe in the healing power of the 'Great Outdoors'... of plants and of animals for our children's emotional wellbeing. Research shows that contact with plants and animals promotes mental health, reduces stress, and provides a mechanism for building relationships and respect for one another and ultimately oneself. To this end, we promote contact with animals and nature throughout the children's time at Woodstock in both planned ways and incidental ones.

Pets as Therapy

You may have already met the dog! Einstein is registered with Pets as Therapy and provides daily contact for children in a casual, nurturing and incidental manner. Children who enjoy the company of the dogs may choose to walk her, play with her, or simply sit with her at appropriate times. Others may benefit from being with Einstein when they are feeling stressed or needing time out.

Different stages

Each stage focuses on an aspect of 'Biophilia'. The Admissions stage visits
Lawrence Weston Farm and gets to help out and care for the farm animals. In
Progression, children visit the woods once a week and participate in 'Forest School'.
In Transition, children focus on the school gardens. Each aspect is available through other means at any stage in the children's schooling. If you wish to know more about this philosophy, please ask your child's class staff

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

Regular attendance is considered essential for children to realise their full potential and we expect regular attendance at Woodstock. If your child is absent for any reason please inform us either, prior to or, on the first day of absence. This enables us to record the absence as authorized. You can let us know either by telephone, e-mail or via the school Transport the reason for your child's absence.

Unauthorised

Where a pupil is absent without prior permission an explanation will be required. If one is not forthcoming the absence is recorded as unauthorised. Parents and carers will be contacted on the first day of absence where no prior explanation is received.

Holidays

Parents and should not expect that the school will agree to family holidays in term time. Each application will be considered on its merits. Parents and carers should complete a Holiday Form, which is available from the school office.

Educational Welfare Officer

Even where absence is authorised, we shall be alert to emerging patterns of absence, which seriously disrupt the continuity of learning. In such cases the Educational Welfare Officer will be involved.

Jewellery

For safety reasons children are not allowed to wear jewellery or hard hair ornaments in school.

Clubs and activities

There are many opportunities for pupils to participate in different clubs and activities throughout the school day. For example, the children go swimming every week and a selected group of pupils can participate in weekly lunchtime therapeutic horse riding sessions at the local RDA stables. Each Friday morning the children take part in Golden Time and enjoy special activities such as walking Holly the dog or helping out in the garden and other fun activities.

Seek permission

We will always seek your permission if any activity takes place after school and will inform you of the arrangements.

Collective worship

The whole school comes together each day at lunchtime and this opportunity is used as a time of celebration, quiet reflection and prayer. In addition to this we have three assemblies every week, which are:

Monday 9.15am - Children's briefing, where we hear what is going on that week, the theme of the week and hear about some of the fabulous work that was done the previous week.

Wednesday 10.15am: Class assemblies on the Theme of the Week.

Friday 10.45am: Celebration assembly, where we give out the week's medals, certificates and awards and hear about all the wonderful work in the week.

Special Educational Needs

All children at Woodstock are considered to have Special Educational Needs. We consider this to be the normal situation and all our children will have both an Individual Behaviour Plan (IBP) and an Individual Education Plan (IEP). Some children will have an additional learning need and these will be considered individually. For further details on how we address all special needs at Woodstock please refer to the pamphlet in addition to this booklet, entitled Special Education Needs Brochure.

Access

Children with a physical disability are fully supported in accessing all parts of the school

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

Emergency arrangements

In the unlikely event of emergency school closure, parents and carers are asked to check the website www.woodstock.bristol. sch.uk for information and to listen to Radio Bristol and GWR.

Medicine in school

Medical matters

It is imperative that we have telephone numbers to contact you in case of illness or an accident. These numbers must updated as soon as any changes occur. We shall contact you if your child shows any of the following signs:

- Vomiting
- Diarrhoea
- Constant coughing
- Hygiene problem
- Displays symptoms of an infectious disease
- Bump to the head
- Extreme lethargy
- Distorted vision
- Has become hysterically upset or distressed after an injury.

We expect you to keep your child at home if s/he shows any of the signs above, for 24 hours after the symptoms have disappeared.

Medicine

Prior to administering any medication we will require a parental letter and any medication given to a child must display the child's name, drug dosage and expiry date. Please note that an adult must hand the medication in to the school office, and children should not carry around any medicines.

If your child is on regular medication (e.g. Ritalin) you must ensure that the school has adequate supplies. It is only members of the Senior Leadership Team who will administer medication and they will record each time this is given. All medication is kept in a locked cupboard and a copy of our Administration Of Medication Policy is available upon request.

If your child requires an inhaler this will be kept in the child's classroom.

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.

Working with parents

In working towards the goal of helping your child achieve their potential, the school depends on many people. These include officers of the Local Authority, school staff, other agencies and the school Governors; they all have their part to play. We are also indebted to you, the parents and carers, who support us in helping your child.

Together, we show that education is a real partnership. We need everyone's support... but especially yours! We are interested in your views as we are trying to provide a service to help your child. We can only know how well we are doing if you let us know if you are satisfied with what we do. Please take an active interest in your child's school and if a problem should arise, please get in touch. We are here to help.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system, which enables us to contact you quickly in case of illness, absence or any emergency situation that may arise. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

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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 our behaviour policy or the special educational needs policy, before deciding that Woodstock is the right school for their

High standards

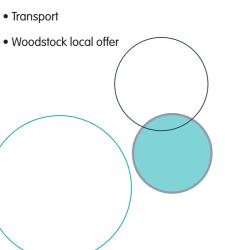
At Woodstock school we believe that policies are vitally important, and they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www. woodstock.bristol.sch.uk and click on 'About Us' and then scroll down to 'Policies' to read some of our policies.

Key policies

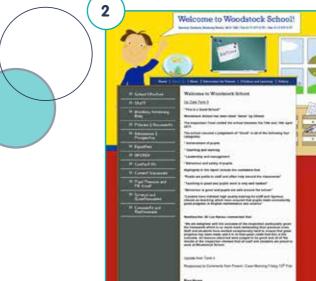
Some of our key policies are:

- Administration of medication
- Attendance
- Behaviour
- Charging and remissions
- Complaints
- Curriculum
- Exclusion

SEN













Welcome from The Executive Principal of The Woodway Federation Paul Holroyd

I am delighted to welcome you to Woodstock School, which is part of the Woodway Federation.

Woodway Federation

Woodway Federation was formed in 2012 as a federation between Bristol Gateway Secondary School and Woodstock Primary School. The aim of Woodway Federation is to provide the highest quality provision and education for children with Social, Emotional and Mental Health needs. We believe that we achieve this through both schools working together to ensure the needs of our pupils are met.

Transition to Bristol Gateway School

We also aim to ensure that pupils who attend Woodstock School, and need Special Education after Year 6, stay within the Woodway Federation and make a smooth transition to Bristol Gateway School.

Achieving beyond expectations

Our school communities are built on respect and valuing every child as an individual. We believe that all pupils regardless of their backgrounds and issues can achieve beyond their expectations with support and guidance from professional, exciting and inspirational staff.

A message from the Chair of Governors of the Woodway Federation Sarah Searle-Barnes

We are proud to support these two wonderful schools and are committed to our vision of creating a Centre of Excellence in North Bristol for children with Social, Emotional and Mental Health needs.

Ofsted 'Good'

We are a small team of governors from a range of backgrounds and expertise, including two parent governors. We celebrated with the schools the recent Ofsted judgements of 'Good', and now our role is to support and challenge the staff on their journey to provide 'Outstanding' education to meet the individual needs of each one of our pupils.

Exciting challenges

We are excited by the challenges ahead and look forward to working with staff and the wider school community, including parents, to fulfil this vision.

Woodstock School Rectory Gardens Henbury Bristol BS10 7AH

Tel: 0117 3772175

Email: les.haines@bristol-schools.uk Web site: www.woodstock.bristol.sch.uk

