



Headteacher: Iman Atwal
Woodside Primary School
Morland Road
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4th September 2023

Dear Parent/Carers,

We hope you all had a relaxing and enjoyable summer break. This letter contains some key information about the forthcoming academic year.

Woodside Primary School Values are
Kindness, Tolerance, Respect, Appreciation, Empathy, Resilience, Responsibility, Integrity,
Collaboration and Excellence

School Day

The school gates will open from 8:40am and the morning bell will be rung at 8:45am for a prompt start. Registration is at 8:55am. It is vital that all children arrive at school on time. After 8:55am, children will be marked as late and should enter school via the main office.

This year, we will be trialling a "soft start" at the beginning of the day for Reception, KS1 and KS2 children (Reception and years 1 – 6). This will mean that doors will be opened at 8:45am by staff and children can walk into their classrooms on their own - children will meet their teachers in their class. For children in year 5 and 6, they will enter school via the playground doors and walk to their classrooms.

Parents and carers are encouraged to send any communication via the school office email (admin@inspirewoodside.co.uk). There will be leadership / members of staff on the playground for any immediate communication.

Children will be dismissed at 3:15pm in Reception, KS1 and KS2. Teachers in Year 5/6 will escort children to the playground for dismissal. All other children will be dismissed through their classroom doors.

School times for Nursery and Nest children will remain at 8:45 - 11:45 for morning sessions and 12:30 - 3:30 for afternoon sessions.



Inspire
Partnership

Inspire Partnership Academy Trust
Chief Executive Officer - Robert Carpenter
Registered Office - Sandbach Place, London SE18 7EX
Registered in England Company Number - 10421212

Attendance

- At Woodside Primary School we strive to have whole school attendance above 97%. We have high expectations and actively encourage and support both children and families to ensure this can happen.
- If your child is truly unwell we do not expect them to be at school but they should be in school at all other times. Please call the office before 8:30 am if your child is not going to be in school.
- Any appointments should be made outside of school times as much as possible. If they have to take place during the school day please try to ensure your child comes in before and after the appointment. Evidence of the appointment must be seen.
- Holidays should not be taken during school time. Penalty Notices are issued for holidays taken in term time unless there is an exceptional circumstance. You are informed of our term times well in advance so please ensure you refer to them.

Attendance is monitored daily. First day of absence calls will be made if your child has not arrived and we have not received a message. Meetings will be arranged by the Attendance Advisory Practitioner if attendance is unsatisfactory.

Responsibility

- Remember to ensure your child brings their book bag to school every day and they are in full school uniform
- Support your child with home learning and reading, including reading at home every day
- Encourage and demonstrate 'impeccable' behaviour and attitudes towards learning
- Send in children's PE kits to remain in school for the week/term
- Take part in Open Classroom sessions and workshops during the school day and Whole School events after school

Home School Agreement

We have updated our Home School Agreement. We ask that all parents and carers read the attached agreement to familiarise themselves with their responsibilities as a parent/carer in the Woodside community. A copy is attached to this letter.

Leadership Staffing

A separate letter will be sent out to confirm about the Leadership structure at Woodside this academic year. This will be accompanied by a communication letter, informing the communication procedures this year.

Arbor

A reminder that Arbor is our main system where all payments and communication will occur. Please ensure that you check that the data we hold on Arbor for your child and their contacts is correct by logging into the Arbor app using your email address.

If you have any problems, please contact the office which will reopen on the 7th September 2023. **Remember the 4th, 5th and 6th are Inset Days, so only staff will be in these days, no children.**

We very much look forward to welcoming you and your child back into our Woodside community from Thursday 7th September.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'I Atwal', written in a cursive style.

Mr I Atwal
Headteacher