

# Wood End Primary School

Through the development of **trust**, **honesty** and **responsibility** we aim to inspire children to have their own **vision** for the future through continuous **evolution**.

Headteacher: Miss S Sharma

Deputy Headteacher: Mr J Sheard

Assistant Headteacher: Mrs F Bellenger

Acting Chair of Governors: Mr John Withers

## School Prospectus

2023 - 2024

## Contact Details

Address: Wood End Road  
Wednesfield  
Wolverhampton  
WV11 1YQ

Telephone: 01902 558940

Email: [woodendprimaryschool@wolverhampton.gov.uk](mailto:woodendprimaryschool@wolverhampton.gov.uk)

Website: [www.woodendprimaryschool.co.uk](http://www.woodendprimaryschool.co.uk)

## School Site Safety reminders

Your child's safety is of the utmost importance to us.

Please note the following rules for site safety:

- We are a NO SMOKING and NO VAPING site
- NO PARKING ON THE SCHOOL CAR PARK
- NO RIDING BICYCLES/SCOOTERS ON SITE
- NO DOGS ON SITE
- NO USE OF MOBILE PHONES IN THE SCHOOL BUILDING
- NO ENTRY TO SITE THROUGH CAR PARK GATES - PLEASE USE THE PEDESTRIAN ENTRANCE

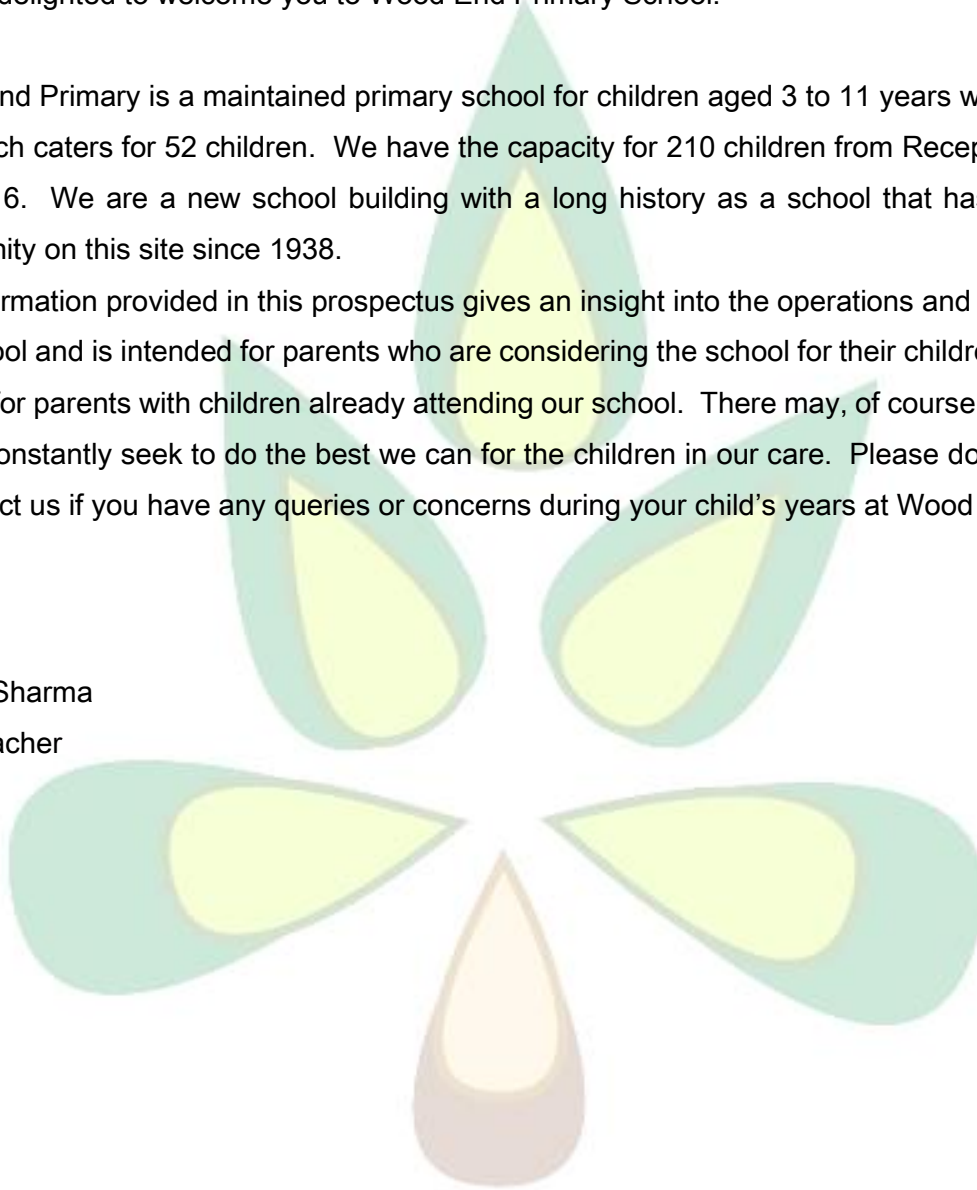
## Welcome to Wood End Primary School

We are delighted to welcome you to Wood End Primary School.

Wood End Primary is a maintained primary school for children aged 3 to 11 years with a nursery unit which caters for 52 children. We have the capacity for 210 children from Reception through to Year 6. We are a new school building with a long history as a school that has served the community on this site since 1938.

The information provided in this prospectus gives an insight into the operations and objectives of the school and is intended for parents who are considering the school for their children and as an update for parents with children already attending our school. There may, of course, be changes as we constantly seek to do the best we can for the children in our care. Please do not hesitate to contact us if you have any queries or concerns during your child's years at Wood End.

Miss S Sharma  
Headteacher



### Mission statement:

To develop a community, which works together and is mutually supportive, a community which rejoices in the success and joys of its partners. Where every opportunity is seized and valued as a chance to learn. Where children are encouraged to dream and aspire to achieve their potential. To value our children as partners and nurture their skills for a brighter tomorrow. To teach children the value of being productive, pro-active individuals, shaping their own futures.

### Values:

Wood End will provide:

- A safe environment for pupils to explore and grow.
- A positive and stimulating climate for the inclusion of all pupils.
- Individual challenge and support for self-improvement.
- Opportunities to be aspirational and self-motivated learners.

All stakeholders are expected to contribute towards achieving our mission statement:

Governors will: proactively support, and effectively challenge, school leaders in determining the direction that the school will progress and deliver outcomes.

Staff will: give children the opportunities to develop enquiry skills and lead their own learning, experiencing the world with awe and wonder. They will keep them safe and teach them to manage risks for themselves. They will put the interests of children at the fore of everything they do and foster their love of learning, independence, and resilience to instil in them the desire to thrive.

Parents will: support their child with their learning journey and actively explore opportunities given to them as a partner in that journey.

Children will: engage with all learning opportunities with open eyes and ears. They will relish the opportunity to talk about their learning and experiences. Children will be equal partners in their learning and strive to be the best that they can be.

School Staff (as of September 2023)

Senior Management Team

Headteacher	Miss Sonia Sharma
Deputy Headteacher	Mr John Sheard
Assistant Headteacher	Mrs Fay Bellenger

Teachers

Mrs J Brookes  
Miss L Cartwright  
Miss H Chahal  
Mrs S Cottrill  
Miss K Ellis  
Mrs V Geraghty  
Miss B Johnson  
Miss M Jones  
Mr J Pinnock  
Mrs R Sharma

Learning Support

Mrs D Barnett  
Miss D Booth  
Mrs T Fitzpatrick  
Mrs D Gough (HLTA)  
Mrs H Howells  
Mrs N Rackham  
Mrs N Russell  
Mr M Statham  
Mrs K Stott  
Mrs K Walker  
Miss C Worley

Support Staff

Mrs J Cresswell  
Mrs D Wadelin  
Mrs H Farley

Office Manager  
School Administrator  
Pupil and Family Support Officer

Lunchtime Supervisors

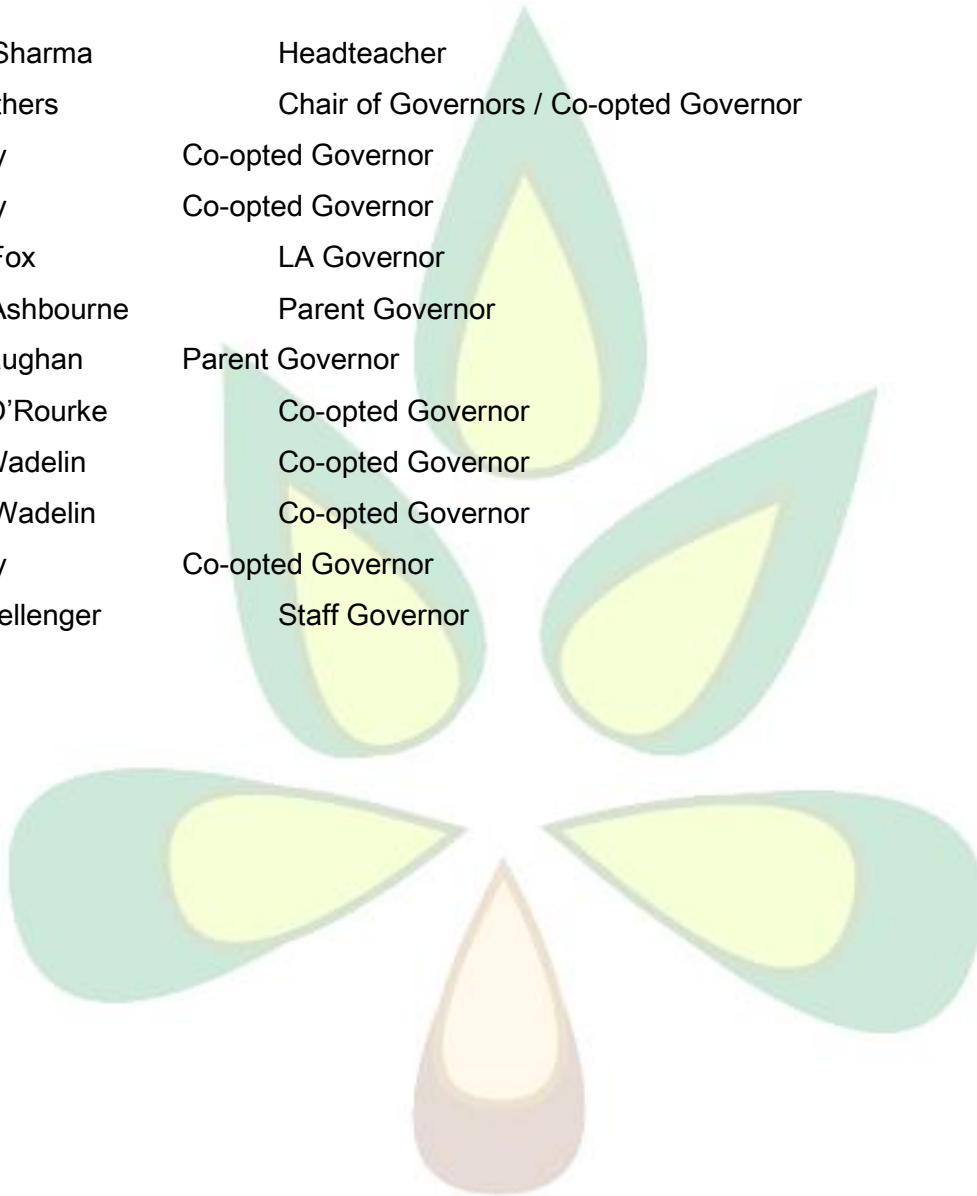
Mrs L Hayward  
Mrs J O'Rourke

Mrs S Jones  
Miss AJ Price

Mrs J Simcox

## School Governing Body

Miss S Sharma	Headteacher
Mr J Withers	Chair of Governors / Co-opted Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Miss L Fox	LA Governor
Miss L Ashbourne	Parent Governor
Mr D Vaughan	Parent Governor
Mrs M O'Rourke	Co-opted Governor
Mrs D Wadelin	Co-opted Governor
Miss S Wadelin	Co-opted Governor
Vacancy	Co-opted Governor
Mrs F Bellenger	Staff Governor



## School Day

### Nursery:

8:45am-8.55am – 11.45 am Morning Session  
12.30-12:40pm – 3.30pm Afternoon Session

### Reception

8:30am-8.40am – 11:30 am Morning Session  
12:15pm – 3:05 pm Afternoon Session

### Year 1

8:30am-8:40am – 11.45am Morning Session  
12:30pm – 3:05pm Afternoon Session

### Year 2

8.30am-8.40am – 12.15pm Morning Session  
1.00pm – 3.05pm Afternoon Session

### Year 3 and Year 6

8:30am-8.40am – 12:00 pm Morning Session  
12.45pm – 3:00 pm Afternoon Session

### Year 4 and Year 5

8.30am-8.40am – 12.15pm Morning Session  
1.00pm – 3.00pm Afternoon Session

### Beginning of School

Members of staff are on duty from 8:30am when the main gates open. The front gates are locked at 8.40am. If your child arrives after their class's allocated start time, they will receive a late mark.

### End of School

Key Stage 1 and Early Years pupils must be collected from school by a parent or known adult. We will not let a child be collected by anyone under the age of 18 years old. If the person that normally collects the child is not able to, on a particular day, it is important that the School Office is informed as soon as possible; a message will then be given to the class teacher. Children will remain with their teacher if no parent or known adult is there to collect them; attempts will be made to contact parents to ensure that the child is collected.

### Absenteeism / Lateness

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn every day that school is open, unless the reason for the absence is unavoidable. Repeated absence from school without a good reason can result in legal action by the Local Authority.

At Wood End Primary School, we expect all children to have good attendance of at least 95%. The attendance of all children from Reception through to Y6 is monitored on a weekly basis by the Pupil and Family Support Officer, in conjunction with the Education Welfare Officer. We do all we can to encourage the children to attend and to be punctual and have the appropriate procedures to support this. We believe that an important factor in promoting good attendance is the development of positive attitudes towards school and learning.

If your child is too ill to attend school, please let us know promptly, ideally by the morning of their first day of absence.

For more details on our approach to managing attendance and punctuality, please see our Attendance Policy which is available to be downloaded from our website. Copies can also be requested from the school office.



### Holidays

No holidays during term time will be authorised. If you choose to take your child out of school for holidays, or days out, these will be marked on your child's record as 'unauthorised absence' and will affect your child's attendance record. This will then be reported to the Local Authority which could incur a penalty. Children that fall below the expected minimum attendance of 95% will be monitored by the school's Pupil and Family Support Officer (PFSO). Those children whose attendance falls below 90% are considered to be 'not in full time education' and are referred to our Education Welfare Officer. Should you wish to apply for a leave of absence in exceptional circumstances, please complete a Leave of Absence request form which can be obtained from the School Office.

### Leaving Premises During the School Day

Routine medical appointments should be made outside of school hours, where possible. Should it be necessary to take your child out of school for an emergency or non-routine medical appointment then the appointment letter/card may be requested by the School Office for photocopying prior to the appointment date. If an appointment card is not provided on request, the absence will be marked unauthorised.

Children who are being taken out of school during the day will only be given over to a parent/carer or known adult.

### Emergency Contact

Please keep us informed of any change of address, telephone number (especially mobile), place of work, or contact person. If your child has an accident or is ill during the school day, we may need to contact someone, and it is therefore important that we have up to date contact details for at least two people.

## Admission arrangements

### Admission to Nursery

Places can be requested through the school office. Children are admitted to Nursery as soon after their third birthday as possible. Please be aware that admission to the nursery at Wood End does not guarantee a place in our Reception Class.

### Admission to Reception

Wood End Primary School accepts 30 children into the Reception Class during the academic year of their fifth birthday. These places are allocated by the Local Authority, and a waiting list is also held in the event of over subscription.

Admission criteria for over subscription follow strict conditions, which are stated in the “Primary Education in Wolverhampton” brochure. A copy of the brochure, and further advice, is available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

To join our school in other year groups, an in-year transfer form must be completed and submitted to Wolverhampton Local Authority who allocate places. Once this has been done parents are notified which school they have been allocated directly from the Local Authority.

### Homework

Homework is intended to support children in practising essential skills and to enrich their understanding and experience of the broader curriculum. All children are expected to practise reading at home daily, and spellings and number facts are sent home each week.

Enrichment opportunities are set termly, according to the topics the children are learning about in class. Different activities are provided: at least one that can be completed independently by the child, the others could be an experience (a visit or discussion) or something to make with the support of an adult.

### Extended School Provision

#### WoodE's

We are able to offer pupils a Breakfast Club from 7:45am and an After School Club until 5:45 pm.

Further details are available from our school office and the school website.

<http://www.woodendprimaryschool.co.uk/>

## The Curriculum

Our approach to learning and teaching is focused on the pursuit of excellence for each child as they gain the skills and knowledge prescribed by the National Curriculum. We have whole school 'learning intentions' documents to ensure the continuity and smooth progression of each child's learning so that they receive a balanced curriculum as they progress through the school.

The National Curriculum 2014 forms the basis of the school's teaching objectives for Years 1-6 and the Statutory Framework for the Early Years Foundation Stage 2021 for children in Nursery and Reception. These underpin our schemes of work and assessment criteria of your child's progress.

An overview of the curriculum is available on our school website.

## Assemblies / Act of Worship

Our school assemblies, class acts of worship and regular class assemblies often follow a given half termly theme. Themes are linked to Personal, Social and Emotional needs, school values, international days of interest and world religions.

Parents have the right to withdraw their child from Religious Education and collective worship by prior arrangement with the Headteacher.

## Relationships and Sex Education (RSE) and Health Education

The focus in Primary school is on teaching the fundamental building blocks and characteristics of positive relationships. Sex education is not compulsory in primary schools. At Wood End Primary we teach about relationships and health, including puberty in line with statutory curriculum expectations. The National curriculum for science also includes subject content in related areas, such as the main external body parts, the human body as it grows from birth to old age (including puberty) and reproduction in some plants and animals.

In Year 6 the children consider the changes brought about by puberty and the feelings associated with their lives at this time. We liaise with the school nurse in this programme of study and use relevant school materials. Parents may view any material presented to the children.

### Additional Educational Needs

At Wood End we acknowledge that not all children have the same educational skills and needs. As a result of this we have developed an inclusive curriculum and school environment to encourage all children to achieve to their potential. As part of our inclusive environment, we support children with additional learning needs through our SEND (Special Educational Needs and Disabilities) provision. The ways in which we meet the needs of our pupils is explained fully in our School Information Report (SIR) which is available on our website. We aim to work closely with parents and carers to address children's individual needs and look for ways forward to support children to engage with all aspects of the curriculum. The implementation of this policy is managed and monitored by the school's designated SENDCo (Special Educational Needs and Disabilities Coordinator).

### Cultural Awareness, Off-site Visits and Journeys

Learning is enhanced by off-site visits. Children regularly take part in school trips to a variety of attractions to extend their learning in class. Theatre Groups, musicians and authors visit the school to lead workshops and inspire children's work.

The educational benefits of such events are tremendous, but we rely on parents making voluntary contributions towards the cost. If such costs cannot be covered then visits may unfortunately not be able to go ahead.

If a parent has difficulty in contributing to any of our planned events, then contact should be made with the Head Teacher to see if help can be arranged.

### School Fund

To assist with school funds, we request that a voluntary contribution of £3 per term or 50p per week, per pupil, is made. This helps to pay for the many extras we need to purchase in School, such as cooking ingredients and materials to cover enhanced creative learning activities.

Festivities at Christmas; parties and gifts are paid for through the school fund, as are any other special celebration days.

School Fund should be paid using your online account on Schoolcomms.

### Extra-Curricular Activities

We have a wide variety of extra-curricular clubs run by our school staff, e.g football, multi-skills, art and craft. Please contact the school office for details of the current sports or activities available.



### Houses

When children join the school full time, they are placed into one of four Houses – Maple, Laburnum, Birch and Poplar. During each week children collect house points for their House for everything from being polite to good work. House points are added together to form a weekly winner announced in Special Mentions assembly on Fridays. Totals are added together each week to enable a termly House Winner of the House Point Cup. Each house will be represented by a colour of either: red (Maple), yellow (Laburnum), blue (Birch) or black (Poplar). Pupils wear a t-shirt in PE representing their colour house.

### Behaviour Management

We believe that good behaviour is the foundation to effective learning. We work towards children having self-discipline to support this.

Our management of behaviour includes all staff and pupils adhering to clear and concise rules. We believe that all choices and actions have consequences, which can be positive or negative. The school rules and consequences for behaviour are displayed in all learning areas.

We encourage our children to always do their best by being positive in our communications with them and by having numerous positive reinforcement strategies and support.

## Medical

School nurses work with pupils, teachers, and parents to promote good health and wellbeing in school aged children and young people.

The duties of a School Nurse can include:

- raising awareness of issues that can have a negative effect on pupils' health
- promoting healthy living
- carrying out developmental screening
- contributing to social education
- providing training to teachers on healthcare issues and advising on school health policy
- supporting children with medical needs such as asthma, diabetes, epilepsy or mental health problems

The School Nurse team carries out routine developmental screening checks in;

Reception                      Height and Weight

Year 6                              Height and Weight

If you wish to speak to a member of the School Nursing Team, please ask at the school office, or telephone the team on 01902 444115/6.

If your child has a medical condition, it is important that you let the school know, and also provide school with any care plans or treatment requirements if necessary.

If your child needs to take medication (including inhalers) in school a form should be completed by the parent. The 'Medicines in School' form is available from the School Office. In most cases we will only administer medicine if it has been prescribed by a doctor and has to be taken 4 times a day.

## Mealtimes

Children may choose to have a cooked meal or provide their own packed lunch.

Children having a cooked meal can choose from a varied menu and decide how many days each week they stay. Dinner money must be paid in advance and by using your online account on SchoolComms. The cost of a school meal is £2.40 per day. If you wish to do so, you may send

into school each week a list of days that your child will be having meals, although it is not compulsory to do this.

Children wishing to bring sandwiches must do so in a **named** container which is kept on trolleys until lunchtime. Drinks brought into school for lunchtime, should be in plastic containers or cartons. Water is available to all children at lunch times.

Free school meals are available for those children whose parents meet the criteria. Parents who think their child may be entitled to free school meals can enquire at the school office for more information.

School is an ideal setting to promote healthy lifestyles and therefore we have the following requirements for packed lunches:

- No sweets – a small fun sized chocolate/biscuit may be included as part of a balanced meal.
- Drinks may include (at lunchtime only) fruit juice, flavoured water or milk-based drinks. Fizzy drinks are not allowed.
- Due to allergies, we do not allow nuts in school as part of a lunchbox or as a snack.

### Universal Infant Free School Meals

Due to an ongoing Government initiative, all pupils in Reception, Year 1 and year 2 are entitled to free school meals.

### **Register for free school meals to help your school**

If you meet the criteria for free school meals, it is worth registering even though all infant children are entitled to the Universal Free School Meals. This is because schools receive a 'pupil premium' - an extra payment for each eligible child which we can spend on useful services. Registering might also get you extra help for things like school trips, it also entitles your child to free milk.

### Milk

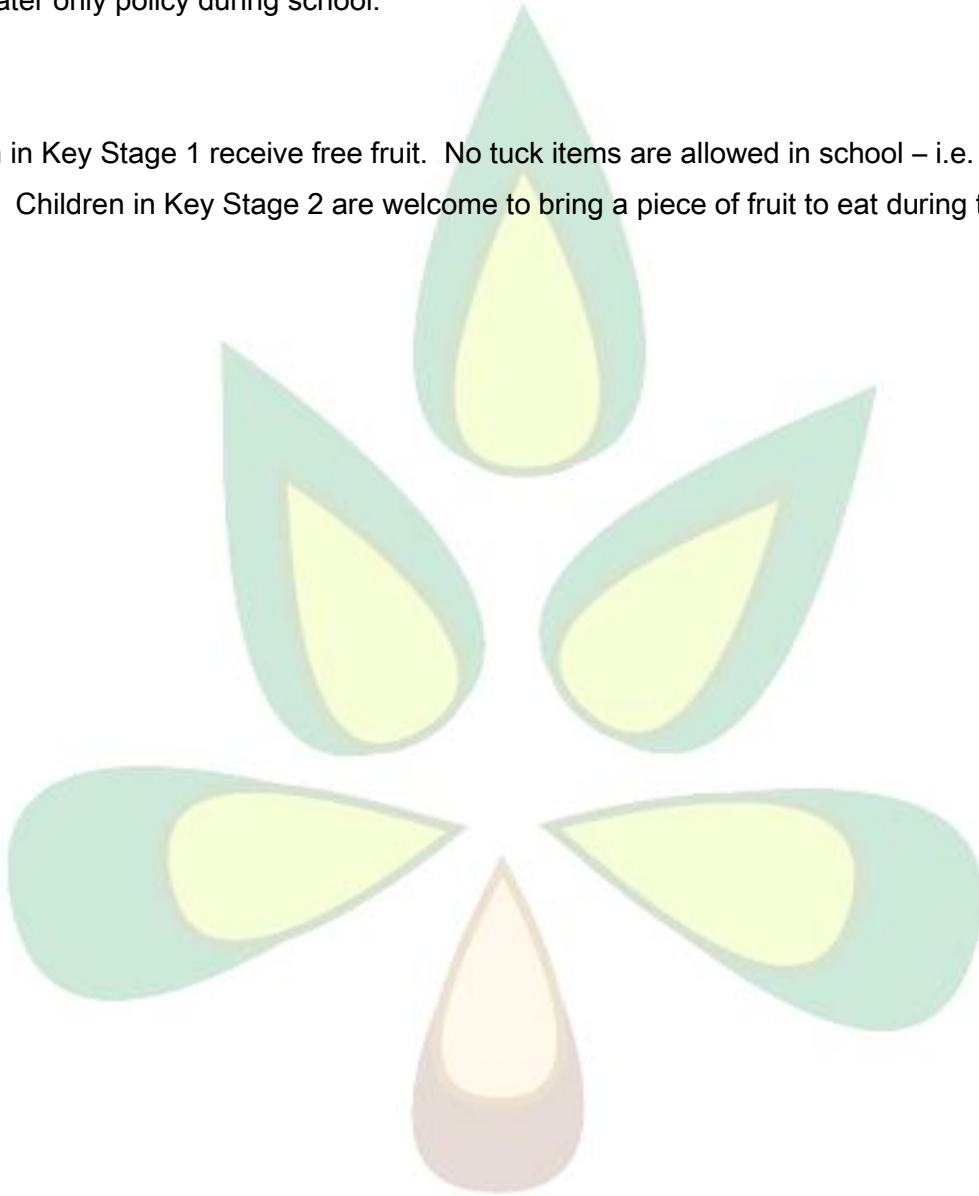
Milk is provided free of charge to children under 5 and those who are entitled to Free School Meals. At the beginning of each term, all parents will receive and must complete a forms request to notify the school office if their child wishes to have milk. For those children who are over 5 and are not eligible for Free School Meals, payment of £12.00 must be made to confirm their order by using your online account on School Comms.

## Water

All pupils are encouraged to bring a bottle into school each day that can be filled with water. This should be a clear plastic bottle and labelled with your child's name. Water bottles are available from the school office to purchase. Please do not send flavoured water into school. Wood End has a water only policy during school.

## Fruit

Children in Key Stage 1 receive free fruit. No tuck items are allowed in school – i.e. sweets / biscuits. Children in Key Stage 2 are welcome to bring a piece of fruit to eat during the morning session.





## School Uniform/Equipment

### Uniform

The policy of the school is for children to wear school uniform.

#### **Uniform**

- Grey full or knee length trousers (not jogging bottoms / leggings)
- Grey knee length skirt or pinafore
- Green checked summer dress may be worn in warm weather
- Jade green sweatshirt or cardigan (logo optional)
- Jade green or white polo shirt (logo optional)
- Plain black flat school shoes (no black trainers / boots / ankle boots)
- Plain white / black / grey socks
- Plain white / black / grey tights
- Waterproof outdoor coat

Nursery - Uniform is optional for children. It is recommended that children wear old 'doesn't matter clothes. So that they can enjoy all activities without the worry of dirtying or damaging 'new / best' clothes.

#### **PE Kit**

- Coloured t-shirt (house colour) Red - Maple / Blue - Birch / Yellow - Laburnum / Black - Poplar
- Plain dark green / black shorts
- Black pumps / trainers (must be plain black – including sole - with no colours/logos)
- Dark green track suit may also be worn (available from Kids Corner)
- If unavailable, plain black may be worn (no logos or colours)

PE kit is not required in EYFS (Nursery / Reception class)

#### **Bags**

Only schoolbook bags (transparent plastic or green / black nylon) may be brought into school in addition to a lunch bag. A transparent plastic book bag is provided free of charge at the beginning of each school year if required. A nylon book bag is provided free of charge to all children when they start in Reception class.

If you wish to purchase items with a school logo, they can be bought from [www.myclothing.com](http://www.myclothing.com) or directly from 'Kids' Corner' on Showell Circus in Low Hill, WV10 9BA.

If you have any difficulties with purchasing uniform, please let us know as we may have spares available for use.

### Jewellery, hair accessories, hair colour, make-up, nail varnish, accessories

In the interests of safety, jewellery should not be worn in school. The exception to this rule is small objects of religious significance. Pupils who have pierced ears may only wear small plain studs (not novelty earrings). All jewellery must be removed during PE and swimming lessons. If earrings are worn on PE days, and your child cannot remove them themselves, they will be covered by tape by a member of staff.

Head scarves for religious purposes, hair bands, ribbons (scrunchies) should be plain in design with no objects attached to them. They should be either green (to coordinate with school colours), black or brown.

Children's hair should not be dyed but kept to their natural hair colour.

Make up and nail varnish must not be worn in school. If worn, nail varnish will be removed by a member of school staff.

Simple watches may be worn in school by pupils who are able to tell the time or are learning to tell the time. Watches must not be smart watches that have functionality beyond telling the time. If worn, watches will also need to be removed for PE and swimming lessons.

### Swimming

Please ensure that your child has the correct swimming kit for swimming lessons. Boys must wear swimming trunks that are short, not knee length and not plain white in colour. Girls must wear a one-piece swimming costume, not two piece e.g. bikini/tankini/leotard and not white in colour. All long hair should be tied up and swimming caps must be worn. Pupils should be able to swim 25m by the end of their primary years. Swimming is compulsory for pupils unable to do so.

### Other equipment

Items of high value must not be brought into school: this includes mobile phones, smart watches, mp3 players, e-Readers, tablet computers, toys, and cameras. No responsibility will be taken by the school for the loss or damage of these items if they are brought into school against the above advice.

If you wish your child to bring a mobile phone to school, this must first be agreed with the Headteacher, and must be handed in to a teacher during the school day for child protection purposes. No responsibility will be taken for mobile phones on the school site.

### Child Protection

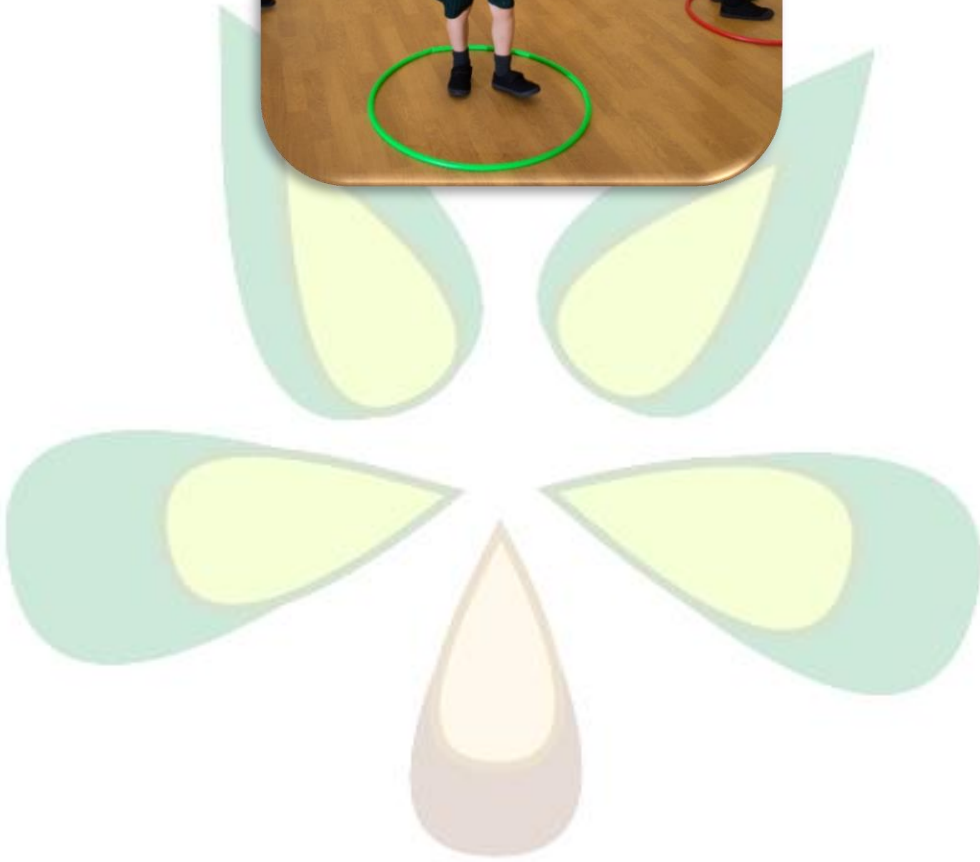
At Wood End Primary School, we are committed to safeguarding children and young people and we expect all adults who come to our school to share this commitment.

- Designated safeguarding lead: Miss Sonia Sharma
- Deputy safeguarding officers: Mrs Fay Bellenger, Mrs Hayley Farley, Mrs Diane Barnett.

A copy of the Safeguarding and Child Protection Policy can be requested from the school office and is also available on the school website. Please contact the office if you need any further information.

### Data Protection

Please visit our website: [www.woodendprimaryschool.co.uk](http://www.woodendprimaryschool.co.uk) for further information on how we use the data we collect about you and your child. If you would like further information, please do not hesitate to contact the school office.



## School Term Dates

### **Autumn Term 2023**

**Term Time:** Monday 4<sup>th</sup> September 2023 - Friday 27<sup>th</sup> October 2023

**Inset Day -** Friday 15<sup>th</sup> September and Friday 22<sup>nd</sup> September 2023

**Half Term:** Monday 30<sup>th</sup> October to Friday 3<sup>rd</sup> November 2023

**Term Time:** Monday 6<sup>th</sup> November – Friday 22<sup>nd</sup> December 2023

### **Spring Term 2024**

**Term Time:** Monday 8<sup>th</sup> January 2024 - Friday 9<sup>th</sup> February 2024

**Half Term:** Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2024

**Term Time:** Monday 19<sup>th</sup> February 2024 to Friday 22<sup>nd</sup> March 2024

### **Summer Term 2024**

**Term Time:** Monday 8<sup>th</sup> April 2024 to Friday 24<sup>th</sup> May 2024

**Half Term:** Monday 27<sup>th</sup> May to Friday 31<sup>st</sup> May 2024

**Term Time:** Monday 3<sup>rd</sup> June 2024 to Monday 22<sup>nd</sup> July 2024