

21st January 2025

Dear Parents and Carers

As you know, at Woodston, we care. One of our [values](#) is respect: we care about ourselves, each other, and our environment, and understand the importance of taking responsibility for the communities we belong to.

To promote respect, we would like to remind you of some key expectations where you can help us to promote respect.

### Attendance

This is a key area of focus for us over the coming weeks as we know if children are not in school, they cannot learn. Our curriculum is planned sequentially, and children build on prior learning in each lesson. If children have regular gaps due to absence, then they will eventually develop gaps in their learning.

We know that children do sometimes become unwell, and it is not appropriate for them to be in school, however, whenever they are well enough to be here they should be in school, and attendance should be regular as a result.

### Punctuality

Punctuality is also a key issue. It is so disruptive not only for your child but for the rest of the class when the children arrive late at lessons. At Woodston recently, we have seen a queue of late children arriving at the office and this impacts the start of learning for all pupils.

Please see a reminder of the morning routine timings below and please support us to adhere as closely as we can to these - thank you.

### School Opening and Closing Routine

From Monday 27<sup>th</sup> January, there will be a slight change to the opening times of gates to ensure that we can monitor the safety of our pupils.

**In the morning, gates will open at 8.40 am and will close promptly at 8.50 am.**

Please note that you are responsible for your child until they enter the school building. As soon as children arrive at school, they should come straight into the school building. The earlier pupils can arrive at this time, the better as children have early morning tasks to complete.

Please note that gates will be locked promptly at 8.50 am as staff need to get to class, therefore pupils will need to walk the longer way around and this will result in them arriving late into class.

Official registration time is 8.55 am and registers close after this time. Children are marked late if they arrive after the registers close and punctuality will be closely monitored.

**In the afternoon, gates will be opened at 3.05 pm and school finishes at 3.15 pm when pupils should be collected promptly.**

Thank you for your support with this.

### Uniform

As we raise expectations of standards at Woodston, it is essential that we set the same high standards of uniform. Children should be presenting in smart school uniform as outlined on the website: [Uniform - Woodston Primary School](#).

On PE days, children should wear suitable clothes for their PE lessons but continue to present smartly. Again, thank you for your support with this.

## Safety Travelling To and From School

Finally, some safety reminders...

### **No bikes/scooters ridden on school grounds**

On the playground, we have seen several children (and adults) riding bikes and scooters across the playground. This is very dangerous, especially with many young children on the site. Please could we ask that bikes/scooters are not ridden until outside of the school premises?

### **Walk to school if you can**

Thank you to those parents/carers who take the opportunity to walk to school. This provides a healthy start to the day for everyone.

### **Be considerate when coming by car.**

We know that people are often busily rushing to drop off or collect at the beginning or end of the day but we ask parents to be considerate of others at this time.

- *Park further away* - If you need to drive to school, wherever possible, please park a little further away from the school site and walk the remaining distance. This frees up the areas around the school site and limits any potential accidents.
- *Park responsibly and watch your speed* - If travelling near the school site, please be considerate about your parking and speed. If you come down the little side roads at the front or back of the school, you are likely going to need to turn in the road, which again heightens the risk of a small child being injured or worse.

### **Be aware of others when walking on the paths.**

If you are walking to school or walking near the school site, please be considerate of others on the pathway. Many of the paths leading into the school site are narrow and busy and we have a large school population leaving at the same time each day. Please be mindful of others, especially those with wheelchairs, pushchairs, or small children.

Thank you for your support.

Kind regards

Miss Brough  
Assistant Headteacher

Mr Marks  
Interim Executive Headteacher

Mr Reilly  
Interim Executive Headteacher