



# School Information





## School Contact Details



Woodston Primary School  
Celta Road,  
Peterborough  
Cambridgeshire PE2 9ER

**Telephone:** 01733 562784

**E-mail:** [office@woodstonprimary.org.uk](mailto:office@woodstonprimary.org.uk)

### **School Times**

Doors open at 8:45am

School starts at 8:55am

School finishes at 3:15pm

### **Breakfast Club**

Our Breakfast Club is run by school staff and available Monday to Friday from 7:45am- 8:45am at a cost of £4.00 per day. This cost includes breakfast. A mini breakfast club is also available from 8:15am - 8:45am at a cost of £2.00 per day.

A booking form needs to be filled out and payment made in advance. Booking forms are available from the school office. Payments must be made by ParentPay.

### **After School Club – Whizz Kids**

Whizz Kids is our After-School Club, which operates between 3:15pm until 6pm. The cost of this is £8.00 per session. Child care vouchers may be used in full or as part payment for this facility. A light meal is also provided and included in the cost.

A separate registration/booking form needs to be completed and are available from School office. Payments must be made by ParentPay.

## **Absence & Illness**

The school promotes a positive approach to punctual attendance - we have weekly rewards and attendance graphs are shown every Friday in assembly

If your child is absent, you **MUST telephone or Email** the school to inform us of the reason why they are absence before **9.30am**.

If we have not heard by this time we will telephone home and it maybe that a home visit will be undertaken.

Unauthorised absence - A register will be marked authorised if a child arrives late (after registration closes - 9:05am) or if the school does not receive a satisfactory reason for a child being absent. It is the Headteachers decision on whether an absence is authorised.

Any medical/dental appointments your child has you we will need provide proof of the appointment to the school before the appointment.

If your child becomes ill at school we will inform you immediately. Therefore, we do ask you to let us have your telephone number and the number of a relative, friend or neighbour, so that we may contact you in emergencies. This is normally supplied on the contact form but from time to time details alter so we ask if you can try to keep our information up to date, especially with mobile phone numbers.

If your child has been vomiting or had diarrhoea , they need to be kept off school for 48 hours AFTER the last sickness or diarrhoea episode.



Medicine can be given in school if it has been prescribed by a doctor and has to be administered 4 times a day. Parents must bring the medication to the office so that there can be no misunderstanding. It must be marked with the child's name and dosage. A consent form will need to be completed. Medicines are overseen by an adult and entered in the school medical record book.

## Leave of Absence

We follow the Peterborough City Council Policy: Promoting Good School Attendance.

'Taking leave of absence without exceptional circumstances in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you may make by taking a holiday in school times are offset by the cost of your child's education.

There is NO automatic entitlement in law to time off in school time, to go on holiday.

All applications for leave of absence must be made in advance. In making a decision about whether to authorise this leave, the school will consider the circumstances of each application individually, including any previous pattern of absence.

It is important that you understand that we will ONLY authorise such absence in EXCEPTIONAL CIRCUMSTANCES.

Any period of leave taken without the agreement of the school (with at least four week's notice) and /or different from that agreed by the school, will be classed as unauthorised and may attract sanctions such as an penalty notice.

## Communication from School

### **Newsletter**

School's newsletter is sent home weekly every Thursday. This will be sent as an email to all parents. A paper copy can be sent on request.

### **Letters**

Letters will be send home either via email or paper copy as appropriate. Copies of letters will be also available on our website.

### **Website**

Our website site has lot of information on our school, term dates, policies and what our classes are doing. Website address is <http://www.woodstonprimary.org.uk>

### **ParentPay**

We are a cashless school and use ParentPay for parents to make all payments. Once your child has started school we will send you an activation code to be able to use ParentPay.

### **Email/Text**

We will use this to keep you up to date with information about school and your child.

### **Tapestry (Reception only)**

Online personal journal that keeps you in touch with your child's learning.



## School Meals and Packed Lunches

Dinners are cooked on the premises and the daily menu offers a choice of two hot dishes or a salad for main course and a range of puddings.

Children may bring packed lunches. They must be in a named container or holder; no fizzy drinks or nuts please. We can provide guidance on how to provide a health packed lunch - leaflets are available in school.

We do NOT buy in ready made meals (e.g. Cottage Pie, Lasagne and Spaghetti Bolognese). All our meals are made by our wonderful cooks from scratch, using locally sourced ingredients and meat.

Milk is available for all pupils as a drink during school lunch.

### **Weekly School Menu**

The weekly school menu is sent home on THURSDAYS on the reverse of the school newsletter. A copy of the Newsletter and menu can also be found under News and Events section of the newsletter page on the website.

### **Universal Free School Meals**

From September 2014 all Reception, Year 1 and Year 2 children are entitled to a universal free school meal.

### **Dinner Money – Key Stage 2 only (Years 3,4,5& 6)**

The cost of lunch for Key Stage 2 pupil is £2.50 per day. Payments are to be made by ParentPay. If your child's dinner money account has a debt of more than £12, we will not be giving any more hot meals unless this is paid off. In these circumstances we will only give Cheese and biscuits and water for lunch as we will make sure that no child is hungry but we do not operate a credit system.



Some children are entitled to free school meals. The school can help to advise you on how to apply for them. Each case is dealt with in the strictest confidence. Forms are available in school and should be returned to, along with the required information to the school office where they can be processed.

## School Uniform

We actively encourage school uniform as we believe that this helps the children to take pride in their appearance and it helps develop a positive attitude to each school day.

The school colour is bottle green. All children should have sensible black shoes and extreme hairstyles and colours are discouraged.

Your child will need:

### **Uniform**

- Grey trousers, skirt or dress (Green checked dress for summer is optional)
- Green sweatshirt, jumper or cardigan
- White shirt, blouse or polo shirt
- Black shoes (easy to fasten)
- Black, grey or white socks
- Green, or grey tights

### **PE Kit**

- Plimsolls
- T-Shirt and shorts
- Sweatshirt and jogging bottoms
- P.E Bag

### **Swimming Kit (Summer Term only)**

- Swimming costume or shorts/trunks
- Towel
- Swimming hat (hats are on sale from our Main office)

**Please can you clearly label all your child's uniform, PE Kit and belongings using a fabric marker or labels.**

### **Uniform Order**

Uniform is available to order from our Supplier, Total Clothing, via our school website [http://www.woodstonprimary.org.uk/parent\\_zone/school\\_uniform.aspx](http://www.woodstonprimary.org.uk/parent_zone/school_uniform.aspx)

Or you can visit the Showroom in person.

#### **Total Clothing**

No 9 Botolph Trading Estate,  
Oundle Road,  
Peterborough.  
PE2 9QP

### **Jewellery**

The only jewellery that can be worn in school are small stud earrings. No jewellery is allowed to be worn during PE/Games and Swimming. Jewellery must be removed before the lesson. Children should be able to remove earrings themselves.

## **TERM DATES 2020/2021**

### **Autumn Term 2020**

Opens Monday 7<sup>th</sup> September 2020  
Half Term 26<sup>th</sup> – 30<sup>th</sup> October 2020  
Ends Thursday 17<sup>th</sup> December 2020

### **Spring Term 2021**

Opens Tuesday 5<sup>th</sup> January 2021  
Half Term 15<sup>th</sup> – 19<sup>th</sup> February 2021  
Ends Friday 26<sup>th</sup> March 2021

### **Summer 2021**

Opens Monday 12<sup>th</sup> April 2021  
May Day Monday 3<sup>rd</sup> May 2021  
Half Term 31<sup>st</sup> – 4<sup>th</sup> June 2021  
Ends Wednesday 21<sup>st</sup> July 2021