

# Great Warley



## Parents' Handbook

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## **Woodlands Schools' Aims**

The Schools' aim is to combine all that is traditionally best, together with progressive and forward-thinking ideas, to enable pupils to become socially responsible citizens and life-long learners.

We seek to foster curiosity, independence and a love of learning in a happy and safe environment. This will allow the pupils to achieve their full potential in personal, social, spiritual and academic development.



## Welcome to Woodlands

*Welcome* to Woodlands School Great Warley. We are very pleased and proud that you have chosen Woodlands as the school for your son/daughter. We hope for a long and happy association between yourselves and the school. The Headmaster, Mr David Bell, and his team are looking forward to working closely with you, to ensure the future happiness of your child. We recognise and value the individuality of each of our children and we emphasise that every child is an important member of the school community.

Our aim is for our pupils to be well-balanced, confident, valuable citizens of the future, possessing all the qualities of character necessary for happiness and success.

We look forward to seeing your child for a taster day in the term before your child starts school.

Your child's registration and school hours are:

<b>Early Years Foundation Stage</b>	Kindergarten	8.30 a.m. - 3.30 p.m.
	Kindergarten (p/time)	8.30 a.m. - 1.00 p.m.
	Reception	8.30 a.m. - 3.45 p.m.
<b>Key Stage 1 (KS1)</b>	Years 1 and 2	8.30 a.m. - 3.45 p.m.
<b>Key Stage 2 (KS2)</b>	Years 3, 4, 5 and 6	8.30 a.m. - 3.45 p.m.

School Uniform must be purchased from the website: [www.woodlandsschoolsenterprises.co.uk](http://www.woodlandsschoolsenterprises.co.uk) or there is a link from the main school website.

Please do not hesitate to contact **the Great Warley School Secretary** if you have any queries on:  
**01277 233288 (Option 1)**

## House System

Every child is allocated to a House on entry to the School. Full details of the House System are available from your School Office.

House Points are used to reward excellent work, academic progress, social behaviour, sporting success and charitable work.

The House Cup is awarded termly to the most successful House.

House competitions are held throughout the academic year.

## Bringing your child to and from School

If your child is to go home with someone other than yourself, or the person who collects him/her regularly, please notify the School Office. It is very important that you remember to comply with this procedure, as teachers may not release children to persons they do not know.

If parents/carers choose to wait with their child in the morning please be reminded that you are responsible for them until the start of school day. Children should not be left alone in the playground. Staff will be on duty from 8:15 a.m. Children from Reception to Year 6 are supervised in the Gym. Children in Kindergarten are taken directly to their rooms by their parents where they are met by staff at 8:30 a.m.

At the end of the school day parents should wait on the playground to collect their children. The children will be dismissed individually by the teachers. Please also ensure you accompany your child to your car on departure.

Cars should be parked carefully. We ask that you be especially vigilant in and around the car parks, as there could be children walking near the cars. **A strict 5mph limit is in operation.**

Please observe the quick drop off areas – no parking.

Please remember when parking on the playground that this is a designated non-idle area and engines **MUST** be switched off.

Start times are strictly adhered to and class teaching starts promptly in every class. Please ensure that your child is in school in good time. All children must be in school by 8:30 a.m., otherwise they will receive a late mark. If this is a regular occurrence then a letter will be issued.

Breakfast Club begins at 7.45 a.m. and finishes at 8.25 a.m. Breakfast is not served after 8.20. Children are supervised throughout.

## Uniform

Woodlands' pupils are expected to maintain a smart and tidy appearance throughout the school day

- School Uniform is compulsory and items are to be purchased direct from the website. A full uniform list and order form can be obtained by clicking on the uniform tab of the website at [www.woodlandsschools.co.uk](http://www.woodlandsschools.co.uk).
- Girls' shoulder length hair to be tied back with emerald green or navy adornments.
- Boys' hair must be no longer than collar length.
- Hair gel, hair colouring and colour braiding with coloured ribbons are not permitted.
- Pupils should not wear jewellery in school. If girls have pierced ears, only the smallest of studs are allowed, which must be removed for sports. Piercing should be done at the beginning of the long school holidays.
- Boys are not allowed to wear earrings.
- Please put P.E./swimming clothes in the school sports bag, which is to be purchased direct from the website. Other types of bags are unsuitable.
- School 'skins' are only for outdoor use and should not be visible under shorts/PE tops.
- Hats must be worn for journeys to and from School.
- Any queries regarding the dress code for uniform should be referred to the Uniform Shop 01277 245591.
- **Please name all of your child's belongings.**

UNIFORM MUST BE ORDERED EARLY TO GUARANTEE SUPPLY

## Lost Property

If an item of clothing should go missing, lost property is kept in the Lost Property Box. Children or a Parent may check for the lost item. Named articles are generally returned to the child. It is obviously vital that all items be fully and clearly named.

## Breakfast

Please note that breakfast is served in the Dining room at 7.45 a.m. for all children who would like to eat breakfast at school.

### Breakfast Menu throughout the Week

Hot Chocolate  
Assorted Cereals  
Bacon  
Sausages  
Toast (Jam etc.)  
Porridge  
Pancakes

The cost of the breakfast will be £3.20 per day and the cost of these will appear on your next request for payment.

The children will be supervised and will remain in the Dining Room until the person on duty takes them to the gym.

## Wraparound

We offer an after school care facility, Wraparound from 3.30 p.m. until 5.45 p.m. every day.

Children may stay for part or all of the session. The cost of Wraparound is £6.50 for the first hour, and to the nearest half hour subsequently. A further charge of £2.15 is made for tea which is served to all children who stay beyond 4.30 p.m.

Wraparound is located in the dining room. To book this facility please contact **01277 240741**

There is a limit to the number of children we are able to accommodate in Wraparound, so please ensure you book in advance at all times..

## Requirements

- We expect every child to come to school each day with the all the equipment they need.
- Generally the children wear full school uniform each day. On Gym or Games days the children wear their PE kit.
- Children should have their own pencil cases and equipment. Class teachers will inform parents if anything extra is required.
- Children in Years 1-6 are provided with a drink and a biscuit each day at snack time with Kindergarten and Reception children also receiving a piece of fruit.

## Curriculum

Our curriculum is wide and varied with a balanced approach between new ideas and the more traditional, offering plentiful challenges in which the children may display their talents. It is our belief that we have succeeded in creating a very happy, fruitful learning environment for our pupils. Our success is the result of a team effort on the part of the children, the Staff and the Parents.

The National Curriculum is used to provide a foundation for the curriculum offered at the school., however our teachers will often venture way beyond this.

In the core subjects, Numeracy and Literacy, we aim to achieve high standards, in order for each child to reach their full potential.

We place great importance on ‘Using and Applying’ skills and ensure that the children have excellent groundwork in the techniques which allow them to apply their knowledge to problem solving.

### Subjects offered in Kindergarten and Reception

- Literacy, Communication & Language
- Mathematics
- Physical development
- Expressive Arts and Design
- Understanding the World
- Personal, Social and Emotional Development

### Subjects offered across Years 1 to 6

- Mathematics, English,
- Science and Computing
- Creative Learning Journey which includes Humanities, Religious Education, PSHE,
- French,
- Dance, Music, Drama,
- Art, Design & Technology
- PE – i.e. Gymnastics, Dance, Swimming, Outdoor Games  
Winter outdoor games include - Football, Tag Rugby/ Rugby, Netball, Cross Country Running, Hockey.  
Summer outdoor games include -Tennis, Cricket, Rounders, Athletics, Triathlon

Children at Woodlands are taught by specialist teachers for French, P.E. Swimming, Dance, Drama and Music.

### Music, Speech and Drama - Individual lessons

A large variety of individual instrumental lessons are offered at Woodlands Schools;



- Piano
- Classical guitar, Viola, Violin
- Flute, Trumpet, Trombone
- Drums
- Saxophone, Clarinet
- Voice
- LAMDA training and examinations are also offered to children from Year 2

Please speak to the relevant member of staff for Speech & Drama or Music for further information.

These activities are chargeable.

## School Trips

School trips form an integral part of the educational experience at Woodlands.

- Annual trips include outward bound adventure and cultural trips.
- The Junior Department is given the opportunity to participate in a residential trip during their time at the school.
- Day trips are used to give the children first-hand experience of the areas they are studying and include trips to the theatre, museums and local places of interest.
- Visiting specialists, including scientists, artists and authors also bring life to the children's education within the school, including our popular Saturday Enrichment events.
- Year 6 children have the opportunity for a residential trip.

## Parents' Evenings

Woodlands Schools operate an open door policy. Staff are always willing to speak to parents and will share any minor concerns or occurrences with parents as they arise. Parents will be provided with the email address of their child's teacher and are encouraged to communicate in this way if they find it more convenient.

We offer several opportunities throughout the year to meet with your child's teacher to discuss their progress.

### **Autumn Term**

#### **Parents' Consultation week**

During the first few days of the term you will be invited to a Meet and Greet evening where you will have the opportunity to meet all of the teachers.

Parents of Year 1 children and above are invited to make an appointment with class teachers to provide an opportunity to discuss their child's progress.

### **Spring Term**

Mid-term – open house session

### **Summer Term**

Mid-term consultations.

Exam papers are available as appropriate and results may be discussed.

During the course of each academic year, information meetings are held to explain areas of the children's learning and how parents can best support this process.

Open house mornings are offered each term so that parents can see the school during a working day.

## **Assessment**

- Reception children are assessed on entry using a National Baseline Assessment.
- Continual assessment is carried out by class teachers and their progress tracked using assessment software. Each child is regularly set new goals and challenges.
- The children will participate in a number of formal tests and assessments throughout the year.
- Annually, the children from Year 1 to Year 6 sit a selection of tests to provide a summative form of assessment at the end of the academic year. The tests are a combination of nationally recognised tests including NFER and internally set examinations.
- Results of these tests are sent home to parents and papers are available for discussion in the Summer Parents' Evening.

## **Homework**

Homework is an important part of your child's day and parents are expected to play an active role in this area.

Homework provides the opportunity to reinforce concepts learnt during the week. It will also be set during the holidays.

A Homework policy is adopted by the schools and is available on the school website or at the School Office on request.

## Learning Enhancement Policy

Woodlands Schools have a Learning Enhancement Policy which ensures that each child's individual needs are met.

Woodlands Great Warley has a Learning Support team who will liaise with teachers over Individual Educational Plans for those children needing this level of help. Support may be offered within the classroom or in individual sessions as appropriate.

Children who have a particular talent or ability are offered extension activities.

The Learning Enhancement Policy is available on request at the School Office.

### **More Able and Talented**

As a School working towards the much coveted NACE Challenge Award, Woodlands are committed to every child achieving their own potential. Whether on the sports field, classroom or in drama and music, the very best specialist teachers combine with a commitment to excellence.

### **Senior School Entry**

A meeting is held every year, before the Senior School Entrance Selection process begins. Parents are given as much information as possible regarding entrance requirements, procedures and details of the many schools available to them. It is explained how we manage the children at Woodlands during this extremely important time and give advice on how parents can best support their children to help them to succeed with confidence in as calm a manner as is possible.

If parents wish, the Headmaster is able to advise on the type of school best suited to a particular child and can indicate whether the child should be entered for a scholarship. Interviews are arranged for parents to come and talk about their child's future school and general progress. It is always wise to keep several schools in mind rather than to focus on only one. The children find this pre-examination time difficult enough without suffering the added pressure of having only **one** chance to succeed. Psychologically it is of great help to the child to know that there are two or three choices.

We are always happy to discuss future schools with parents. We appreciate that the period prior to important entrance examinations can be worrying for parents as well as for the children. We work tremendously hard to ensure your child's success, although we strongly believe that no child should be pressured to produce results which may not be a true reflection of his/her ability.

The children are given weekly tests and targets to aim for to help them to reach their potential before their entrance exams in their final year. They are taught how to cope with difficult English and Mathematics examinations and are helped to overcome any difficulty that they may be experiencing. The results of Verbal Reasoning tests are a clear indication to us of which children are suitable candidates for Scholarships.

## Additional Information

### Standard Emergency Procedures

In the event of a possible School Closure, you will be informed by Parentmail.

If you are in any doubt, please look at the school website [www.woodlandschools.co.uk](http://www.woodlandschools.co.uk)

or telephone the School Office on:

Woodlands School: 01277 233288

Head Office: 01277 245580

### Reasons for Closure

The School will be closed only in extreme circumstances e.g.

In potentially dangerous weather conditions (deep snow; dense fog; hurricane/very severe winds).

Prolonged loss of electricity resulting in lack of heating, lighting and kitchen facilities.

Severe storm damage to the fabric of the buildings.

At any time when the School is unsafe for one or more of the reasons stated above or for any other reason where the Head Teacher/Director deems closure is necessary.

### Fire

The children are escorted out of the buildings immediately the alarms are sounded. Evacuation time is approximately one minute. Regular Fire practices are held so that all children know the procedure should a fire occur during the school day.

## Safety Measures for School Trips

We are very strict regarding safety requirements. The children are well behaved, and are always a great pleasure to take out of School because they behave admirably, are enthusiastic and respond well to adults' requests.

## Standard Procedures

- We book a coach with safety belts and teachers are strict in ensuring that children keep them fastened at all times when the coach is moving.
- We do not allow children to sit on the back seats of the coach.
- We do not allow children to sit in the first two rows of front seats of the coach nor opposite the Fire Exit stairs.
- We always have a high ratio of teaching staff/parents to children.
- First Aid Kit and sick buckets are always taken.
- The children are counted at **very** regular intervals and are always double checked when getting off or on the coach.

- Staff ensure that children remain seated **at all times** with legs in front and back touching the rear of the seat. We do not allow the children to have their legs, heads and arms in the aisle.
- The children are not allowed to stand whilst the coach is in motion.
- Staff/parents are seated amongst the children.
- The driver is asked to drive at a reasonable speed and not to use the outside lane if it can be avoided.

## School Policies

Parents are able to access and download school policies on the school website:

[www.woodlandschools.co.uk](http://www.woodlandschools.co.uk)

## Childhood Illnesses and Exclusion Periods

DISEASE	EXCLUSION PERIOD
Chickenpox	Exclude until all sores have crusts
Cold Sores	Exclude whilst sore is discharging
Conjunctivitis	Exclude until better or improving following treatment from GP
Diarrhoea and vomiting	Exclude until symptoms have stopped for at least 48 hours
Eczema	No exclusion necessary unless infected
Glandular Fever	No exclusion necessary if well
Hand, Foot and Mouth	Exclude until fever is gone and child feels well
Head Lice	Exclude until treated
Impetigo	Exclude until after 24 hours on antibiotics
Measles	For 5 days after onset of rash
Meningitis	None once better
Molluscum Contagiosum	No exclusion necessary
Mumps	For 7 days after onset of swelling
Psoriasis	No exclusion necessary if not infected
Ringworm (of the feet)	No exclusion necessary
Ringworm (of the scalp)	None once appropriate treatment commenced by GP
Ringworm (other areas)	None once appropriate treatment commenced by GP
Rubella (German Measles)	For 5 days from the onset of rash
Scabies	Exclude until treated
Scarlet Fever	Exclude until after 24 hours on antibiotics
Shingles	No need to exclude if sores can be covered and child feels well
Slapped Cheek (Fifth Disease)	Not infectious once rash has appeared – if contact is made with anyone who is pregnant, medical advice should be sought. School should be informed.
Sore throat (mild viral)	Until fever is gone
Sore throat (bacterial)	Exclude until after 24 hours on antibiotics
Threadworm	No exclusion necessary but treatment recommended
Tuberculosis (pulmonary)	Until 2 weeks after start of treatment. Seek advice from Consultant in Communicable Disease Control
Verrucae (warts)	No exclusion necessary but keep lesions covered
Whooping Cough	For 5 days from commencing appropriate antibiotics

# Complaints Procedure

## Introduction

Woodlands Schools has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure. The School makes the procedure available to the parents of current and prospective pupils. A written record is kept of all complaints and of whether they were resolved at the preliminary stage or whether they proceeded to a panel hearing. This will be kept in a separate file in the Headmaster's study.

## Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact their son/daughter's Key Worker, Class Teacher, Nursery Manager or Deputy Manager. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Class Teacher, Key Worker/Nursery Manager or Deputy Manager cannot resolve the matter alone, it may be necessary for him/her to consult the Headmaster.
- A written record of all concerns and complaints and the date on which they were received will be made. Should the matter not be resolved within 15 term time working days for the school or 15 working days excluding the December closure for Little Acorns, or in the event of failure to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.
- The written record of the complaint will show at which stage the complaint was resolved.

## Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headmaster will speak with the parents concerned, normally within 5 working days of receiving the complaint to discuss the matter. If possible, a resolution will be reached at this stage. Complaints falling within the school holidays will be dealt with as soon as practically possible
- It may be necessary for the Headmaster to carry out further investigations.
- The Headmaster will keep written records of all meetings, telephone calls, emails and interviews held in relation to the complaint.
- Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.
- If parents are still not satisfied with the decision they should proceed to Stage 3 of this Procedure.

## Stage 3 – Panel Hearing

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Board of Directors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least 3 people who are not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Board of Directors, who will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 10 term time working days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter to be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 3 days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make findings and recommendations, which it shall complete within 5 working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it (the decision of the Panel will be final). The Panel's findings and, if any, recommendations will be sent in writing to the parents and, where relevant, the person to whom the complaint relates. Copies of the findings and recommendations are available for inspection on the School premises by the proprietor and Headmaster. A written record of complaints is kept recording whether they were resolved following a formal procedure or whether they went to a Panel Hearing. A record of any action that has been taken (regardless of whether they are upheld) is also kept by the School.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by Independent Schools Standards Regulations (Jan 2015) Part 7, Para 33, Section (K) where the Secretary of State or a body conducting an Inspection under Section 108 or 109 of the 2008 Act requests access to them.

Records of complaints are held for three years.

Parents have a right to complain to the Department for Education ( enquiries @ofsted.gov.uk) or the Independent Schools inspectorate, ISI, CAP House, 9-12 Long Lane, London EC1A 9HA or to concerns@isi.net.

## Alleged abuse by a member of staff towards a pupil



If there is a concern or allegation against a member of staff the designated person responsible for Child Protection should be informed (Headmaster). The incident would immediately be investigated and documented by the Headmaster following discussions with another member of the Child Protection Committee. Appropriate action will then be taken.

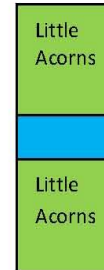
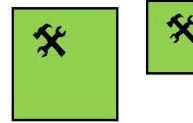
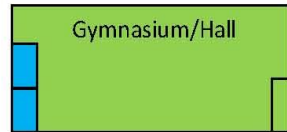
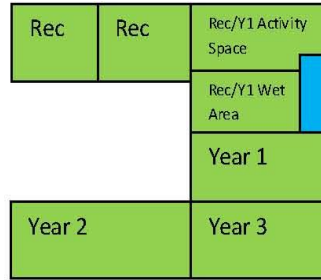
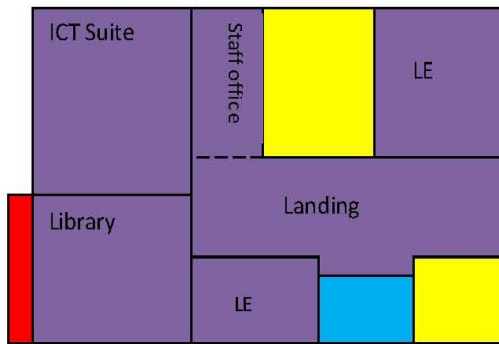
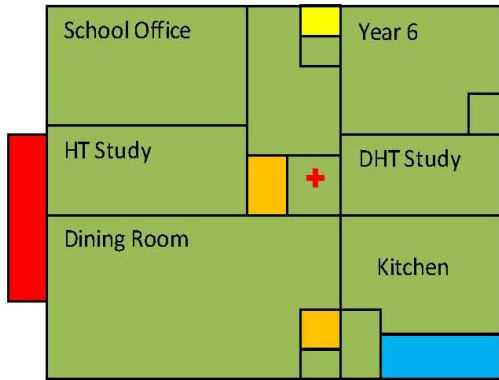
If the concerns or allegations involve the designated person (Headmaster) it will be reported immediately to the Child Protection Committee. The Committee will then follow the set procedure as stated in the Child Protection Policy.

## Early Years Foundation Stage

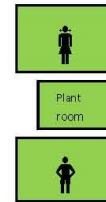
Woodlands Schools are individually registered for children under 2 years of age with Ofsted on the Early Years Register. As such:

- Written complaints about the fulfilment of the EYFS requirements will be investigated and the complainant notified of the outcome of the investigation within 28 days. The record of complaints will be made available to Ofsted and ISI on request.
- Any record of complaints is kept for three years
- Parents have the right to make a complaint to Ofsted, should they wish:  
Telephone 08456 404045                      Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk);  
or to the ISI by emailing [concerns@isi.net](mailto:concerns@isi.net)
- Complainants will be notified of the outcome of an investigation with 28 days of the school having received the complaint.
- The school will provide Ofsted/ISI, on request, with a written record of all complaints during a specified period and the action which was taken as a result of each complaint.

# Great Warley Site Plan



Playground



- Fire Escape
- Stairs
- Adult Toilets
- Child Toilets
- Ground Floor
- First Floor
- Second Floor



## Contact Details

**Proprietor**

Mr. J. K. Lewis

Contact Head Office

**Finance**

Mr Ian Bruton

Contact Head Office

**Headmaster, Woodlands School Great Warley:**

Mr David Bell

Contact Great Warley School

**Acting Deputy Head Teacher, Woodlands Great Warley** Contact Great Warley School

Mrs Kirsty Kernaghan

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Email: [info@woodlandsschools.co.uk](mailto:info@woodlandsschools.co.uk)