



2020 - 2021

## School Information

<u>Headteacher</u>	Mrs T Newton
<u>Postal Address</u>	Woodlands Academy of Learning Bloxwich Road North Short Heath WILLENHALL West Midlands WV12 5PR
<u>Type of School</u>	Academy Trust
<u>Telephone Number</u>	01922 710613
<u>E-mail address</u>	<a href="mailto:postbox@woodlands.walsall.sch.uk">postbox@woodlands.walsall.sch.uk</a>
<u>Website</u>	woodlands.walsall.sch.uk
<u>Chair of Governors</u>	Mr R Lawrence
<u>E-mail address</u>	rlawrence@woodlands.walsall.sch.uk

## Woodlands Vision



## Woodlands Aims

To provide a caring learning environment in which all pupils achieve their full potential – academically, physically, socially and emotionally.

To this end we would aim to develop a true partnership with parents in the education of our children.

**Woodlands Academy of Learning** is committed to the protection and safety of all its pupils and aims to ensure that the recruitment and human resources management procedures are in place to promote this.

# Staff Team



## **Leadership Team**

Mrs T Newton - Headteacher & Designated Safeguarding Lead  
Mrs C Macpherson - Deputy Headteacher & Safeguarding Deputy  
Mrs J Jackson – Assistant Head, SLE Language First  
Mrs L Garcha – Assistant Head, Branch Phase Lead (Lower KS2), Teacher (Y3) SLE Maths & PP Lead  
Miss K Evans - Oak Phase Lead (Upper KS2), Teacher (Y6) & Writing Lead  
Mrs V Baker - Finance & Operations Lead

## **Management Team / Phase Leaders**

Mrs S Price - Root Phase Lead (EYFS), Teacher (Reception) & Phonic Lead  
Mrs S Purcell - Shoot Phase Lead (KS1), Teacher (Y2) & Science Lead  
Miss S Harvey - Teacher (Y4) & Music, ICT Lead/Online Safety  
Mrs S Dickson - SEND Lead  
Mrs J Graham – Safeguarding Deputy & Pupil & Welfare Support (PAWS)  
Mrs A Fieldhouse – Administration Manager / Health & Safety  
Mr A Parton - Site Manager

## **Learning Support Team**

Mrs S Peters – Specific Learning Support -Speech & Language  
Miss T Schofield - Learning Support Assistant  
Mrs H Uppal - Learning Support Assistant  
Miss A Glover - Learning Support Assistant  
Mrs K Froggatt - Learning Support Assistant  
Mrs J Townsend - Learning Support Assistant  
Mr E West - Learning Support Assistant  
Miss M Froggatt - Learning Support Assistant  
Mrs L Stone – Learning Support Assistant  
Mrs S Mills - Learning Support Assistant

## **Teaching Staff**

Mrs C Thomason (Nursery) - Teacher & EYFS Initiative Lead  
Miss S Bushell (Reception) - Teacher & Art/Music Lead  
Mrs V Lippitt – (Reception) Teacher & Art Lead  
Miss L Roberts (Reception) - HLTA  
Miss R Pottle (Y1) – Teacher & SMSC & PSHE Lead  
Miss B Smith (Y1) – Teacher  
Miss J Birch (Y2) – Teacher & Geography Lead  
Mrs L Corbett (Y2) – Teacher & DT Lead  
Mrs S Rich (Y3) - Teacher & MFL Lead  
Mrs L Newton (Y4) – Teacher  
Mrs E Gill – (Y4) – Teacher & RE/British Values/EAL Lead  
Mrs S Pitt – (Y4) – Teacher  
Miss R Gregory (Y5) – Teacher & Reading/Library Lead  
Miss L Martin (Y5) – Teacher & School Council, History Lead  
Miss R Chapman (Y6) – Teacher & PE Lead  
Miss P Noakes – Teacher & Outdoor Learning Lead  
Mr L Dovey – PE  
Miss B Price – HLTA, Pupil & Welfare Support (PAWS)

### **Teaching Assistants**

Miss L Coote  
Miss M Seale  
Mrs K Day  
Miss A Townsend  
Mrs A Wilkes  
Mrs S Clift  
Mrs M Steventon  
Mrs J Meredith

### **School Administration & Site Staff**

Mrs H Smith – Administration & Attendance Support  
Mrs T Alves - Administration & Extended Services Coordinator  
Mrs T Headley – Administration & Data Analysis  
Mr W Butler - Site Support  
Mr D Davies – Site Support  
Mr T Akers – Site Support

### **Catering Staff, Lunchtime Supervisors & Cleaning Team**

Mrs F Mason– Head Cook  
Miss J Smith – Catering Deputy  
Mrs T Webb  
Miss E Gayle  
Mrs S Brown  
Mrs T Dean  
Mrs J Hodgson  
Mrs D Dunn  
Mrs K Froggatt  
Miss A Glover  
Mrs G Smith  
Mr W Butler  
Miss S Mills  
Mrs N Holland  
Mrs H Uppal  
Mrs L Stone  
Mrs G Richards – Cleaning Supervisor & Ambiance  
Miss L Keay  
Mrs J O'Conner

### **Woodies Breakfast and Afterschool Staff Team**

Mrs T Alves – Extended Services Coordinator  
Miss M Froggatt  
Miss S Mills  
Mrs K Froggatt  
Mrs H Uppal  
Mr W Butler

## **Instrument of Government**

- The name of the school is Woodlands Academy of Learning
- The school is an Academy Trust
- The name of the Governing Body is the Governing Body of Woodlands Academy of Learning
- The Governing Body consist of
  - 4 Academy Governors
  - 3 Parent Governors
  - 1 LEA Governor
  - 1 Trust Governor
  - 3 Staff Governors
  - 1 Associate Governors
- Total number of Governors 13

The School Governors are supportive and challenge the Academy to be the best it can be whilst retaining statutory responsibility for everything within school.

Parent Governors are in place to act as a channel for parents concerns and represent parents on the Governing Body.

Parent Governors are elected by the registered parents of the School every four years.

The current Governing Body is as follows:

Academy Governors:            Mr R. Lawrence (Chair)  
   Mrs K Glanville  
   Mrs S Spriggs  
   Mr R Eynon

LEA Governors:                Mr D Barker

Parent Governors:            Mr I Whitehouse (Vice Chair)  
   Ms N Hill  
   Mrs L Macey

Trust Governors:              Mr M Reid

Staff Governors:              Mrs T Newton (Head Teacher)  
   Mrs J Jackson (Assistant Headteacher)  
   Mrs J Graham (Pastoral Team & Safeguarding)

Associate Governors:        Mrs L Lowe

## Temporary changes to the prospectus for Autumn 2020



The information within the prospectus is for a normal school year, however many aspects of school life have had to change on a temporary basis due to the pandemic of COVID-19 resulting in the necessity of following government safety guidelines.

- Times of entry and exit are staggered for different age groups in order to reduce 'pinch points'. If your child arrives after the time listed below for their year group, then they will be marked as late.
  - Nursery children are to enter and exit from the Nursery ramp
  - Y5, Y6 are to enter and exit through the 'back door' off Bloxwich Road North
  - The rest of the school enter and exit from the front entrance by the KS1 playground.
- The school will operate as family groups for the duration of the day, therefore each family group will have separate playtimes and a separate lunchtime.
- The family groups are each year group, whilst Nursery and Reception are combined to create a further family group.
- Lunchtimes have been shortened to enable all family groups to have a separate lunch and lunch break. An afternoon break has been introduced to compensate for this loss of time and to also increase opportunity for physical exercise.
- Assemblies are unable to occur due to the shared space that is needed and singing is also unable to be timetabled due to the need for extended social distancing. Collective worship will continue in classes and in year groups, and there will be a strong emphasis on personal development and emotional wellbeing.
- We have always had an open door policy with our parents but at this time we need to reduce face to face contact. Therefore, we request all contact is through the school email, the year group email or by telephone.
- The tuck shop for KS2 will be closed during this time and children are asked to bring a healthy snack for breaktime.
- Toast will be available first thing, for children who have free school meals.

The temporary times of the school day are listed below:

<b>Year Group</b>	<b>Entry</b>	<b>Morning Break</b>	<b>Lunch 45 minutes</b>	<b>Afternoon Break</b>	<b>Exit</b>
Nursery	8:30 – 8:35 12:30	Ongoing access	11:30 – 12:30	Ongoing access	11:30 3:30
Reception	8:30 – 8:35	Ongoing access	12:10 – 12:55	Ongoing access	2:50
Y1 - 60	8:40 – 8:45	10:40 – 10:55	11:50 – 12:35	1:30 – 1:45	3:00
Y2 - 60	8:40 – 8:45	10:20 – 10:35	11:50 – 12:35	1:50 – 2:05	3:00
Y3 - 60	8:50 – 8:55	10:20 – 10:35	12:25 – 1:10	2:10 – 2:25	3:20
Y4 - 60	8:50 – 8:55	11:00 – 11:15	12:25 – 1:10	1:40 – 1:55	3:20
Y5 - 60	8:50 – 8:55	10:40 – 10:55	1:00 – 1:45	2:15 – 2:30	3:10
Y6 - 60	8:40 – 8:45	11:00 – 11:15	1:00 – 1:45	2:35 – 2:50	3:20
Families with siblings	8:30				3:10

## School Times

<b>Nursery</b>	
Morning Session	Doors open at 8:40am 8:40am – 11:40am
Afternoon Session	Doors open at 12:30pm 12:30pm – 3:30pm

<b>Reception &amp; KS1</b>	Gate Opens at 8:40am
Morning Session	8:55am – 12:00pm
Afternoon Session	1:00pm – 3:10pm

<b>KS2</b>	Gate Opens at 8:40am
Morning Session	8:55am – 12:30pm
Afternoon Session	1:30pm – 3:20pm

## Admissions to School

The Governors have agreed to adopt the Admission Policy of the Walsall Education Borough Education Committee and the following criteria will apply for admissions in the event of the school being over-subscribed in September 2020:

- i) Children who have a brother or sister already in attendance at the school and living at the same address when the application is made
- ii) Children for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker (applications will be subject to verification by the Director of Education and Community Services).
- iii) Distance between the home address and the school as measured in a straight line, with priority given to those living closest.

## Attendance

### Every Lesson Counts

- Every lesson counts at Woodlands and therefore a day of absence is a missed learning opportunity. Therefore high levels of attendance are expected.
- If your child misses a day from school they miss Maths and English lessons. Maths and English is a learning journey, each lesson connects to the next one – like building blocks. If they miss a lesson, the foundations won't be secure and the building blocks will topple. We will always endeavour to help a child catch up if they have missed a couple of days due to illness but there are some children that have frequent time off and miss substantial building blocks – this really does affect these children's progress

### Absence & Lateness



- In the event of your child being unable to attend school you will need to phone 01922 710613 BEFORE 9.00 am to inform us of your child's absence.
- If your child is not in school and you have not notified us of their absence we will contact you as early as possible to ascertain where they are, by text messaging service or telephone.
- On some occasions we may ask that you provide medical evidence i.e. prescription, doctor's appointment card, pharmacy first card, medical letter for your child's absence.
- Any unexplained absence counts as an unauthorised absence. This will be recorded on your child's record and followed up by our Woodlands Attendance Support Officer.
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### Lateness

- School begins at 8.55am (8.40 AM Nursery/12.30 PM Nursery) all children should be in their classes at this time.
- Children can come onto the playgrounds at 8.40 am.
- At 8.50 am children may enter their classrooms where their teachers will be ready to greet them.
- If your child arrives after 8.55 am they will be marked as late. If you are going to be late please give us a ring to let us know. Thank you.
- Persistent lateness, will be followed up by our Attendance Lead and Woodlands Attendance Support Officer



**The total number of registered pupils for the Autumn Term, 2020 was 465.**

### **% of sessions missed**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Woodlands</b>	3.4%	3.6%	3.4%
<b>National</b>	4.0%	4.2%	4.0%



## Leaving at the end of the day

- Nursery children are collected from Nursery.
- Reception children are collected from the YR learning rooms which are through the gate leading from the car park to Early Years play area
- Year 1, 5 & 6 children are escorted to the inner playground via the lower corridor doors and will not leave their teacher until a parent/carer is located.
- Year 2, 3 & 4 children are escorted to the higher corridor doors via the inner corridor doors and will not leave their teacher until a parent/carer is located.
- If the parent/carer is expected, and for some reason is not there to collect a child the child will return to the school office area.
- If parents or carer know that they are delayed they should contact the school office in plenty of time.



*Please ensure that the school is informed if a different person will be collecting your child/children at the end of the school day or we will not release your child/children.*

## What to do if?

### Your child needs medication

Prescribed Medicines will now be administered by a volunteer, trained person. This means that if your child has been prescribed penicillin, for example, a dose during the day can be given to your child. The medicines will be kept secure in the school office and a parental consent form must be completed before any medicine is administered. It is suggested that if you request this service, then you ensure you read a copy of our Policy Document.

Long-term medical conditions, such as asthma, epilepsy, food allergies etc., will require special arrangements for medication to be given at school. Please talk to the Headteacher about special arrangements.

Inhalers will be kept in the pupil support area and dosage will be recorded and monitored.

If your child has a medical condition which requires them to use the toilet more frequently than normal (i.e. other than at break times), please let us know in writing.

## We need to evacuate the Building in case of Emergency

**In an Emergency, if we need to evacuate the building, we will meet at Holy Trinity Church Hall, Coltham Road, Willenhall**



## **Further Information**

### **Behaviour**

Woodlands uses the “Assertive Discipline” approach to behaviour management. All staff follow this programme and children will be praised and rewarded when they do well. Parents will be informed about poor behaviour. Our school rules are based on common sense, good manners and thoughtfulness for others, and ensure that the safety and well-being of everyone connected with the school community is of the highest priority. We have a House system at Woodlands where rewards are given for “over and above” achievements.

### **Exclusion**

All schools are able to use the ultimate sanction of exclusion. Woodlands will follow DfE guidelines should such procedures be necessary.

### **Playtimes**

Foundation Stage and Key Stage 1 and 2 all have playtime at the same time. This will be following Collective Worship in the morning on Tuesday, Wednesday, Thursday and Friday. Playtime is from 10.40 am to 10.55 am. There is a teaching member of staff on duty in each Key Stage and a Teaching Assistant to support.



### **Dinner Times**

Reception and KS1 children have their dinnertime from 12.00 to 1.00 pm. Dinnertime for KS2 is from 12.30 pm to 1.30 pm. We have a fine team of Mid-day supervisors who supervise the children whilst eating and playing at dinnertime. They record all injuries sustained and will inform parents by phone or letter should the need arise. The Mid-day Supervisors also record any incidents of poor behaviour. The Behaviour Books are passed to the Pastoral team who will follow-up recorded incidents. In extreme cases the Headteacher will contact parents by phone or letter regarding these incidents.

Also at Dinnertime our Year 6 pupils act as play leaders and monitors. Their role is to ensure that children play happily and safely and that they move around the building safely.

### **Healthy Eating**

We have a school kitchen onsite, therefore children are offered freshly prepared, healthy meals daily. Pupils in EYFS and KS1 have fresh fruit each day and we also operate a healthy tuck shop for pupils in KS2.

We also offer pupils toast and juice before school in the Hall between 8.40am – 8.50am for a small charge.

*Toast 20p per slice  
Milk 20p*

## **Special Educational Needs**

The School implements the Code of Practice for children with Special Educational Needs. These needs cover both physical and learning needs.

All staff are responsible for the early identification of children with physical, emotional or learning difficulties and for liaising with the Special Needs Co-ordinator in planning special provision to meet their needs.

We have a Link Governor for Safeguarding Children and a Special Needs Governor who ensures that children with special educational needs are supported in school.

All children, irrespective of creed, colour or physical disability, are valued and treated equally in school and given every opportunity to learn. Children who find areas of the curriculum difficult may need some extra support.

Parents are kept fully informed and their knowledge of their child plays a crucial part in the effectiveness of school based support.

The school works closely with members of the Support Services to provide for the needs of children with delayed early learning development, general learning difficulties, emotional and behavioural problems, speech and language and also vision & hearing impairments.

A full copy of the school's Special Needs Policy is available at the school.

Woodlands also has a Parent Support Advisor who is available to support parents both for in school issues and out of school issues.

## **Child Safeguarding Policy**

Woodlands School clearly outlines the responsibility of all adults working in school to be aware of their duty to act upon any concerns with regard to Child Safeguarding.

The School meets its responsibilities to promote and maintain a safer culture in line with the principles of The Children Act 1989, Keeping Children Safe in Education Sept 2020, The Education Act 1996, The Education Act 2002, The Children Act 2004, The Safeguarding Vulnerable Groups Act 2006, The Education and Inspections Act 2006 and all other government guidance on the subject.

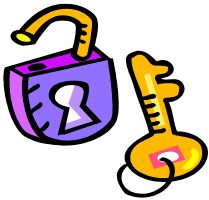
Mrs Newton Designated Safeguarding Lead  
Mrs Graham Deputy Safeguarding Lead

Members of the safeguarding team, trained to L2

Miss Price  
Mrs Macpherson  
Mrs Dickson  
Mrs Garcha  
Mrs Jackson  
Miss Harvey

## **Child Protection**

This school, like all other schools in Walsall, takes the protection of children very seriously. We are legally bound to report any concerns about child abuse to Social Services and also to the Police if we suspect a criminal offence may have taken place. We will always try to maintain an excellent working relationship with parents/carers over these matters but the safety of children must always be of paramount importance. Any action we take will be in line with Walsall's Area Child Protection Committee procedures.



## Security

Access for a visitor is through the main entrance, all visitors must sign in and will be issued with a visitor badge which should be visible at all time. Mobile phones are NOT allowed to be used by visitors in school, unless permission has been given. To respect the privacy of our families we ask that these photographs and video recordings are for your personal use only and should not be publicised on any form of social media.

At lunchtime, children will leave and re-enter school through the main entrance if home dinners.

Children who need to leave the school site during the school day for appointments etc... may only do so if an adult collects them via the main entrance.



## Road Safety

Hunts Lane becomes very congested at the start and end of the school day. Please park safely:

NOT on the zig zags.  
NOT on the yellow lines and  
NOT on the path.

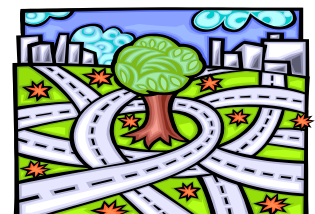


The police are well aware of the difficulties we have with parking and they patrol regularly. The safety of our children cannot be compromised by thoughtlessness!

## Parking

We ask that parents park sensibly and avoid parking across drive-ways, on the yellow lines and under no circumstances at the junction between Hunts Lane and Bloxwich Road North. Any motorist who causes a nuisance will have their registration number passed onto the police or traffic warden.

To avoid congestion at peak times in Hunts Lane, alternative parking can be on the car parks of Rough Wood and The British Legion.



**Parking or driving concerns can be reported by you, or any member of the public, to the police**

If you would like to report an issue or concern with a vehicle, such as unlawful driving, inconsiderate or illegal parking/obstruction. Then please ask in the office for a copy of the form WT898A.

Parents will need to:

- Take the registration details
- Take a picture to support the report
- Complete the form (available from the school office)
- Hand into Bloxwich Police Station within 5 days of the offence taking place
- Be willing to attend court if necessary

The police advise that witnesses don't approach the car driver directly.

**Everyone can now make a difference in helping keep our children safe and families safe on the roads around school.**

## **Concerns or Complaints**

**What to do if you have a serious concern or complaint or you don't agree with an aspect of the school.**

Speak to the school office and request details of the complaints procedure

**Our door is always open**

**You are always welcome**

**We will always listen**

### **Remember**

We can't put things right if we don't know about them. If you have a concern... Please don't listen to rumours. They are usually exaggerated or untrue. Come in and speak to a member of the senior Management team they are usually available before or after school.

In the first instance we recommend that you speak with your child's class teacher then the Phase Leader, as they work closely with each teacher in their phase.

<b>Teacher</b>	<b>Phase</b>	<b>Year Group</b>
Mrs S Price	Root	Nursery/Reception
Mrs S Purcell	Shoot	Year 1 & Year 2
Mrs L Garcha	Branch	Year 3 & Year 4
Miss K Evans	Oak	Year 5 & Year 6

If you still have concerns following speaking to your child's Phase Leader, please speak with:

Mrs L Garcha – Assistant Head

Mrs J Jackson – Assistant Head

Mrs C Macpherson – Deputy Head

Mrs T Newton - Headteacher

## Collective Worship and Religious Education

### Collective Worship



There is a daily act of Collective Worship. It will last for 20 minutes and will follow broadly Christian themes. Parents do have the right to withdraw their children from Collective Worship. The children will be placed under the supervision of an adult who is not involved in Collective Worship at that time. Please contact the school and make an appointment to speak with the Headteacher should this be the case. The Collective Worship programme will be as follows:



Monday	Congratulations Assembly – Rec, Y1 & Y2 – (9.10 – 9.30) Y3, Y4, Y5 & Y6 – (10.20 – 10.40)
Tuesday	Whole School Collective Worship – whole school (10.20 -10.40)
Wednesday	Class Led Collective Worship (10.20 -10.40)
Thursday	Worship held in the learning rooms
Friday	Whole School – “Songs & Praise” (9.00 – 9.25)



### **RE – Religious Education**

Religious Education will take place for one hour every week. The lessons follow the Walsall RE syllabus.

Parents also have the right to withdraw their children from participating in RE Worship. Please contact the school as above.