

Friday 8th September 2023

Dear Parents and Carers,

We hope that you have had a wonderful summer holiday with your families and friends and we were delighted to welcome back all of the children to school this morning.

As the new school year begins, we have been busy preparing to ensure that we are ready to give the children the best possible school experience.

Over the coming weeks we will be welcoming parents into the school to formally welcome you back to the start of this academic year to 'meet the teacher' and to share our upcoming priorities for 2023/24.

As always, leaders will be available on the playground every day to greet families both before and after school.

This letter will provide some important information about the school day including reminders about key timings, attendance and general reminders. Please take the time to read the information below:

School Day / Key Times for Parents

8:40	School gates open for start of day -soft start with children walking up the stairs -classrooms open for children to access early morning learning
8:55	Teachers take registers
8:55	Gates close *If you arrive after 8:55 you will be asked to sign your child(ren) in at the school office
3:05	Gates open
3:15	Children come out at end of school day
3:25	Gates close *children who are persistently collected late will be taken to the school office. If children are collected late three times, a meeting will be arranged with a member of the leadership team

- Children with a bike or scooter should not ride them on the playground at any time and should walk them to the designated spaces between the LKS2 and UKS2 playgrounds
- No dogs to be brought on to school grounds unless they are a recognised assistance dog
- Please do not smoke or vape near the school gates or in view of the school playgrounds

Uniform Expectations





WOODHILL
PRIMARY SCHOOL

Headteacher: Owen Phillips
Woodhill, Woolwich, London, SE18 5JE
T: 020 8854 5055

info@woodhill.greenwich.sch.uk
www.woodhillschool.co.uk

Please see a link below to our uniform expectations. We would like to see all children wearing the correct uniform in September.

Please find a link to our School uniform policy here:

<https://www.woodhillschool.co.uk/attachments/download.asp?file=324&type=pdf>

PE days

PE will take place twice a week. Please send your child with their PE kit on a Monday and they can leave it on their peg for the week.

Year group	PE days (underlined is indoor slot)	Year group	PE days (underlined is indoor slot)
1	Tuesday and <u>Friday</u>	4	<u>Wednesday</u> and Friday
2	Monday and <u>Thursday</u>	5	<u>Tuesday</u> and Friday
3	<u>Monday</u> and Wednesday	6	Monday and <u>Thursday</u>

As with expectations around the Woodhill School uniform, please may we urge you to stick to the correct PE uniform/kit. This is black shorts and black polo shirt; we will also allow a plain white polo shirt for PE.



- Black or white PE T-shirt with Woodhill logo
- Black PE shorts
- Black leggings or tracksuit bottoms
- Jumper - woodhill or plain black
- Trainers or plimsolls' (not school shoes)

We will not be permitting football style shirts, or coloured logo tracksuits and trainers.

Sweets and lollipops

Please refrain from giving your child food including boiled sweets, lollipops, cakes and crisps to eat at lunch and while on the school premises at the end of the day. We have had reports of children choking on these at other schools and would like to implement this additional safeguarding measure to avoid any incidents.





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Important attendance information

Attendance & Punctuality

Attendance and punctuality continue to be a key priority at Woodhill. Consistency in attendance is essential if children are to make progress and take an active part in school life. In the case of pupil absence, parents should always inform the school on the first day of absence by phone, writing or in person, so that we can record the reason for the absence. This is particularly important if an infectious illness is involved to allow the school to respond in line with Public Health England guidance.

Medical evidence is requested by the school for any absences to be authorised. This can be a copy of a prescription, an appointment card or the medication itself.

Leave of Absence

As of 1st September 2013, there has been a change to The Education (Pupil Registration) Regulations Act 2006. Headteacher's may no longer grant a 'Leave of Absence' in term time unless there are exceptional circumstances. Therefore, any such absences not deemed as exceptional circumstances will be unauthorised. Holidays or overseas trip absences 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 students away in school time. Due to the impact to your child's learning caused by this, **we do not authorise any holidays/overseas trips during term time.**

Punctuality

As with attendance, it is very important that children arrive at school on time each day, every minute missed adds up to a vast amount of learning time lost over the school year. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This can be disrupting for the rest of the class and teacher.

As with irregular attendance, if your child is continuously late for school we will invite parents/guardians in to meet with members of the Leadership Team, Ms J Sillince (Home/School Liaison Officer) or the Attendance Officer from Royal Greenwich to discuss their child's punctuality.

If there are any concerns you may have which you feel prevent you from ensuring your child's regular attendance and punctuality to school, please contact the school office on 020 8854 5055 or email info@woodhill.greenwich.sch.uk

If you have any questions about any of the above, please do not hesitate to contact the school office on 020 8854 5055 or email info@inspirewoodhill.co.uk

We would like to take this opportunity to welcome you back to this new academic year and have high hopes for the year ahead.

Wishing you a wonderful weekend.

Yours sincerely,

Mr O Phillips
Headteacher

