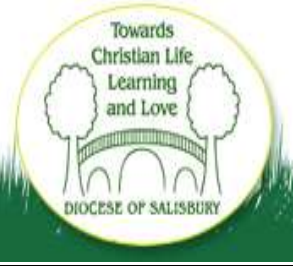


Middle Woodford, Salisbury  
01722 782361

Woodford Valley C.E Primary Academy



[www.woodfordvalley.wilts.sch.uk](http://www.woodfordvalley.wilts.sch.uk)

# NEW PARENTS' GUIDE



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Dear Parents

A big welcome to you and your child/children to Woodford Valley Primary Academy. We are delighted to welcome you and hope that your child will be really happy here, and that you as parents will thoroughly enjoy being part of our community.

We are very proud of the academy, its friendly atmosphere and the variety of social and educational events for both children and parents. We hope that you will very quickly feel part of it and get involved.

When I show prospective families around, there is so much to take in and I know it is impossible to remember it all. During the induction process for children and parents we try to tell you all the big important things...but we know that we miss many small details that are also important! Hence this handbook.

We have tried to cover everything in this handbook but if there are things we have missed please tell us, because we shall update and modify it each year (a current version is available on the school's website). Hopefully it will help you and your child as you settle in and get to grips with all that goes on here. Please remember that we are all part of a team - you, your child and us. Together we want to get the very best for your child's education and we want everyone to enjoy "the journey" through Woodford Valley Primary Academy.

Best Wishes

Rebecca Carson

## **CONTACT DETAILS AND USEFUL INFORMATION**

### **Address**

Woodford Valley Church of England Primary Academy  
Middle Woodford  
Salisbury  
Wiltshire SP4 6NR

Telephone            01722 782361

E-mail                [admin@woodfordvalley.wilts.sch.uk](mailto:admin@woodfordvalley.wilts.sch.uk)

[office@woodfordvalley.wilts.sch.uk](mailto:office@woodfordvalley.wilts.sch.uk)

Website              [www.woodfordvalley.wilts.sch.uk](http://www.woodfordvalley.wilts.sch.uk)

### **Office Hours**

The office is open during the following hours:

Monday	8.30 – 4pm
Tuesday	8.30 – 4pm
Wednesday	8.30 – 4pm
Thursday	8.30 – 4pm
Friday	8.30 – 4pm

Although the office is not manned outside these hours, please leave a message on the answer machine and someone will get back to you as quickly as possible.

## **Staff**

Head Teacher	Mrs Rebecca Carson
Lake Class	Mrs Sue Gallagher (Reception)
Lower Woodford	Miss Miranda Naish (Year 1)
Netton Class	Mrs Katharine Higham & Miss Rackham (Year 2)
Wilsford Class	Mrs Rebecca Woodley (Year 3)
Durnford Class	Mrs Caroline Conduit (Year 4)
Upper Woodford	Mrs Donna Young –Deputy Head & Mrs Kate Reavill (Year 5)
Salterton Class	Mr David Reavill (Year 6)
School Business Manager Admin Assistant	Mrs Rachel Martin Miss Mates
Music Teacher	Mrs Kate Reavill
Spanish Teacher	Mrs Ara Smith
Food Technology	Mrs Ara Smith
Interventions Teacher	Miss Jo Rackham
Interventions TA	Mrs Jo Rowe
Teaching Assistants/ Midday Supervisors	Mrs Shelly Brewer Mrs Julie Young Mrs Melanie Henderson Mrs Helen Evison Miss Chloe Sainsbury Mrs Jo Rowe Mrs Jean Fay Mrs Tara Nicholson Mrs Dawn Sims Mrs Andrea Toze Mrs Kerry Green Mrs Katie Kingston-Jones Mrs Charlotte Wait Mrs Angela Smith Mrs Louise Roberts
School Cook Assistant	Mrs Sam Gray Mrs Ann Stagg
Cleaners	Ms Melanie Henderson Mrs Sam Craig

Mrs Charlotte Wait  
Ms Danielle Wyatt  
Miss Emily Shuttleworth

**Academy Trustees**

Bath Spa Professor Kyriaki Anagostopoulou  
Rev Mike Perry (Dset & the Incumbent)  
Mrs Suzanne Waters (PCC Rep)  
Mrs Margaret Knight (Chair of Governors)  
Mr Luke March

**Governors**

Chair Mrs Margaret Knight

Foundation Governors Mrs Verena Huntley

Rev Mike Perry

Mrs Susie Vivian

Mrs Caroline Holt

Mrs Sophie Soar

Mrs Amanda Iles

Vacant

Parent Governors Mrs Nina Griffin

Mr Steve Fair

Co-opted Governor Mrs Fiona Makin

Head Teacher Mrs Rebecca Carson

Teacher Governor Mrs Donna Young

Non-teaching Governor Vacant

Clerk to Governors Mrs Rachel Martin

Accounting Officer Mrs Rebecca Carson

WOODFORD VALLEY PRIMARY ACADEMY MOTTO

This Academy is committed to creating the ethos in which  
children can grow towards

*Christian Life*

*Learning*

*and Love.*

\*\*\*\*\*

*And now I give you a new commandment: love one another. As I have  
loved you, so you must love one another. If you have love for one  
another, then everyone will know that you are my disciples.”*

*John 34-35*



## **Our Aims –A Truly Positive Contribution**

### **Community**

The academy has a philosophy of inclusion and positive contribution, where every child matters. Because every child matters, it is natural that every family matters, and of course that our academy community matters. Thus, through this philosophy, we make a significant and important contribution to society.

### **Education, parent and church partnership**

A child's education begins at home and as such we value the important partnership between parents and our academy. Being a Church School we place special emphasis on the links between family, school and church, working together for the good of the child.

### **Curriculum**

Our curriculum offers a range of learning experiences and opportunities which, together with the prescribed National Curriculum, help the child acquire necessary skills and develop positive values and attitudes.

### **Attitude, behaviour, learning and values**

We aim to foster in the pupils good learning habits, which will lead to active and inquiring minds. Personal and social development is as important as intellectual development. We foster caring attitudes between children and we emphasise respect for themselves, other children, staff and their environment.

Every pupil is valued equally and encouraged to do their best at all times. We aim to help pupils develop appropriate relationships and tolerance for other pupils and adults.

Our code of behaviour is intended to cultivate in the children an acceptance and recognition of their own decisions and their consequences. We hope to develop self-discipline in children and create conditions for an orderly school community in which effective learning can take place, and where there is tolerance and respect for others around them. The management of children's behaviour is the responsibility of the staff. We have high expectations of good behaviour from all children and hope to foster courtesy, good manners and the ability to adapt behaviour to different situations.

## **Special Educational Needs (SEN) provision**

The academy provides a broad and balanced curriculum for all children because every child's unique contribution to our school matters. A minority of mainstream children have particular learning needs and assessment requirements. These are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups and enable them to participate effectively in curriculum and assessment activities.

### **Early intervention**

The academy has good links with the local pre-schools in and around Salisbury, which enables early tracking of pupils. Intervention and support programmes can be supported for transition to Woodford Valley Primary Academy.

**The SENCO** – Mrs Ruth Massie is the SENDCO (Special Educational Needs Coordinator) for the school, this is an important role, in conjunction with the class teachers, liaising with parents of children with special needs.

## **Roles and Responsibilities**



**The Governing Body** ensure that appropriate provision is made for children with Special Educational Needs and Disabilities and that all practice within school has regard for the SEN Code of Practice (2014) and that this is reviewed annually.

**The Head Teacher**, with the support of the governing body, makes the decision whether the academy can accommodate the particular needs of a child, in terms of potential compromise to the education of all pupils.

**The Teacher/Teaching Assistant** meets the majority of the children's needs. They make every effort to ensure that children with SEN are fully involved the life of the class.

**External agencies** – close links are maintained with a wide range of Local Authority and Health Service Support Agencies. These are involved so that the children are given the appropriate provision e.g. Education Psychologist, Physical and Sensory Impairment Team, Speech and Language Therapist and Behaviour Support.

### **Local community**

We see the academy as part of the local community and encourage links with all our neighbours. We work alongside other local primary schools establishing Woodford Valley Primary Academy as part of a local network. Our established Cluster group includes The Stonehenge School, Newton Tony, Shrewton, Amesbury Primary, Amesbury Archer, Kings Gate and Christ the King.

## **Our Academy**

### **The building**

The original building was opened on 12<sup>th</sup> May 1871 and was later extended to provide two spacious teaching areas and a hall. Since then, the academy has undergone major building work and is now proud to have seven classrooms a magnificent hall and a well-equipped computer area. Our hall is used for collective worship, music, PE, and lunch times as well as PTA events such as discos. Outside, there is a spacious sports field, a playground, the Windsor walk, an allotment and an environmental area with native trees.

### **Class organisation**

Key Stage 1 classes -	Lake Class	(Reception)
	Lower Woodford	(Year 1)
	Netton Class	(Year 2)
Key Stage 2 classes -	Wilsford Class	(Year 3)
	Durnford Class	(Year 4)
	Upper Woodford	(Year 5)
	Salterton Class	(Year 6)

The names are those of the Woodford Valley villages

### **House Groups**

We have four house groups which are:

Badgers (blue)

Hares (yellow)

Otters (red)

Squirrels (green)

Children are assigned to one of these house groups, and it provides a great opportunity for all ages to mix together. All sorts of house events take place during the year and everyone is encouraged to take part. There is also a house points system for children to earn merit points for good standards of work or exceptional behaviour.

## Hours

All pupils are required to attend school for 190 days during the year. This attendance is split into six terms, two each in Autumn, Spring and Summer. Regular newsletters inform parents of events throughout the year.

**Morning school starts at 8.40am and children may arrive from 8.30am.**

	Key Stage 1	Key Stage 2
<b>Registration</b>	<b>8.45</b>	<b>8.45</b>
Session 1	8.50	8.50
<b>Break</b>	9.55	10.10
<b>Break finishes</b>	10.10	10.25
Worship	10.45	10.45
Session 2	11.00	11.00
<b>Lunch</b>	12.00	12.10
Session 3	13.00	13.00
<b>Break (KS1 only)</b>	10 mins	
<b>Dismissal</b>	<b>3.00pm</b>	<b>3.10pm</b>

## Before you leave home...

For many parents and children the start of the day is frenetic and it is all too easy to leave something behind that has been specifically asked for that day – e.g. PE kit, homework, musical instruments, a form to be returned etc. Of course, it is easy to say ‘prepare it the night before’ and in an ideal world we all would (!!)

but it is a useful habit, if you can, to get into from the start - or alternatively leave a special 5 minute margin before leaving each day. Arriving at school unflustered and unstressed is always the best way to help continue a calm day.

## Arriving at School

Children may be dropped off at 8.30am at the earliest and at the gate where staff welcome them and they can walk in.

Children should have arrived by 8.45am and will be registered as late if this is not the case.

Reception children are also allocated a Year 5 Buddy to meet them in the morning and to accompany them to their classroom.

Leaving your child and letting them file into school with their teacher and friends is an important step in becoming independent...even if they forget to give you a kiss goodbye! Don't be sad -.they REALLY will be fine! The best thing you can do to help your children is to be encouraging. After all, the more positive things you tell them will happen, the more likely it is they will look forward to coming.

On reaching their classroom, children are encouraged to be responsible (within reason!) for their own organisation of belongings as soon as they can manage. Lunch boxes are placed

on a trolley, reading books and reading record book/homework etc. taken into the class and placed in the reading book tray, and messages, notes, envelopes from parents put in the class box/given to their teacher.

### **Rain, Rain, Rain.....wet days**

On wet mornings pupils may go straight to their classrooms, having hung up their coats and bags etc.

### **“The reluctant student!”**

If you happen to have one of these, do not fret!! The staff are fantastic at cajoling your young ones along with the others and have masses of experience in making them all feel comfortable and welcome - AND they all have BUNDLES of kindness and patience. Be assured that often it is you, the parent, who feels more upset and torn than the child. Five minutes later the children are fine.....11.00am, three coffees later and you are still feeling empty and sad...Try to relax and know that you can always call the school to find out how your child is - no-one will mind!! A comfortable, happy parent is really helpful in engendering a confident, happy child.

### **At the end of the day**

Children are picked up at the end of the day, from the school gate at 3pm for KS1 - Lake, Lower Woodford and Netton. KS2 classes are dismissed at 3.10pm. This tends to be a busier time traffic-wise than drop-off time, so please be aware of the amount of small children.

**Unless the class teacher is informed otherwise in writing, or the school informed by a parent or guardian, children will only be released to their parent, guardian or regular ‘picker-upper’.**

### **School bus**

There is a free bus for children who live in the catchment area. If you would like your child to use it, please check the Wiltshire council website on how to apply. At the end of the day, children who take the bus congregate next to the library and a bus register is taken to ensure that the right children are going home on the bus.

### **After-School Clubs – where to pick up and when**

The After-School Clubs can finish at different times. Children will come up to the gate for collection after their clubs

### **School security and safety**

It is as vital for us to know that we can keep your child safely at school as it is for you. We take our responsibility very seriously. All visitors and callers to the academy have to report to the office and if they are staying on site they must sign in and out. If you ever see anything suspicious during the week or at the weekends, please report it immediately – either to reception or, at weekends and in the holidays, direct to the police.

### **Parking**

In the interests of safety, parents bringing and collecting their children by car are to park in the car park. We currently have a drop off system in the mornings so we will greet children from their cars. At afternoon pick up, please park sensibly leaving space for others, drive slowly and avoid using the taxi bays. Please find a space and park before the gates if you are bringing your child into school or **please use the drop-off zone inside the gates to safely see your child out of the car and drive off.**

**Please DO NOT park on the field verges or drive across the playing field.**

## **Being Healthy**

### **Meals and snacks**

All children bringing in a lunchbox or taking a school meal are allowed to go and get a snack and drink from it at break time, consisting of a piece of fruit or vegetable in line with our Healthy School status.

**We have achieved Healthy School Status and we only eat a healthy fruit snack at break time.**

### **Lunchtime**

Pupils may bring a packed lunch or can choose a hot school meal. A rolling menu is displayed on Parent Pay for you to select which days your child would like to have a hot lunch. All lunches must be ordered in advance. If you believe your child is entitled to a free school meal, please contact the office.

All children have lunch together in the hall in two sittings.

Midday mealtime staff are on duty to oversee the proceedings and will help children open things that are tricky, maintain good manners and encourage children to eat up everything in their lunch boxes.



**We do not allow fizzy drinks to be consumed at school.**

**We have a school NO NUT Policy as we have children with a severe peanut allergy.**

**We therefore do not allow any pupil to bring nut products into school.  
i.e. Nutella, chocolate spread etc.**

## **Clubs**

### **Breakfast Club**

This operates from 7.45-8.30am. This needs to be pre-booked and the cost is £3 per session. For details contact [julieshuttleworth@live.co.uk](mailto:julieshuttleworth@live.co.uk)

### **School lunchtime and after school activities**

We offer a wide range of lunchtime and after school activities – there really is something for everyone! We believe that this enhances and enriches the children's education and develops their personal and social skills. At the beginning of term a list of available clubs is emailed home so that the children can choose which ones they would like to join. Clubs can be booked and paid for on Parent Pay – limited places are allocated on a first-come, first-served basis.

Clubs can include:

Running  
Netball  
Football  
Sewing

Dance  
Gardening  
Colouring  
Gymnastics

Wannabe  
Multi sports  
Coding  
Games

School run clubs voluntarily by school staff but may need to be cancelled if no one is available to run them. A small charge is made for school run after-school clubs (£2 per session).

Some clubs are run independently by outside coaches and various charges apply.

### **After School Club**

Woodford Woodpecker also runs onsite for after school child care, charges are £5 per hour per pupil. For details please contact [woodfordwoodpeckers@gmail.com](mailto:woodfordwoodpeckers@gmail.com)



## Essential Information

### **Absence**

The academy has a very good attendance record which it is obviously keen to maintain and this can be done with the diligence and being punctual, particularly in the following circumstances (**forms are available on the website to report absences / holidays**):

### **Sickness**

If your child is poorly, please notify us by **email/telephone**, by 8.45am on the **1<sup>st</sup> day**, and each day if the absence continues. After any period of absence we do **require a note** from parents explaining the reason for absence. Pre-printed letters are available on the website or in reception.

### **Illness at School**

Sometimes children feel unwell at school and in these circumstances we treat them with a little TLC. If they do not start to feel better after a while, we shall contact you and ask you to arrange for yourself, or someone else, to collect them as soon as possible.

### **Medicines during the day**

If your child has been prescribed some medicine but is well enough to attend school we are willing to help by administering doses throughout the day. This can only happen if it is a **prescribed medicine by your doctor and you have completed a consent form** that is available from the school office. The medication must be brought to, and collected from, the school office by a responsible adult at all times.

If you believe your child is unwell or has been sick please do not send them to school! **If your child has been physically sick or has suffered from diarrhoea, there must be a period of at least 48 hours until their return.**

### **Holidays**

We strongly request parents avoid taking family holidays during term time, but where this is unavoidable, we ask to be informed as soon as is practicable. If a holiday is being taken during term time, parents should complete a Holiday Request Form, available from the Office or the school website. Holidays are not authorised absences. Holidays in excess of 4 days (10 sessions or more) will carry a penalty to be paid by parents.

### **Daytime appointments**

Pupils needing to leave school, for example for dental appointments, should be collected by a parent from the office when the Head or class teacher has been notified. You will need to sign your child in and out of school in the book at the office. When making medical appointments, please try and make them outside of the school day.

### **Unauthorised absence**

Pupils absent without authority will be marked as such in the register. **Absence is only authorised by the school if we are notified in writing by parents or guardians.** Absence forms are available on our website or in reception for you to complete.

***Please note that lateness can be reported as an unauthorised absence and that receiving a parental note does not, in itself, make an absence legal.***

### **Accidents, bumps and bruises**

Most staff are trained in First Aid, but with so many young children moving about the school and playground it is inevitable that sometimes the children suffer bumps, bruises and grazed



knees! All 'accidents' requiring attention are recorded in the Accident Book and your child will be given an accident slip to take home. For a more serious injury you will be telephoned or contacted by email.

We can clean the wound with a sterile wipe and water and if necessary cover it with a plaster. If your child comes home with a plaster please be sure to remove it and take a closer look yourself. The graze may need cleaning again and you will probably want to put some antiseptic cream on.

### **More serious accidents**

Thankfully it is rare for anything more serious to happen during the day but I hope it will reassure you to know that should your child be involved in an accident, you will be informed immediately and meanwhile we shall take appropriate action on your behalf. **This is why it is VITAL that we always have up-to-date contact numbers and mobile phone numbers.**

### **Allergies and asthma**

If your child suffers from asthma it is vital that we are aware of this, and children who use inhalers or epipens on a regular basis should be encouraged to carry them in a belt around their waist. A back-up inhaler/epipen should be given to the class teacher clearly marked with the child's name. However, it remains your responsibility to ensure these medicines do not expire their use-by date.

### **VERY VERY IMPORTANT**

**If your child suffers from an allergy or food intolerance, it is essential that we are informed.**

### **School Medicals**

The School Nurse will carry out height, weight, audio and vision checks. Children are no longer given a routine medical. However, if a child is called for a medical, parents are always given prior notice of the visit. If they have any objections they should notify the Head Teacher.



## **Head lice**

Head lice are a problem in communities. Please regularly check your child's hair – they particularly like the nape of the neck and the areas above the ears! Treatment advice is available from <http://www.nhs.uk/conditions/head-lice/pages/introduction.aspx>.

**All long hair should be tied up.**

## **Uniform and PE Kit**

We are a 'Uniform' school. We believe that a uniform looks smart, wears well and contributes to the feeling of belonging to the school and so much easier to organise!! Our uniform is very simple and consists of:

Grey trousers / Grey skirts / pinafore dress

Green / white polo shirts

School sweatshirt / cardigan

Black / brown / navy shoes

Grey / white socks / tights

Green reversible coat (optional)

## **Summer**

Grey shorts / Green & white gingham dresses

## **PE**

Yellow T-shirt

Black shorts

Black plimsolls

Trainers

Green sweatshirts & joggers

**PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY NAMED**

## **Where to buy Uniform**

Most uniform is available through the Brigade [www.brigade.uk.com](http://www.brigade.uk.com) i.e. sweatshirts, polo shirts, PE kit, bags and coats, but not summer dresses, trousers, shorts or skirts. Try any supermarkets and clothing shops but do remember that EVERYONE is buying it in the last week of August so get it early and allow for that extra "end of summer growth surge"!

## **Second-hand Uniform**

There are a number of opportunities during the year to buy second-hand uniform from the PTA, which is a seriously sensible and economic way of buying good quality clothes for rapidly growing children. Sales of uniform are announced in emails and held at some school events. There will always be prior notification via the PTA.

## **Summertime**

When the weather is hot it is a good idea for your child to have a sun hat. We are not able to put sun cream on your child but it is a good idea for you to put some on your child at the beginning of the day if the weather forecast is good.



## **PE Kit**

Trainers should be worn for outdoor games. Key Stage 2 pupils may wear football boots (plastic studs) for football ONLY. Also, it is important that all long hair is **tied back** as it can make some activities difficult if the children cannot see what they are doing! Joggers and sweatshirt hoodies for PE only and may be worn in cold weather and it is a good idea always to have a pair in their PE bags. It is not essential that they are school tracksuit bottoms. For swimming lessons, girls should wear a one-piece suit and long hair should be tied back or a cap worn.

As PE is part of the curriculum a note should always be sent if a child is to be excused for medical reasons. PE and games clothing should be kept at school in a named drawstring bag. They will be sent home periodically for washing!

## **Parental Involvement**

### **Helping your child at home**

The best help any child can receive is time, love and encouragement. The greatest support you can give your child is your interest in what they are doing.

### **Parent and Teacher Association (PTA)**

All parents are automatically members of the PTA and everyone can be involved with fundraising and organising social events. The PTA raises money for a whole range of things, including playground toys, equipment, facilities – the list could go on and on. It is a very, very, valuable part of the school constitution and we would love as many parents as possible to be involved - the social cohesion and enthusiasm engendered by the PTA can greatly enhance the school community and the educational economic wellbeing of all the children at the school.

A small committee (Chair, Secretary, Treasurer etc.) for the PTA, consisting of staff and parents, is elected at an Annual General Meeting in the Autumn Term each academic year. These members are invaluable in the contribution they make to the school and they love to have plentiful supplies of enthusiasm and support behind them! The committee may co-opt members etc., for different activities during the year.

### **Our main events**

The PTA is actively involved in organising events throughout the year to raise funds for the benefit of the school.

### **We are always looking for new fun things to do that might raise some money or just might be fun to do with friends!**

At the moment the PTA organises events such as:

- Cake raffles
- Skittles evenings
- Quiz nights
- Christmas Bazaar
- Summer Fete
- Firework Night

### **PTA Facebook group**

There is a private Facebook group which you can join to give you an immediate connection to the PTA, allowing you to view upcoming events or just check with others what homework the children had!

***Anything you post on the PTA's Facebook wall will not show up on your personal wall or your friend's pages. Members of this Facebook group can only access your page if you "friend" them. See <https://www.facebook.com/#!/groups/wvspta/>***

### **Parent helpers**

We enjoy working with parents and it is a real help to have parents helping in the classroom, hearing children read, working with small groups of children or maybe getting resources ready. If you would like to help in any way, please let any of the class teachers know .....you will be grabbed by both arms!

## **Communications**

Communicating important information to each other should be very easy because we see you every morning and afternoon. However, in reality it is sometimes harder than it ought to be!!

**Important information** concerning your child should be written down and given to the staff at drop off in the morning or put into their Reading Record Book. With 30 children arriving at once it is very difficult for the teacher to take in every verbal message!

### **Information from the Academy to you**

If the class teacher, or office, wishes to get a message to you at the end of the day this will be given to your child to put in their school bag ready for home time or an email will be sent home. ***Be sure to check with your child and check their bag at the end of every day for vital bits of information and monitor your email account.***

The class teacher may choose to give some information to you about your child's work, learning etc. via the Reading Record Book.

**Newsletters and other information** to keep you up to date with all that is going on in the academy are sent by email. They carry useful and important information and need to be read so that your child and you do not miss out on important things/facts/dates. Paper copies are available from the school office.

**Notice boards** at the top gate feature the latest newsletters and reminders of important happenings/requirements and PTA events.

### **Parents' Evenings**

Regular Parents' Evenings are organised in the spring and autumn terms and written reports sent out during the Summer Term. Parents are welcome to discuss their child's progress at any point in the academic year, though prior notice is helpful.

Prior to the Parents' Evening you will receive notification that it is happening and you will be asked to fill in a reply slip, giving you the opportunity to get a slot that is convenient to you. The teacher will then return the slip to you with a time written on it for the Parents' Evening.

### **Curriculum sessions**

Curriculum sessions are run by the academy from time to time during the academic year, if you want to know what your child is learning and how they are being taught. For many parents the curriculum and teaching methods are so different nowadays to how we all learned that these evenings are fascinating, motivating and great encouragers. It is wonderful to see how teaching has moved on and it really helps parents take an interest in, and get involved with, their child's learning.

### **Closures / bad weather**

We try to keep the academy open, but sometimes it's just not possible! In the event of severe weather, parents should listen to the local radio stations and look at the school website for updates.

### **Homework**

Yes – from the outset children will be given a reading book to take home to read with their parents. As the children progress through the school they will receive additional work to do at home, the amount increasing as they get older. For further information, there is a Homework Policy which is available from the office or on the website.



### **Circle time**

This is where there is an open discussion about the academy and relationships. Many of our codes of behaviour are established here. Pupil involvement at this stage results in a higher sense of ownership and raises self-esteem and pride in the Academy.

### **School Council**

The School Council is made up of elected representatives from each year group. Children are invited to prepare a manifesto and an election is held to decide who will be the chairman.

Meetings are held twice a term to discuss a range of topics, with the agenda being compiled in response to any issues identified by each class during Class Council or circle times. These meetings enable the children to have a voice and be involved in decision-making.

### **Trips**

There are a number of trips throughout the year, usually linked in with the work the children are doing, or sporting events they are taking part in. All details will be provided by the class teacher well in advance of the outing. For most trips a contribution to cover costs of entry or transport is requested (no profit can be made and so the cost of the trip is strictly divided by the number of children in the class).

### **Achievement awards**

As mentioned previously, house merit points are awarded, but there is also a small cup awarded weekly to a child from each class who has set an example in their own personal or social behaviour. We have our “celebration assembly” every Friday, when the class cup is awarded and other certificates handed out during the year. Hopefully, all children will have an opportunity to receive the cup at some point during the year. At Woodford Valley, we emphasise reward rather than punishment. Enjoyment and achievement so often go hand – in-hand - to this end, our whole ethos is focused around positive values and rewarding positive contribution, however big or small.

### **Moving on**

At the age of 11, children move on to a variety of schools in and out of the area; Bishop Wordsworth, Kingdown School, South Wilts, Wyvern St Edmunds, St Joseph’s, The Stonehenge School, Trafalgar School and Burgate to name just a few. Wherever they end up, we try to ensure that they are prepared for the next stage of their education.