

WELCOME TO WOODFORD VALLEY PRIMARY ACADEMY

*We are looking forward to you joining our
school in September.*

*Here is an information booklet you can share
with your child ready for the new school year.*



*Towards Christian Life,
Learning and Love*

WELCOME TO WOODFORD VALLEY PRIMARY ACADEMY

ABC

WELCOME!

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This booklet is designed to provide information to families about our school. If you have any further questions or queries, please don't hesitate to get in touch via our school office and we will be happy to help you.



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THANK YOU FOR CHOOSING OUR SCHOOL FOR YOUR CHILD. WE ARE DELIGHTED TO WELCOME YOU AND YOUR FAMILY AND HOPE THAT YOU WILL BE HAPPY HERE AS PART OF OUR SCHOOL COMMUNITY. WE ARE PROUD OF OUR HAPPY, INCLUSIVE, FRIENDLY ETHOS AND HOPE THAT YOU WILL QUICKLY FEEL PART OF IT.

WE HOPE THIS HANDBOOK HELPS YOU TO FIND OUT MORE ABOUT OUR SCHOOL AND GIVES YOU AND YOUR CHILD THE CHANCE TO GET TO KNOW US A LITTLE MORE.

WELCOME TO THE WOODFORD VALLEY FAMILY.

BEST WISHES,

DONNA YOUNG (HEAD TEACHER)

OUR SCHOOL DAY

Drop off begins at 8.30 am in the car park where the children are met by a member of staff. Children walk down to their classrooms where teachers are waiting to welcome them. We expect all children to be in school by 8.40am to start their learning for the day. For safeguarding reasons, parents are not permitted inside the school building before school.

Reception children are allocated a Year 5 buddy to meet them in the morning and to walk them down to their classroom.

Leaving your child to walk down in the morning is an important part in them becoming independent-they will be fine! Always encourage your child and share positive things with them-this will help them look forward to their day. Once they have arrived in the classroom, children hang up their bags, put their lunchboxes away and settle down to their learning. The day is busy and the children work hard and enjoy the time they spend with their friends.

At the end of the day, all classes are taken to the school field where parents meet their children. Lake class (Year R), Wilsford class (Year 3) and Durnford class (Year 4) leave from the first gate. Lower Woodford class (Year 1), Netton class (Year 2), Upper Woodford (Year 5) and Salterton classes (Year 6) all leave from the middle gate on the field. Children are released to their parent, guardian or regular 'picker-upper'; if this changes please confirm to us in writing so that we can inform the class teacher.



A TYPICAL SCHOOL DAY

	Key Stage 1 (Years R, 1&2)	Key Stage 2 (Years 3 – 6)
Registration	8.40	8.40
Session 1	8.50	8.50
Break	9.55	10.10
Break finishes	10.10	10.25
Worship	10.45	10.45
Session 2	11.00	11.00
Lunch	12.00	12.10
Session 3	13.00	13.00
Home time	15.00	15.10

SCHOOL UNIFORM

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DAILY UNIFORM



- Plain black or grey shorts/trousers
- Plain black or grey skirt/pinafore
- Black shoes/leather all over black trainers
- Green polo shirt with logo
- Green cardigan/jumper with logo
- Long hair tied back/plain headband
- Plain grey, black or white socks/tights
- One pair of single stud earrings only
- Crucifix necklace
- No other jewellery or hair accessories

PE UNIFORM



- Plain black leggings/shorts/skorts/jogging bottoms
- Green or yellow t-shirt with logo
- Green hoodie with logo (optional)
- Trainers/plimsoles
- One pair of single stud earrings only (must be taped or taken out for PE)
- No other jewellery or hair accessories
- Long hair tied back/plain headband





SCHOOL COMMUNICATION



SUPPORTING TRANSITION

We know that transitions can bring a range of emotions. Our transition offer ensures that your child feels as familiar and settled as possible during a period of change.

We offer:

Move up morning, extra transition sessions for some children.

Additional meetings with staff where required.

Reception children: Stay and play sessions and a teddy bears picnic to meet their buddy.

In-year transitions: Pupil tours, taster days.

MY CHILD'S LEARNING

During the first week of term, you will be able to access your child's learning via the class webpage on the school website:

www.woodfordvalley.wilts.sch.uk

You will be able to find out what your child is learning each term and have access to the class timetable as well as other information related to their class.

PARENTS EVENINGS

These are held during the Autumn and Spring terms and give you the opportunity to look through your child's books and to find out about how they are getting on in school. Booking information will be sent out in advance of the dates. We are always happy to carry out telephone calls if this is easier for families.

SCHOOL COMMUNICATION

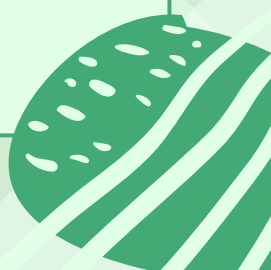
In the morning, if you have information for your child's class teacher, please inform the member of staff on the morning drop off routine. If you'd like to arrange a meeting with the class teacher, please arrange this by emailing the school office or by writing a message in your child's reading record, [office @woodfordvalley.wilts.sch.uk](mailto:office@woodfordvalley.wilts.sch.uk)

Please ensure that the school office has up to date information for your emergency contacts and email addresses. We are a paperless school and endeavour to send most of our communication digitally using Parent Pay.

Please ensure you are set up to receive information from school about your child's learning and upcoming events and information.

CLASS COMMUNICATION

The WhatsApp class groups are a helpful reminder for PE days and other events that are happening in school. Whilst the groups are not officially linked to the school, our 'Dealing with Unacceptable Behaviour' policy still applies to comments posted on these groups.



LUNCHES & WRAPAROUND CARE

SCHOOL LUNCHES

All children can bring in a healthy snack for break time, this can consist of a piece of fruit or vegetable in line with our Healthy School status. Year R and KS1 children receive a free piece of fruit each day as a snack.

Children can bring in a packed lunch or choose a freshly prepared school meal. A 3-week rolling menu is displayed on Parent Pay for you to select which days your child would like to have a school lunch. Our lunches are all prepared and cooked fresh daily in school. All lunches need to be ordered in advance using ParentPay. If you believe that your child is entitled to a free school meal, please contact the office. All Year R and KS1 children are entitled to a free school lunch-please order as explained above.

All the children have lunch together in the main school hall across two sittings. Midday staff are on duty to oversee lunches and will help the children open things that are tricky, maintain good manners and encourage the children to eat everything in their lunchboxes. We also have lunchtime prefects who help in the hall.

We do not allow fizzy drinks/squash/juice to be consumed in school-water in bottles. We have a school NO NUT Policy as we have children with a peanut allergy Therefore, we do not allow children to bring in nut products into school eg Nutella, chocolate spread, nut bars etc

REMINDER

School lunches need to be pre-ordered on Parent Pay.

WRAPAROUND CARE

We have a breakfast club that is run each day by an external provider from 7.45am-8.30am. This needs to be pre-booked, further information about this can be found on our school website: <https://www.woodfordvalley.wilts.sch.uk/clubs/>

Woodpeckers is an external afterschool club run on the school site, this runs from Monday to Thursday 3-5pm and on a Friday from 3-4pm. Further details can be found on our school website: <https://www.woodfordvalley.wilts.sch.uk/clubs/>

AFTER SCHOOL CLUBS

We have a range of clubs available to support the enrichment of our children. Some clubs run during lunchtimes with staff leading these including gardening and choir. Children also run their own lunchtime clubs, these include wellbeing and play leading.

We also offer paid after school clubs that can be booked directly through Parent Pay or directly through some of the external providers. These clubs are run by staff and outside providers and include football, rugby, netball and craft clubs.



USEFUL

INFORMATION

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MUSIC LESSONS

As part of our curriculum offer, pupils have music lessons in school as part of the curriculum. This includes; singing, using tuned and untuned instruments and exploring music genres.

We also offer a wide range of extra-curricular enrichment music lessons with specialist teachers for pupils across the school including; piano, guitar, violin, ukulele and brass. If you are interested in signing your child up for music lessons, please email the school office for further details.

FOOD TECHNOLOGY

We are very lucky to have our own Food Technology classroom. Each class has the opportunity to take part in cooking lessons throughout the school year. This is something we value and take pride in.

PTA

Our school PTA are a wonderful team who support the school with fundraising events which help bring that extra 'wow' for our pupils. We are always looking for additional members to join our PTA team. Whether you can donate even just an hour here or there, the additional support is greatly appreciated. The PTA organize annual events which include Firework Night, Summer Fete and Ice-cream Fridays to name a few!

DEVICES IN SCHOOL

We are proud to be a Smart Device free school. Pupils are not permitted to bring in mobile phones or any watch devices which include features for communication/photos/videos. We encourage parents to join the Smartphone free parent community here: [Sign the Parent Pact](#)

SERVICE FAMILIES

We welcome service families to our school. If you are new to our school community, you may qualify for Service Pupils Premium funding if:

1. One parent is currently serving in the regular armed forces, including full-time reserve commitments.
2. One parent died while serving in the armed forces and the child receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
3. Your child has been registered as a 'service child' in the January school census at any point since 2026.

To find out more, please contact our Head Teacher, Mrs Young via the school office: office@woodfordvalley.wilts.sch.uk

SCHOOL TRAVEL

There is a free school 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. Staff meet the children each morning off the bus and take them to the bus at the end of the day.

PARKING

In the interests of safety, parents bringing and collecting their children by car are to park in the car park. We have a drop off system in the mornings so we will greet the children from their cars. Please park sensibly, leaving space for others, drive slowly and please be considerate of our neighbours- the car park is for the whole community. Please do not park in the staff car park.



ATTENDANCE



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We are proud of our pupils attendance and being in school and ready to learn is a life skill and allows your child the best start for success.

Illness and Absence

If your child is unwell and will not be attending school, please contact the office on the day either by phone call or email by 9.30am. If they are off for more than a day, please contact the office each day they are not attending school. Please avoid making any medical appointments during school time. Medicine can be administered during the school day if it has been prescribed by your doctor-please; complete the medical consent form that is available from the school office.

Holidays

We do ask parents to avoid taking family holidays during term time. If a holiday is being taken during term time, parents should complete a holiday request form available from the office. Holidays will not be authorised.

Daytime appointments

Pupils who need to leave school during the day for an appointment, should be collected by a parent from the office and will be signed out. Please let us know in advance of any appointments including evidence of appointments.

Attendance Matters



Every Day Counts....

ATTENDANCE

Penalty Notice Fines for School Attendance Per Parent, Per Child

Penalty Notice Fines will be issued to each parent for each child that was absent.
For Example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

When will a Penalty Notice fine be issued?
Penalty Notices will be considered for 5 Consecutive days of term time leave or 10 sessions of unauthorised absence in a 10-week period (in the same or over different academic years).

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days

Second Offence (within three years)
The second time a penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.

Third Offence (within 3 years)
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.