



Welcome to The Woodlands
September 2022

The Staff Team

Head Teacher – Miss Kondo
Deputy Head Teacher – Ms. Sanusi



Miss Leonard
Elm Class Teacher, ARP
leader and ARP SENDCo



Miss Saleh
Birch Class Teacher



Miss Arribas
HLTA



Mrs Williams
Birch Class Teacher



Ms Omer
Support Staff



Miss Taylor
Support Staff



Mr Mauricio
Support Staff

The Wider Staff Team

Esther Mellor
Occupational Therapist

Sabrina Bovell
Educational Psychologist

Sarah Mezey
Speech and Language Therapist

Rasheed Lawal
Ealing LA EHC Coordinator

Sabrina Bovell is in 6 days a year.

The amount of time the therapists are in school depends on the hours written into our pupil's EHC Plans.

Sarah Mezey is in on Tuesdays and some Mondays.

Esther Mellor is in most Tuesdays.

Our School Vision



We are a dynamic, diverse and inclusive community of lifelong learners, where children are nurtured and supported to achieve their potential and become responsible citizens who can make a difference in the world.

What should your child have EVERY day?



- Coats and jumpers - NAMED
- Book bag or rucksack (optional in KS2) - NAMED
- Water bottle (no juice) - NAMED
- Healthy snack (Birch Class)
- Home-school contact books (if there is a message, please leave it open on the page you would like us to read – we will do the same)

Uniform



<u>School Uniform</u>	<u>PE Uniform</u>
Grey Trousers or Shorts	Plain White T-shirt
Grey Skirt or Pinafore (Girls)	Black Shorts or Tracksuits
White Buttoned Shirt (Long Sleeves or Short Sleeves)	White/Black Plimsolls for indoor PE
Silver and Green Tie www.aceclothing.co.uk	Trainers for outdoor PE
Green Checked Dress (Girls)	
West Acton V necked Jumper or Cardigan www.aceclothing.co.uk	
Black School Shoes (high heels are not permitted) All shoes must have black soles	<u>Green Baseball Cap or Floppy Hats</u>
Grey or Green Tights or Socks	Book Bags with school logo www.aceclothing.co.uk
Grey, White or Green Headscarf	

Please remember that every item should be named.

<http://www.westactonprimaryschool.org/parents/uniform>

PE



In line with BOROUGH POLICY no jewellery is allowed to be worn apart from small stud earrings. Long hair should be tied back out of eyes.

Elm will have PE on Mondays.

Birch will have PE with their mainstream class.

We will not be changing at school, so children will wear their PE kit on that day.

School Values



Courage



Consideration



Collaboration

Elm Autumn 2022 Timetable

	8.45-9.10	9.10-9.30	9.30-10	10-10.15	10.15-11	11-11.30	11.30-12.30	12.30-12.45	12.45-1.15	1.15-1.45	1.45-2	2-2.30	2.30-3.15
Mon 3.45 SLT/ 3.30 Birch team meeting	Fine motor + carousel + snack	Morning routine and movement	English	Elm Outdoors/ KS1 playtime integration	Maths	Phonics	Elm lunch/ KS1 lunch integration	Register , relax	LW reading	PE	Snack and social skills	Elm outdoors/ KS1 playtime integration	Library/ integration
Tue SALT + OT ARP CPD	Fine motor + carousel + snack	Morning routine and movement	English		Phonics	Music		Register , relax	LW reading	Supported play/ Interventions/ integration			Playdough disco write dance
Wed Y1 PPA 3.30 INSET	Fine motor + carousel + snack	Morning routine and movement	English		Maths	Phonics		Register , relax	Fine motor/ handwriting	Supported play/ Interventions/ integration			Computing
Thur Y2 PPA 3.30 Elm team meeting	Fine motor + carousel + snack	Morning routine and movement	PSHE/ zones of regulation		Maths	Phonics		Register , relax	Fine motor/ handwriting	Cooking/ Art			Cooking/ Art
Fri SALT	Fine motor + carousel + snack	Morning routine and movement	Science		Maths	Phonics		Register , relax	Fine motor/ handwriting	RE/ humanities			Circle Time

ARP Birch Class Y4 5 6 Class Timetable

	8.45 - 9.15	9.15 - 9.45	9.45– 10.40		10.40-10.55	11.00 - 12.00	12:00 - 12:30	12.30 - 1.30	1.30 - 1.40	1.40 – 2.35	2.35 - 2.45	2.45 - 3.00	3.00 - 3.15
M	Morning Routine	Phonics	Reading Session	Literacy	Break	Maths	11.45 PPA SaLT Groups 11.45-12.30	Lunch	PPA				
T	Morning Routine	Phonics	Reading Session	Literacy		Maths	Typing and Handwriting/ Spelling		Relaxation	Assembly Until 2.00	Computing 2.00- 2.45 Read Aloud 2.45-3.00		Golden Time
W	Morning Routine	Phonics	Reading Session	Literacy		Maths	Handwriting/ Spelling			PSHE	Read Aloud	Collective Worship	Golden Time
T	Morning Routine	Phonics	Reading Session	Literacy		Maths	Typing and Handwriting/ Spelling			RE/Humanities	Read Aloud	Collective Worship	Golden Time
F	Morning Routine	Phonics	Literacy			Maths	Handwriting/ Spelling			Science	Library 2.30-3.00	Collective Worship	Golden Time
									Art/Cooking	Read Aloud	Collective Worship	Golden Time	

How do you know about your child's progress?



- October parents evening – you will be given the targets for the year.
- February parents evening - you will be told what level your child is working at and if they are making expected progress.
- July written report – you will be told where your child is in relation to national expectations.
- Autumn and Spring book looks – this is an opportunity for your child to show you their books and talk about their learning.
- Annual reviews - yearly to discuss your child in depth.
- Additional meetings - if you feel at any point in the year that you would like to have an extra meeting about something specific or general, then arrange this with your child's teacher, SaLT or OT.

How we can communicate

- Weekly school newsletter
- Reminder letters and flyers in book bags
- Home-school contact books
- Website
- Display screen in the front office and in the playground
- Text service
- Phone calls
- Emails
- Notices in the playground or on classroom doors
- Various workshops and meetings



Anything Else?



It is very important that your child arrives at school on time so that they do not miss out on vital learning time.

It is just as important that you are on time to collect your child at the end of the day. If there is any delay or someone different is picking up your child then please inform us or the office.

It is also very important that your child gets a good night's sleep.

It is essential that they have a nutritious breakfast before coming to school.

Homework



Read every day! Make a morning or bedtime routine that involves reading. Focus on their understanding of the text by asking questions and having discussions. Reading books will be sent home each week with a recording record that you will need to fill in regularly.

Pupil's will be set targets throughout the year by staff and therapists. Please support your child with these targets and complete the suggested activities on their reports as homework.

Workbooks will be sent home during the school year for children to work through at their own pace.

Attendance



- It is essential that children attend school regularly to develop good routines, develop socially and emotionally as well as make academic progress.
- Regular attendance helps children to make and maintain friendships.
- All holidays, routine medical and dental appointments must be planned during school holiday periods.
- The school, and borough, have a strict attendance policy of at least 96% attendance for every child.
- The DfE have advised schools not to authorise any time away from school during term time. Only in very exceptional circumstances will the Head teacher agree to a term time leave of absence.

Contact and Medical Information



Please keep the school office informed of any changes to telephone numbers and email addresses, including emergency contact details.

If your child has any medical conditions that require medication to be let in school, please make sure you complete the blue form and bring in the medication on their first day of school.

We are only able to administer emergency medication to your child that has been prescribed by a doctor e.g. epi-pens and asthma inhalers.

First Aid

We do everything possible to keep your child safe at school, however inevitably children sometimes have accidents and get hurt.

The Support Staff have Paediatric First Aid certificates and we have an on-site welfare room.

Minor accidents such as cuts, grazes, bumps and scratches are dealt with at school. Cold compresses, plasters and sympathy are the only things that are used and parents will be informed of any incidents at the end of the school day.

More serious accidents such as open wounds, head injuries, broken or sore limbs, are dealt with in the school welfare office and parents will be called.





Lunch



- Children may have either school dinners or bring a packed lunch from home.
- All Reception, Y1 and Y2 children are entitled to a free school meal – please make sure you include your NI or NASS number on the registration form.
- We do understand that some children fussy eaters or have sensory issues around food. Please discuss this with your class teacher. We have specialist staff who are experienced at supporting children with food issues.
- If your child has a packed lunch from home, please make sure you label their packed lunch box clearly with their name on the outside.
- Please DO NOT include nuts, fizzy drinks, sweets, chocolate or anything else in glass packaging.

Drinks and Snacks



- Children must bring a water bottle (no juice) to school every day. Please make sure it is in a plastic, leak-proof bottle and their name is clearly labelled on it.
- Fresh fruit is provided daily for Elm Class.
- Children in Birch Class can bring in a healthy snack to eat at break time.
- Milk is provided free of charge for children under 5 years old. If you would like your child to receive milk daily, please apply online at www.coolmilk.com. A leaflet has been included in your registration pack with more information.
- Once your child reaches 5, milk must be paid for at www.coolmilk.com.

Curriculum



- We offer personalised, adapted and highly motivating learning opportunities for all of our pupils. There is no single specific approach used and each child is treated as an individual. Staff will work closely with the family and other professionals to create a holistic approach to supporting and teaching the child, as well as the families.
- We work closely with the family and a range of professionals to meet the pupil's personal and educational needs. This means sometimes their targets will appear quite different to mainstream pupils as it is likely that ARP pupils will need to work on social communication, independence and self-care skills before they can be challenged academically.
- We follow the Early Years Foundation Stage curriculum and National Curriculum, depending on your child's age and ability.
- We use a range of established and effective systems and approaches to support our children, these include makaton, Team Teach, PECs, SCERTs, Zones of Regulation, Colourful Semantics, Social Thinking and many more.

Parents in Partnership



Daily Communication

We are able to speak briefly at the beginning and end of each day. If you do not drop your child off to school and would like us to phone you then please contact admin or write a note and put it in your child's bag.

Book Looks

Parents are invited in three times a year to look at their child's books and to leave an encouraging note for them.

Parents Evening

Parents' evenings take place twice a year, in the autumn term and spring term. This is a chance for parents to discuss their child's progress and ask questions that they may have. Parents are asked to sign up for a time slot in advance. You will receive your child's report in July.

Annual Review Meetings

Other forms of communication – weekly newsletter, reminder letters, display screen in the front office and playground, website, text service, phone calls and emails, workshops, meetings, coffee mornings, notices in the playground, notices on the classroom door, letters and flyers in book bags.

Very Important



Safeguarding

Please get in contact with Miss Sanusi, our Designated Safeguarding Lead, if there is anything that we should know that could affect your child's safety or wellbeing.

Contact us via email using:
admin@west-acton.ealing.sch.uk

Thank You



Thank you for reading and your ongoing support.

We wish we could have met and shared this with you in person.

- Please do read all of the information we have sent/ given you.
- Follow us on social media: twitter, Facebook and youtube.
- Please look at our school website www.westactonprimaryschool.org