

Wood Field Primary School



Wood Field Primary School & Oak Field

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Welcome from the Head Teacher

Laura Rodger



I am very proud to be the Head Teacher of Wood Field Primary School, supported by a highly skilled and dedicated team of teachers and support staff. Our school is a four-form entry primary with a base for children with Autism, named Oak Field. We are a highly aspirational, caring and welcoming school located in Carshalton, Surrey. We moved to our present site nine years ago and have developed it into a school that has excellent facilities including a newly refurbished playground.

With our school vision of 'We are Limitless', we believe that the wellbeing of every single child is at the heart of everything we do. We set high expectations in all areas, including behaviour and through a creative and exciting curriculum, inspire a love of learning and help to develop the skills and attitudes that our children need to flourish and be the 'best they can be'.

We want our children to have exciting learning experiences with lessons that fully engage all learners. The lessons taught here at Wood Field Primary School are active and children are equal participants and leaders in their learning.

We recognise that every child is unique and we celebrate each of our positive differences.

We know how vital working in partnership with parents and carers is if children are to find school a positive and rewarding experience. We look forward to working with you and your family throughout your time at Wood Field Primary School.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

Drivers and Pupil Qualities

At Wood Field Primary we believe our children can achieve whatever they dream of by working hard, being resilient and taking risks - our potential is limitless!

Drivers: Our school is driven by providing the following opportunities for our children:

*Fostering high aspirations,
Becoming resilient learners,
Promoting independence,
Widening horizons and
Developing creative mindsets.*

Pupil Qualities: Our children focus on displaying the following pupil qualities in all that they do:

*Ambitious
Inquisitive
Respectful
Kind
Worldly*

Our staff strive to encourage and motivate our children to achieve their potential and fulfil their ambitions every day. Our knowledge rich, skills based curriculum allows for plenty of opportunities to experience and enjoy the diverse world that we live in.





ABOUT OUR SCHOOL

Wood Field Primary School in its entirety is a very happy school in which all children feel secure and confident. Children are encouraged to develop positive attitudes towards learning and to achieve high standards in all that they do.

Wood Field can be found on Stanley Park Road, Carshalton and currently has over 670 pupils on role. There is also a specialist provision on site for children with autism known as Oak Field.



We are extremely fortunate at Wood Field Primary School to have a team of caring and highly motivated staff, who provide an exciting and stimulating environment in which all children can be provided with a wealth and variety of learning experiences. These experiences will help them develop their basic skills, concepts and social attitudes alongside their emotional, physical and intellectual development.

Our goal is to help all children develop lively enquiring minds, good personal relationships and the knowledge and skills for the ever-changing technological and multicultural world in which we live. To achieve this, self-discipline and tolerance of others, their cultures and races are encouraged at all times. We recognise the importance of good home/school links and of the partnership with parents.



Wood Field Primary School will help to lay the foundations for each pupil's preparation for eventual adulthood. My team and I would be delighted to show any interested parents around our school.





ABOUT OAK FIELD

Oak Field is a specialist primary base for children with a diagnosis of Autistic Spectrum Disorder, which is located on the same site as Wood Field. We are a small and friendly school with a strong sense of passion, drive and community. Our staff are committed to celebrating the children's strengths and personalities whilst challenging them to be the very best they can be.

We are proud to offer a highly differentiated and engaging curriculum with a focus on independence, social interaction and communication. We use a variety of Autistic Spectrum Disorder specific strategies, bringing all 'the best bits' together to offer an eclectic approach. Class sizes vary from 6 – 8 children with a consistent ratio of 2:1, children: adult, meaning we are able to tailor our activities to meet their individual needs.

SEND IN MAINSTREAM

At Wood Field Primary School we provide an education that is appropriate to the needs of individuals that promotes high standards and the fulfilment of potential. We have a clear approach to identifying and responding to SEN and set procedures in place to implement this effectively. At Wood Field, we are confident that early identification is widely recognised and making effective provision improves long term outcomes. Staff inform parents when they are making special educational provision for a child and they are actively involved in decision-making throughout; the child is also part of this process. We make reasonable adjustments to the way in which we teach and provide support in order for all our pupils to make progress. Adaptive provision is at the heart of our approach to the education of our pupils with SEN and allows us to meet the needs of our pupils.





CURRICULUM

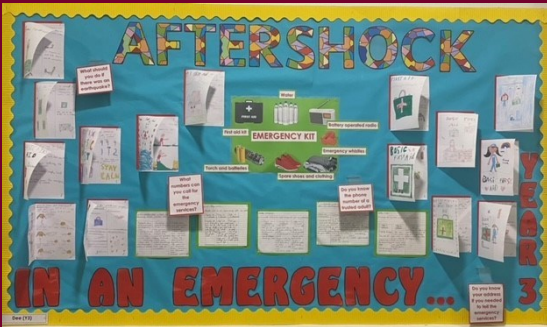
English

At Wood Field Primary School, we provide a diverse and inspiring writing curriculum to enthuse the children. Our intent is for pupils to be able to plan, write and edit their work whilst thoughtfully considering the audience and writing purpose. Children have five writing lessons a week where they will cover a wide variety of genres and be exposed to varied vocabulary. There are also five reading lessons a week covering a range of reading skills such as retrieval, inference and comprehension. In the Foundation Stage and Key Stage 1, daily phonics lessons also take place following the Little Wandle scheme. Children are also expected to read at home at least three times a week and are encouraged to do this through our 'Reading River' incentive.

Maths

Building confidence is at the heart of developing mathematical thinking and learning. This is begun in the Foundation Stage where maths is embedded in everyday experiences and related to children's own lives. Every class has a daily maths lesson which is taught using the Maths Mastery approach, following the White Rose Maths scheme. Each lesson starts with flashback 4 questions with the aim of revisiting and revising prior learning. Throughout the week, new learning is developed in small steps with concrete resources before moving on to pictorial and abstract representations, including written methods. Fluency tasks (counting, key skills and times tables) are practiced daily before being tested on a weekly basis to assess the children's learning. Lessons are designed to improve children's fluency (quickly recall the answer such as times tables) and automaticity (knowing what method to use to find the answer if unknown). Children are taught to reason mathematically by following a line of enquiry, conjecturing relationships and generalisations, and developing an argument, justification or proof using mathematical language. They can solve problems by applying their mathematics to a variety of problems, including breaking down problems into a series of simpler steps and persevering in seeking solutions.

At Wood Field, we aim to provide a holistic and creative curriculum which maximises opportunities for meaningful and purposeful learning experiences. We introduce our children to a breadth and wealth of subject specific knowledge and support them to develop the cognitive skills and expertise required to map out, manipulate and extend that knowledge in an ever-changing world. Our teachers ensure that lessons are delivered in a way that best suits the needs and learning styles of our pupils. Across all foundation subjects, we seek to support our pupils achieve progression of both their knowledge and skills, meeting the scope and breadth of the National Curriculum.



EARLY YEARS

The Early Years Foundation Stage (EYFS) at school covers our Reception year group. The mainstream Reception classes at Wood Field Primary School are Hedgehogs and Rabbits. In addition to this, we also have Dormice which is a small group class for children with SEN who have been identified as not being able to access a mainstream provision.

The Curriculum

We follow the EYFS Framework which is the curriculum set out by the Department for Education. This includes the seven key areas of learning and development. These seven areas of learning and development are split into three prime areas and four specific areas. Children are supported to develop in the three prime areas first.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

As children grow, the prime areas will help them to develop skills in four additional areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These seven areas are used as a framework to plan your child's learning and activities, but the professionals teaching and supporting your child will make sure that the activities are suited to your child's individual learning and developmental needs.

The early years environment is vibrant, motivating and well organised. High-quality resources are available across the Nursery and Reception classes both inside and Inspection report: OFSTED 2019



EARLY YEARS

We ensure learning is fun and engaging; we want our children to develop a love of learning in these first school years. The EYFS approach is to 'Learn Through Play' and through this approach, a child can learn to make sense of the world around them. Play allows children to develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments.

Our children also benefit from a mixture of learning opportunities including:

- carpet time - when the teacher facilitates interactive, whole class teaching sessions. This can include stories, singing, phonics and early number skills.
- free flow - the children are encouraged to explore the learning environment, both inside and out, accessing the high quality resources and learning activities made available by the staff.
- small group work - practitioners in the setting may carry out collaborative learning with small groups of children. This is mainly play based and offers the opportunity to play and learn alongside other children, with the support of an adult.
- 1:1 learning - occasionally adults may work on a 'one on one' basis to support a child's learning. This may include reading, writing work or to develop early maths skills.

We understand that your child starting school is a very big step for you all. We want to build a relationship with our parents to ensure that this handover is as smooth as possible. All Reception pupils at Wood Field will have a home visit. This is an opportunity for you to talk with your child's new teacher, to ask questions and raise any worries or concerns that you or your child may have. It also provides your child with the chance to meet their new teacher in a safe and familiar environment, laying the foundations for a positive relationship.

At the beginning of Reception we encourage parents to drop their children at the classroom door. This allows you to have a verbal handover with the class teacher should you need it. The school contact books are also checked daily so are an effective means of communication for working parents.



SAFEGUARDING

At Wood Field Primary School the safety and welfare of our pupils is of the utmost importance. Due to the day-to-day contact with our children, our staff are well placed to observe the outward signs of abuse. All adults working in the school must protect children and be aware that any pupil may be at risk. Our safeguarding policies and team enable us to ensure the wellbeing and safety of our pupils.

We work hard to ensure that our pupils feel secure, well cared for, and able to reach their full potential.

If you have any concerns at all about the safety or welfare of a child please do not hesitate to contact us.

BEHAVIOUR

At Wood Field Primary School, we aim to create a positive atmosphere where pupils, staff and parents/carers feel they are secure and valued members of the school community and all are committed to promoting good behaviour. We believe that good behaviour is the key to a good education and that every member of our school community has a responsibility to teach children socially acceptable behaviour.

Children are taught to treat all individuals respectfully, kindly and appropriately and a mutual respect between adults and children is promoted throughout the school.

Children are rewarded and praised for good behaviour. Children are dealt with appropriately in line with our school's behavior policy.

Communication with parents/carers is at the heart of our approach to behaviour and we use our parent app 'MCAS' to enable us to communicate effectively with parents/carers.



SCHOOL DAY

Wood Field

The school gates open at 8:35. The children must be in school by 8:45.

KS1 break times are: 10:30 - 10:45, 11:45 - 12:45 (lunch) and 2:00 - 2:15.

Y3-4 break times are: 11:00 - 11:15 and 12:10 - 1:10 (lunch).

Y5-6 break times are: 10:40 - 10:55 and 12:10 - 1:10 (lunch).

The school day ends at 3:10 for Reception, Y1 and Y2, at 3.15 for Y3 and Y4 and at 3.20 for Y5.



SCHOOL UNIFORM

Wood Field implements a policy of children wearing school uniform in line with DFE guidance. For this policy to succeed we must have the support of all parents. Our policy for uniform has taken into account the needs and views of parents/carers, considers the requirements of those with protected characteristics (as per the Equality Act 2010) and ensures that parents have affordable options available.

Mapac is our uniform supplier. <https://www.mapac.com/education/parents/uniform/bandonhillprimaryschools69qu>

Our PSA organises regular after school second hand uniform sales in the playground where parents/carers are able to buy second hand uniform of good quality and support our school PSA.

BOYS

Winter

Uniform Grey school trousers
White shirt with collar Wood Field polo shirt* or plain white polo shirt
Wood Field sweatshirt or cardigan* Maroon/grey jersey
Grey socks
Black shoes or plain black trainers

Summer Uniform

Grey school trousers/shorts
White shirt with collar
Wood Field polo shirt* or plain white polo shirt
Wood Field sweatshirt*
Maroon/grey jersey
Grey socks
Black shoes or plain black trainers

FOUNDATION STAGE (REC)

Grey trousers, skirt or pinafore
Wood Field polo shirt* or plain white polo shirt
Wood Field sweatshirt*/Bandon Hill cardigan*
Maroon/grey jersey Wood Field fleece jacket* (optional)
Black shoes or trainers
Wellington boots and waterproof coat

GIRLS

Winter

Grey skirt/pinafore
White shirt with collar
Wood Field polo shirt* or plain white polo shirt
Wood Field sweatshirt*/Wood Field cardigan*
Maroon/grey cardigan
White socks or grey/black tights
Black flat heeled shoes or plain black trainers

Summer Uniform

Red/white or pink/white dress
Grey skirt/pinafore
White shirt with collar
Wood Field polo shirt* or plain white polo shirt
Wood Field sweatshirt*/Wood Field cardigan*
Maroon/grey cardigan
White socks
Black flat heeled shoes or plain black trainers

P.E. KIT

Plain white t-shirt
Black Shorts or black jogging bottoms
Black Trainers
Wood Field PE hoody (optional) or Wood Field jumper/fleece

ATTENDANCE

Absences

All absences and the reasons for them have to be recorded. It is essential that the school is notified about ALL absences. We request that parents telephone us by 9:00am on the first day of a child's absence and again if it extends over 3 days. If the absence extends over 1 week, medical evidence may be requested.

Hospital and Clinic Appointments

When these occur in school time, parents are requested to let the school know in writing as early as possible.

Late Arrivals

The law requires pupils to attend school regularly and this includes arriving on time each day. When a pupil arrives late to school there are many consequences that you may not have thought of.

- The child misses essential instructions that are given out at the beginning of the day.
- Time missed from school due to lateness is cumulative – in fact arriving 5 minutes late each day adds up to missing 3 school days by the end of the academic year.
- Pupils often feel awkward and embarrassed about walking into their classroom after the rest of the class has settled.
- When one person is late, everyone misses out as the class is disrupted and the teacher must take time away from the other pupils to explain what is going on.

Please give your child the best possible chance to succeed by ensuring they arrive on time each day.

Holidays in Term Time

Legally, there is no automatic entitlement to time off school to go on holiday. All applications for leave must be made in advance by filling in an absence request form, obtainable from the school office. Any holiday taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised. This could result in your child being removed from the school roll or parents being issued with a penalty notice.

Attendance Officer

The Borough Attendance Officer visits the school regularly to monitor registers, note absences or late attendance and discuss problems. We are always willing to meet parents to give advice and discuss difficulties. The Borough Attendance Officer is a valuable link between the school and other agencies. Contact may be made through school or directly through the Education Department on 020 8770 6565.

Late Collections

The school offers Jancett after school club at Wood Field. Additionally, we offer a Wrap Around Club for parents that are unable to collect their child at 3:15pm. This is run by the school. Outside of this, parents or a delegated adult should be at the school time to collect by 3:15pm as there is no other provision to look after children. Responsibility for any child not collected at 3:15pm lies with the parent. If a child is not collected and there is no contact from the parents, the school will follow the London Borough of Sutton's Policy and Guidance for Schools and other Children's Services Providers.

HOMWORK

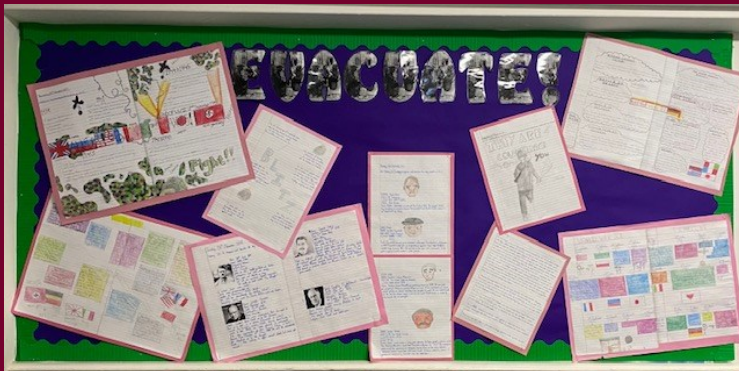
At Wood Field, we believe that is important for children to focus on key skills at home and therefore we set weekly reading, spelling and maths fluency work.

Reading—All children are asked to read at least 3 times a week and that this is recorded in their Reading Records.

Spellings/Phonics—Each week children are given spellings which fit a particular pattern to learn at home. Children are then tested on these in school. Children in EYFS have a home learning sheet linked to the phonics sound they have been learning that week.

Maths—We feel it is important for children to focus on the key number facts which underpins all maths learning. Children/parents or carers are given suggested areas of maths to focus on. As an example of this, children are given log ins to online platforms which they can access at home to practice key maths skills in a fun and engaging way.

In upper KS2, we use an online platform called Quest which enables teachers to set homework which is specifically tailored to the needs of each individual pupil.



PARENT PARTNERSHIP

We believe that building a partnership with parents is key to the children's success and development. We value the support and input of our families hugely and place great importance on the collaborative effort between school and home in ensuring our children achieve the best they can.

Each term, we hold Parent Partnership meetings and these are a valuable way for the school to share information about the way we operate and how we help your children learn and develop. It is also a platform for parents to share ideas and views to may help the school continue to develop and improve.

P.E. & SPORTS

Each class at Wood Field receives two hours of curriculum PE a week. In addition to this, all classes from Year 1—Year 6 receive an hour a week of extra PE delivered by a PE specialist every other half term. This means that our pupils receive around 20 hours extra PE than suggested by the DFE. We are very lucky to have a huge sports hall which we are able to use for PE lessons and sports clubs.

In Year 5, our pupils complete swimming lessons, in which they learn the different strokes and practice survival skills.

As well as the opportunity to learn a variety of skills during our PE lessons, the children also have the option to attend a variety of different clubs, as well as representing the school in different sporting competitions. We have both a boys and girls football team and enter a range of different competitions and festivals for athletics and different sports.



TRIPS & VISITS

At Wood Field we organise a wide variety of exciting trips and visiting workshops to enrich the curriculum.

Over the course of a school year the children will have the opportunity to take part in an out of school trip and an in school workshop. Local walks to the high street and parks also provide great learning experiences and these are also regular occurrences.

As the children move into the Juniors, residential trips take place in Year 4 and in Year 6 providing a great stepping stone to longer trips away in secondary school.



LUNCHTIME

At Wood Field we offer hot lunches in our dinner hall. Children can select from a meat or vegetarian option. Halal options are available in addition to the meat option. Packed lunches can also be brought from home.

All children require a water bottle for school, which will be kept in the classroom and can be refilled during the day.

Children in Reception and Key Stage 1 will receive a free piece of fruit daily at break times.

If you would like your child to receive milk at school, please enquire at the School Office for further information.

If you are receiving Income Support or Job Seekers Allowance and are entitled to free School meals, please enquire at the School Office for further information. We have a strict no nut policy to keep all our children safe.



Thank you for all your support this term



Together, this term we raised an amazing...

£10,041

OUR TOP 3 EVENTS:



Summer Fair
£3,100



Summer Disco
£1,117



Father's Day shop
£850

PSA DONATION POT:

Adding to the pot on ParentPay enables us to help the children of lower income families to take part in school events.



22 Gifts



10 Disco tickets



5 Didi Disco

Our total this academic year... **£30,052**

How PSA fundraising has helped our school this year...

Reception mud kitchen School Sing Up membership

Book vending machine Stairs artwork

Astro turf + playground renovations

Reception Easter bonnets Library painting

Sensory equipment + lunchtime toys

Bench area around tree in the playground

PSA

The role of the PSA (Parent/Carer Staff Association) is to raise money to help the School provide materials, resources and facilities for the benefit of everyone who uses the School, as well as building some great friendships and having fun along the way!

Every parent automatically becomes a member of the PSA for the duration your child is here. Your level of involvement is entirely up to you. Even 30 minutes can make a difference!

The PSA holds meetings two or three times a term at the School. We discuss forthcoming events and activities and agree how the funds we raise should be spent. Everyone is welcome.

The PSA is managed by a committee that is elected each year at it's Annual General Meeting (AGM). Our main PSA structure consists of three key roles; Chair Secretary and Treasurer.