

# Woodcroft Academy



***'Be wise. Be wonderful'***

***Resilience \* Enjoyment \* Respect \* Excellence \* Responsible***

## **Welcome**

We would like to offer a warm welcome to Woodcroft Academy. Our aim is to provide all children with exciting and inclusive opportunities under our motto, *'Be Wise, Be Wonderful'*.

All children attending Woodcroft are exposed to experiences which will develop their wisdom, awe and wonder in the world around them and educate them further as wonderful individuals.

We believe family involvement is invaluable in the development and progression of children and actively promote communication between home and school. All of our staff are friendly and approachable, caring and fully committed to doing their best for your child. We are always available for consultation or to discuss matters which need clarification, or are causing you concern.

We very much look forward to meeting and getting to know your child over the coming months and hope you find this information useful. If there is anything that you feel we haven't covered or you think we could improve then please speak to your child's teacher or the school office.

## **Curriculum**

Our Nursery curriculum follows the Early Years Foundation Stage (EYFS). Our topic changes every half term. The seven areas of learning are:

- 1 Personal, social and emotional development
- 2 Communication and language
- 3 Physical Development
- 4 Literacy
- 5 Mathematics
- 6 Understanding the world
- 7 Expressive arts and design

At the beginning of every half term, you will receive a knowledge organiser which will give you a brief overview of what we will be covering over the half term. This will be shared on the Showbie parent group, which you will be given a code to access.

## **Physical Education**

Physical education is an incredibly important part of your child's time in Nursery.

Fine and gross motor skills underpin many life skills and are an integral part of the Early Years Curriculum. At Woodcroft Academy your child will have the opportunity to develop these through a range of activities within the classroom and outside. Each day they will have the opportunities to improve their fine motor skills through 'Funky Fingers' activities and Dough Disco. Large scale mark making activities and open ended resources such as crates, planks and tyres also provide lots of opportunities for your child to develop their gross motor skills both inside and out.

In addition, children are also given the opportunity to take part in more formal Physical Education lessons. Children will need to come to school in their PE kit on the day of their PE lesson. This will be communicated with you each half term, as it is subject to change depending on timetabling.

## **Outdoor Space and Access**

We have fantastic outdoor space at Woodcroft and aim to use it as much as possible throughout the entire year. We aim to provide activities which support all areas of learning in our outside area adjacent to the EYFS classroom. We also have a mud kitchen and a range of bikes for the children to use.

Whatever the weather, we try to get our children outside, unless the conditions are too severe or unsafe! If it is cold and rainy or snowy, we wrap up warm and go out and explore. After all, this provides many more learning opportunities for children! As they say “there’s no such thing as bad weather, only the wrong clothes”.

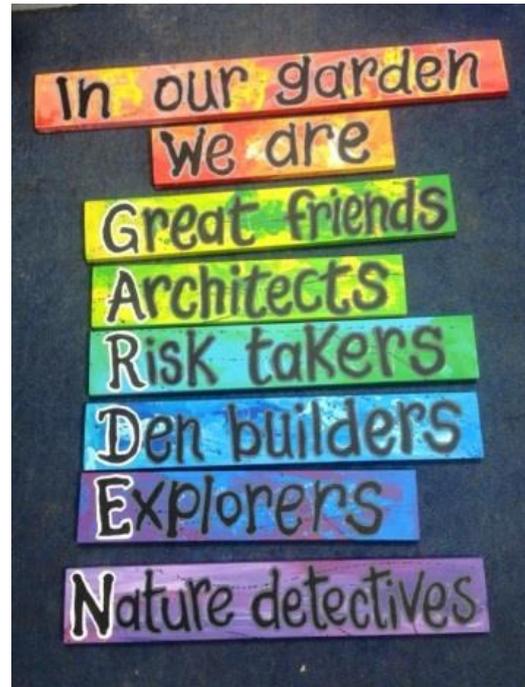
As well as simply encouraging a love of nature and the great outdoors, outdoor play has many other benefits for our children. It promotes healthy physical activity, team play and social interactions. Outdoors, children learn so many things without even realising, from problem solving to social skills. Playing and learning outside encourages the children to show and develop their individual characteristics of effective learning.

Outdoor play enables children to learn about their physical presence in the environment, what they can and can’t do (yet) and learn to assess risks in a controlled environment; these skills are vital for children throughout life and need to be developed at an early age. We endeavour to provide lots of opportunities for this through the use of open ended resources such as crates, planks, tyres and pipes. Children will find fascinating and interesting ways in which to manoeuvre and construct with these resources, building anything from obstacle courses, race cars, pirate ships and staircases. They really do encourage children to use their imaginations and problem solving skills as well as have great fun doing it.

## **Forest School**

We offer Forest School sessions for Nursery children from the Spring term. During these sessions your child will have lots of fun playing and exploring in our outdoor environment and will be encouraged to enjoy games, imaginary play, craft making using natural materials and challenges such as climbing ropes and trees. They are also a great way to further develop and hone children’s physical development.

As the weather can be unpredictable, children will need a full change of appropriate, warm clothing. As they will inevitably be getting muddy, please ensure that you are happy for these clothes to get dirty. More information regarding your child’s forest school day will be provided within their first few weeks at Nursery.



### Forest School Kit list

- Long sleeved top and full leg coverage (this is to protect from scratches and nettles etc)
- An extra layer (a jumper or two e.g. Fleece)
- Extra layer of leg covering (tights, thermal base layer)
- A thick winter coat
- Waterproofs (a waterproof coat and trousers or a puddle suit)
- Hat & gloves
- Waterproof boots/wellies
- An extra pair of socks (for cold weather)

Your child's kit will need to be named and kept in an appropriate bag. We strongly recommend an extra bag for those muddy boots.

### Funding

All children are entitled to 15 hours of Nursery provision per week from the term after your child's 3<sup>rd</sup> birthday.

The table below shows you when your child will be eligible for their funding.

If your child is born between:	Their funded place can begin on:
1 <sup>st</sup> April and 31 <sup>st</sup> August 2020	1 <sup>st</sup> September 2023
1 <sup>st</sup> September and 31 <sup>st</sup> December 2020	1 <sup>st</sup> January 2024
1 <sup>st</sup> January and 31 <sup>st</sup> March 2021	1 <sup>st</sup> April 2024

### 30 hour funding criteria

If you are a working parent you could receive an additional 15 hours funding, taking your total weekly entitlement to 30 hours a week of Nursery provision. If you earn (or lone parent) at least the minimum equivalent of 16 hours a week at the national minimum wage or national living wage, this equates to earning at least an average of:

- £131 per week (or at least £1707.68 over the next 3 months - National Living Wage) for each parent aged 25 years and older.
- £123.20 per week for each parent aged 21-24 year.

### Validating your claim

To continue receiving the additional 15 hours funding, you must validate your claim every 3 months to verify that you still meet the criteria above. You can do this online via HMRC.

### What if I no longer meet the criteria?

If you no longer meet the criteria, a grace period is allocated to give you the opportunity to find employment or increase your working hours etc, therefore keeping the additional hours.

If you do not meet the criteria after the grace period, you would no longer receive the additional 15 hours but would still receive the universal 15 hours per week. This means that if your child continues to take the additional 15 hours, it would then be paid provision and you would be charged for this.

### Session times

	Times	Hours of funding used
Morning Session	8:45am-11:45am	3
Lunchtime	11:45am-12:15pm	0
Afternoon Session	12:15pm-15:15pm	3

### Wraparound sessions (Treehouse) Term time only

We can offer complete wraparound care for your child during term time. Children are served cereal or toast at breakfast club and a light tea, such as beans on toast, crumpets or tea cakes at after school club. Water, fruit juice or milk to drink are on offer and fruit is available for children to help themselves too. Current prices are:

Breakfast Club	7.30am – 8.45am	(£4.00 per session)
After school club	3.15pm – 6.00pm	(£7.00 per session)

Please be aware prices are subject to change.

## **How can I use my funding?**

A child entitled to 15 hours can attend for either five mornings, five afternoons or two and half days Monday to Wednesday or Wednesday to Friday. A child entitled to 30 hours of nursery provision will attend for 5 full days.

## **Can I pay for extra sessions?**

Parents of children who attend Woodcroft Nursery for 15 hours but are not entitled to 30 hours can purchase extra sessions for their child, subject to availability. Sessions are currently charged at £15.00 for 3 hours (8:45am-11:45am or 12:15pm-3:15pm). If you wish for your child to attend a full day (8:45am – 3:15pm) there is an additional charge of £1.50 for the 30 minute lunch wraparound care meaning the total for a full day is £31.50. Extra sessions can be paid for using Parentpay. Fees are charged half termly and are non-refundable once booked. These prices are subject to change in September.

## **What do I need to do now?**

- Enclosed within your pack are all of the forms you will need to get started. Simply complete and return all documents to the school office. It is best to return all forms as soon as you can so that we can register your child's place.
- Once we have received all of your paperwork, we will confirm your child's place in writing and the days/sessions you have chosen for your child.
- Our staff in the Nursery setting will be in touch to arrange a home visit or phone call, this normally takes place 2-3 weeks before your child begins in our setting.
- We have included an application form for before and after school club, if this is needed, please complete, if not, please discard.
- If you are claiming 30 hours funding, you will need to apply for the additional 15 hours provision through an online portal [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- If your claim is successful, you will be given an 11-digit code that needs to be entered onto the parental declaration privacy notice form which is included within your pack.
- Woodcroft Academy will submit your claim and the funding will go directly to us. You will not receive any money or vouchers.

## **Transition into Nursery**

A member of our Early Years will arrange a home visit with you before your little one begins at Woodcroft, which is a fantastic opportunity for us to get to know your child better. At the home visit we will discuss your child's transition into our nursery class to make sure it is tailor-made for your child.

## **Dropping off and collection**

Our school day begins at 8.45am when children will enter their classroom through the outdoor area, just off the main playground. The Nursery classroom is to the right of the Early Years entrance. A member of the early years team will be on the gate to greet your child and help them into school.

with their bags and coats. We will take them into the classroom where they will be met by the rest of the team.

Our school day ends at 3.15pm for our Nursery class. When it is time to collect your child, please wait on the main playground and Mrs Jones or Mrs Whitehurst will bring your child out to you at the end of their session.

### **Safe collection of children**

If your child is being collected by someone other than yourself, can you please inform your class teacher or contact the school via telephone or email [woodcroftadmin@sbmat.org](mailto:woodcroftadmin@sbmat.org) by 11.00am (morning session) or 2.15pm (afternoon session) at the latest to allow time for the message to be relayed if you know you are going to be delayed. **We will not let children go with adults who are not on your contact list, unless you have let us know.**

### **Snack time**

Children will have access to milk and fruit during the day. We have a morning and afternoon snack time, where children can help themselves to fruit and milk from school or you may wish to send them with healthy snacks in their bag. Please send your child to school with a named water bottle, which we will ensure is readily available for them throughout the day.

### **Lunch Time**

We ask parents to order their child's lunch the day before using our online school meal ordering system <https://chartwellsparents.myschoolmealorders.com/login>, more details will be provided before your little one starts. Lunches currently cost £1.75 per day, which you can pay for using the ParentPay system. If you are sending a packed lunch, please can we ask you not to send in chocolate, nuts or sweets. Children in our Nursery will eat in the school dining hall with the Reception class.

### **Changing Facilities**

We understand that children entering our Nursery could only just have turned 3 and may not be fully toilet trained. We have changing facilities in school and ask that you supply nappies and wet wipes in your child's bag for each session that they attend. A toilet booster seat will be available for children to use as well as a step to help them get onto the toilet safely. We have an Intimate Care policy available to view on our website.

If your child is no longer using nappies, please place a full set of spare clothes in a bag to keep in school in case of any accidents.

### **Parentpay**

We are a cashless school and therefore any dinner monies, school trips and all other payable items are paid for using ParentPay, a convenient online payment service which you can use 24 hours a day, 7 days a week, essential when everyday life is so busy.

You will be given a secure online account, which is activated using a unique username and password. You will receive your username and password within the first 2 weeks of your child beginning at Woodcroft. If you already have a child at Woodcroft, it is easy to add a child to an existing account, you will still need your activation username and password, so please look out for these.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date, no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

## **Communication**

We use ParentPay as a method of communication from the school to parents and carers, so it is important that you activate your account as soon as possible to ensure you are kept up to date. We will send letters or information out to parents and carers by email, if a letter requires a reply slip then we will send a paper copy home with your child. We will also use our text messaging service to remind you of events in school so it is important that we have an up to date email addresses and telephone numbers.

Showbie is a platform that is used in school to help us share adult led activities with you through your child's portfolio. As well as this, it allows us to create parent groups in which the teacher can share messages, letters and useful information with you. You will be provided with the information and codes you need to access these once your child has started.

## **Emergency contacts**

It is essential that the school is kept informed of any changes to contact information, for example address and telephone numbers, including mobile numbers. We will need to contact you urgently if your child is ill.

## **Absence**

If your child is poorly or not able to attend their usual session, please could you let us know by ringing by 10.00am for the morning session and 12.30pm for the afternoon session. You can ring the school office on 01538 714796 or email [woodcroftadmin@sbmat.org](mailto:woodcroftadmin@sbmat.org).

If your child has a sickness bug and/or diarrhoea, we ask that you keep them at home for a minimum of 48 hours after their last episode.

## **Medical needs**

If your child needs medication during the day it must be prescribed with a valid date. We will ask you to complete a medical form to give us authority to administer the medication. Calpol can be given for ongoing conditions providing a medical form has been completed.

If your child has medical needs such as asthma or has an allergy then we will need to see their care plan so that we can make staff aware in their class. We take a photograph of each child who has a medical need that is placed into the register, this is to ensure that if the class teacher is off for some reason, a supply teacher would be up to date with your child's needs immediately.

## **Special Educational Needs**

Woodcroft Academy are highly committed to supporting all children. Children with identified SEN are allocated a pupil passport through close work with the School SENCO and external agencies where required.

The school SENCO (Mrs Hammersley) works in partnership with parents, agencies, teachers and children to ensure that children's specific educational needs are met. Regular updates are communicated via half termly progress meetings with you.

## **Parents Evening**

During the Autumn and Spring term we invite parents into school to show the wonderful things your child has been doing, we will email a letter to you telling you when your child's parent evening will be. We have an online booking system called Parents Evening System (school cloud) which we will ask you to book through, full instructions on how to do this will be on the email.

## **Parent, Teacher & Friends Association (PTFA)**

The PTFA at Woodcroft play a vital role at our school in raising necessary funds. For example, the PTFA have raised money to pay for a space bus, a play bus that visited Woodcroft at the end of term as a reward for the children's effort and determination. They also paid for the coaches to take and bring pupils back from The New Vic Theatre where they went to watch Beauty & the Beast. Our PTFA are always looking for new members and hold meetings every term. We have a PTFA notice board in the grounds of the school, which will keep you updated about what is going on and how you can become involved.

## **Car Parking**

We consider the safety of our pupils above anything else and it is for this reason that parents are asked not to park in the school grounds at all, when bringing or collecting children.

Please observe the parking restrictions in force outside our school entrance and avoid parking on the pavements and grass verges or across residents' drives.

## **Lost Property**

We do our very best to ensure that children go home with the correct clothing and other items brought into school. Naming all items of clothing reduces the risk, we would advise labelling everything from hats and gloves to water bottles, PE kits, uniform, shoes and bags. We keep lost property for 1 term but sometimes it is difficult to identify items that are not labelled. If your child has lost something then please check in their classroom first.

## **What will my child need?**

A smile and lots of energy in preparation to learn by having lots of fun!

We like to see all of the children attending Woodcroft Academy looking smart so we would like them to wear a uniform.

## **Uniform**

Emerald green cardigan or jumper with our school logo

Grey school trousers or long shorts (no combat style with pockets on the side)

Grey school skirt or pinafore

White and green gingham school summer dress or playsuit

White polo t-shirt (plain) OR Green polo t-shirt with school logo

White, grey or black plain socks

Black school shoes

## **PE Kit**

Black shorts

Green round neck t-shirt with school logo

Black Hoody/Jumper (available with logo from supersports) or plain black hoody.

Black Joggers (no visible branding)

White sports socks

Trainers with a velcro fastening.

\*Please can we ask you not to send your child with slip on pumps, they are not stable enough to support your child's feet when taking apart in indoor or outdoor activities.

All of our logo items of uniform are available to buy from Supersport, Macclesfield Road, Leek. They are open Monday to Friday 9:30am – 4:30pm. Please note they are not open at the weekend.

All children will need access to a water bottle in school, please send a full, labelled bottle to school every day.

## **Other items that will be useful**

Woodcroft Academy book bag

School bag

Warm showerproof coat

All in one or puddle suit – especially if your child attends Nursery on a 'Forest School' Day

Warm hat for colder months

Sun hat

Sun cream (factor 30 and above)

Gloves

Wellies

Spare Clothes (your child will get messy, non-uniform spares are fine)

Nappies & Wipes

**\*Please ensure all items are clearly labelled\***

### **School Staff from September 2022**

Miss C Wright	Principal	
Mrs A Jones	Class Teacher	Early Years Foundation Stage Lead
Mrs H Hammersley	Class Teacher	Year 1 SENcO (Special Educational Needs Co-ordinator)
Miss K McDonald	Class Teacher	Year 2
Miss C Harrison	Class Teacher	Year 3
Mr R Bridge	Class Teacher	Year 4 and Key Stage 2 Lead (Year 3 and 4)
Mrs L Scott	Class Teacher	PPA Cover
Mrs N Whitehurst	Teaching & Learning Practitioner	Early Years Foundation Stage
Mrs S Johnson	Teaching Assistant	Early Years Foundation Stage
Mrs V Salt	Teaching Assistant	Year 1
Mrs G Lockett	Teaching Assistant	Year 2
Miss L Carter	Teaching Assistant	Year 3
Mrs T Bagshaw	Teaching Assistant	Year 4
Miss K Ash	Administration and Finance Officer	
Mrs B Bible	School Secretary	
Mr R Cunningham	Site Manager	
Mrs V Salt	Lunchtime Supervisor	
Ms S Perkin	Lunchtime Supervisor	
Mrs G Lockett	Lunchtime Supervisor	
Mrs T Bagshaw	Lunchtime Supervisor	
Miss R Rodgson	School Care Club Worker	
Mrs S Brassey	School Care Club Worker	
Ms S Perkin	School Care Club Worker	

## Woodcroft Academy Early Years Foundation Stage Staff



Mrs A Jones  
Class Teacher/ Early Years Lead



Mrs S Johnson  
Early Years Practitioner



Mrs N Whitehurst  
Teaching & Learning  
Practitioner

## **School Information**

### **School details:**

#### **Principal**

Miss C Wright

#### **Woodcroft Academy**

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Leek

Staffordshire

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**01538 714796**

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[woodcroftadmin@sbmat.org](mailto:woodcroftadmin@sbmat.org) (Mrs B Bible)