

Wood Field Primary School



Wood Field Primary School & Oak Field

Stanley Park Road
Carshalton
Surrey
SM5 3HW

Tel: +44 (0)20 8619 1120

Email: office@woodfieldprimary.com

Email: oakfield@woodfieldprimary.com

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 has 4 forms of entry. There is also an autistic department on these premises 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 Bandon Hill 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.





CURRICULUM

English

At Wood Field Primary School we teach English through a book-based curriculum. Each year group has a text that matches their topic. They have five writing lessons a week where children will cover a wide variety of genres ranging including letters, diary writing, fiction and newspaper articles and then three reading lessons a week covering a wide range of reading skills such as decoding, comprehension and skimming and scanning. In the Foundation Stage and Key Stage 1 daily Phonics lesson also take place following Letters and Sounds. Children are also expected to read at home at least three times a week.

Maths

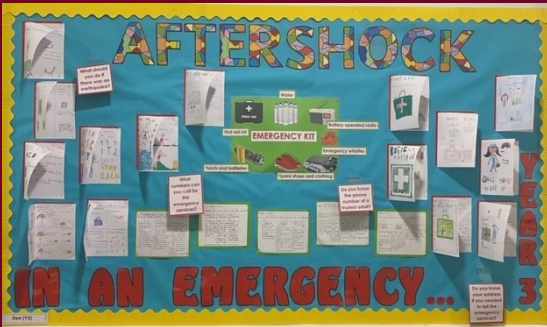
Every class has a daily maths lesson which is taught using the Maths Mastery approach, following the White Rose Maths scheme. Each lesson starts with maths in a real-life context and then through the week, learning is developed in small steps starting with concrete resources, then representing the maths pictorially and finally moving into the abstract written method. There is a daily fluency task which could be counting, key skills or recalling times table facts. This is then tested weekly to assess the children's learning.

The majority of the other curriculum subjects such as science, history and design & technology are taught through half-termly topics. Each year group has six engaging, fun and challenging topics over the course of the year with titles such as 'London Calling' and 'Superhero School' in Year 1, 'Hunted' and 'Tribal Tribulations' in Year 3 and 'Planetary Pioneers' and 'Evacuate' in Year 6. A skills-based curriculum such as this allows children to see the real-life context of their newly acquired skills rather than seeing them as link to one area of the curriculum. All topics link directly to the National Curriculum and ensure a broad and balanced curriculum throughout the school. Each topic starts with a 'hook' to engage and fuel the children's curiosity. This could be a teacher-led fun day such as our Year 4 Woodfest; an educational visit out of school such as a trip to Hever Castle for Year 2's Castle Chronicles topic or a visiting workshop such as the minibeast workshop for the Year 5 Critters topic. The children finish each topic with a celebration and an opportunity to share their new skills and knowledge with you.

French and music are taught by specialist teachers across the school. Children receive 30 minutes of music and 1 hour of French every week from Nursery through to Year 6. Whilst learning a modern foreign language is not statutory until Year 3 we have found that our children have entered secondary school much better prepared to further their modern foreign language education.

PE is also supported by specialist teachers. One PE lesson a week is taught by the class teacher whilst a second is lead by a PE specialist with the class teacher supporting.

We are very proud of the rich, broad and balanced curriculum that we deliver at Bandon Hill and the children love it as well.



EARLY YEARS

The Early Years Foundation Stage (EYFS) at school covers Nursery to Reception. The Reception classes at Wood Field Primary School are Hedgehogs, Rabbits and Squirrels.

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 of 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 from harm and abuse and be aware that any pupil may be at risk.

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

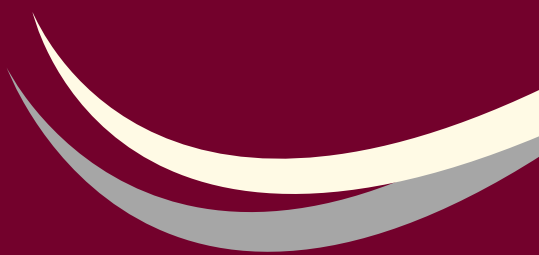
If you have any concerns at all about the safety or welfare of a child please do not hesitate to contact us.

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 for negative behaviour.



ADMISSIONS

Wood Field Reception Classes

Children are admitted into our Reception classes in September in accordance with the Admissions Policy of the London Borough of Sutton. Our published admission numbers are 90 for Wood Field. The children are placed in un-streamed, mixed classes of 30.

Applications may be made online for Reception places at www.sutton.gov.uk/admissions where comprehensive information about the admissions and applications process is available. Mid-term application forms may be downloaded from the Sutton website at www.sutton.gov.uk/admissions.

Oak Field

Places are allocated at our Opportunity Base for children with a diagnosis of ASD, in conjunction with the Special Educational Needs Team at the London Borough of Sutton.

SCHOOL DAY

Wood Field

The school gates open at 8:40. The children must be in school by 9.00.

KS1 break times are: 10:30 - 10:45, 12:00 - 1:00 (lunch) and 2:00 - 2:15.

Y3-4 break times are: 10:50 - 11:05 and 12:15 - 1:15 (lunch).

Y5 break times are: 11.10 - 11:25 and 12:30 - 1:30 (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.

Oak Field

The children must be on the premises and ready for registration by 9:15.

KS1 break times are: 10:15 - 10:45 and 12:00 - 1:00 (lunch).

KS2 break times are 10:50 - 11:10 and 12:00 - 1:00 (lunch).

The school day ends at 3:00.



SCHOOL UNIFORM

Bandon Hill supports a policy of children wearing school uniform. For this policy to succeed we must have the support of all parents. The main reasons for a uniform are: -

1. It encourages pride in the school
2. - It prevents 'showing off' of clothes -
3. It reduces arguments about clothes at home -
4. It helps children feel part of the school

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

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
Maroon shorts*
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
Black Plimsolls

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. On the day before the appointment, please also write in the contact book, the time of collection, time returning to school and if your child has a school dinner, please advise if this will still be required. When collecting your child, please call at the school office to sign them out using the electronic system.

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

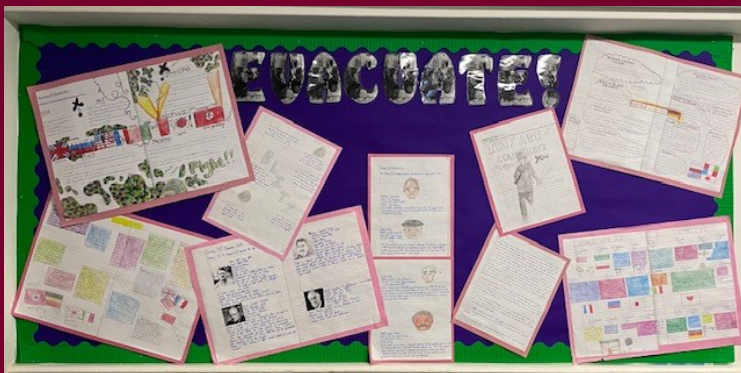
At Wood Field, we believe that it is important for children to focus on key skills at home and therefore we set weekly reading, spelling and maths fluency work.

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 are expected to focus on SMIRFS (Space Mission Instant Recall Facts).

We use our online learning platform 'Google Classroom' to set weekly maths and English work for the children to complete at home. This work is linked to work completed in school.



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 PE a week. These are delivered by the class teacher or a specialist PE teacher. We are very lucky to have a huge sports hall which we are able to use for PE lessons, whole school assemblies and school fairs.

In Year 5, our pupils head to Westcroft for their 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 a highly successful football team, a strong cross country team and went to the London Youth Games for Key Steps Gymnastics. We love competing against other schools in the borough as well as against each other for sports day!



TRIPS & VISITS

At Wood Field we organise a wide variety of exciting trips and visiting workshops to enrich the curriculum. Each of the topics starts with a 'hook' to fuel the children's curiosity and in many cases this is provided by a school trip. Over the course of a school year two out-of-school trips will be organised and two visiting workshops come into school. 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. Packed lunches can also be brought from home. The school operates a cashless system which means that all dinner money must be paid by Parent Pay, an online payment scheme.

If you would like your child to change from School dinners to packed lunch, or vice versa, they may do so on a half termly basis.

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

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.

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.



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 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 its Annual General Meeting (AGM). Our main PSA structure consists of three key roles; Chair Secretary and Treasurer.