



St Bartholomew's CE Multi Academy
Sedgley Road
Penn
Wolverhampton
West Midlands
WV4 5LG

Woodfield Primary School

Executive Headteacher: Mr S Arnold
Telephone: 01902 558835
Email: woodfieldprimary@wolverhampton.gov.uk

CEO: Katy Kent



Wednesday 4th September 2024

Dear Parents and Carers

A warm sincere welcome to our new school year; I hope you have all had a restful summer holiday having time to relax and time together as families.

On behalf of all staff, we look forward to hearing all about your children's holiday experiences and I am sure there will be time over the next couple of days for children to share their adventures with both their class teachers and with their friends. It is always a pleasure seeing children come together and chatting about the things they have done, particularly if they have not seen one-another since the close of the last school year.

Whilst welcoming children back to school, we also welcome new families and children to Woodfield. We look forward to building our home school partnerships and to getting to know your child/ren and to watch keenly the development and progress of their personalities and learning. To support with this, we would like to welcome both new families and existing families to meet with their child's class teacher next week to learn of the class and year groups expectations in our 'Meet the Teacher' meeting. The meetings will take place at the end of the school day starting at approximately 3.30pm.

Monday 9 th September	Year 4	Year 4 Classrooms
	Year 3	Year 3 Classrooms
Tuesday 10 th September	Reception	Reception Classrooms
	Year 5	Year 5 Classrooms
Wednesday 11 th September	Year 2	Year 2 Classrooms
Thursday 12 th September	Year 1	Key Stage Two School Hall
	Year 6	Key Stage two Classrooms

We appreciate that the times of the meetings might not be convenient with everyone, and meetings may clash if you have children in more than one year group. To ensure you have access to the information, teachers' PowerPoints will be uploaded to our school's website for your accessing and reading. If any questions arise from the meeting or from the reading of the PowerPoints, please do not hesitate to speak to your child's class teacher or a member of the year group. Thank you.

ClassDojo

ClassDojo is a most effective means of sharing information with you relating to your child's learning. It is also a quick and easy method for you to communicate information with us. If you do not have a log-in to ClassDojo, please do not hesitate to speak to the member of staff on the door at either the start or end of the school day. For the wellbeing of staff and you, staff will only access ClassDojo between the hours of 9.00am and 5.00pm. We thank you for your understanding in this matter.

School Uniform

As previously shared, we are all proud to belong to Woodfield and as such we want all our children to feel the same pride in belonging to a school that cares passionately for your child's learning and development. The wearing of our school uniform is vitally important in instilling that pride in children and we therefore thank you for adhering to our school uniform policy. The children have returned to school looking incredibly smart, wearing full school uniform. In our assemblies this morning, I shared with all children my pride in the smartness of the children; thank you for your support.



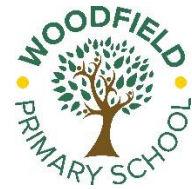


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Car Parking

The start and end times of the day are extremely busy and we value the respect shown to our local neighbours. Can I please respectfully ask you to refrain from blocking driveways to ensure neighbours always have full access to their driveways. Please also be mindful of the road markings and to refrain from parking or dropping off your child/ren on the marked lines.

As many of you will know, parking is allowed on Woodfield Social Club's car park. As a school we pay an annual fee for its use and so can I please encourage you to use it to relieve some of the congestion on Woodfield Avenue. Thank you.

Attendance

For our existing parents and carers, you will be aware of my former correspondence informing you of the Department for Education's changes to school attendance and to requests to take time to go on holiday. For our new parents and for information, there have been significant changes to the laws relating to school attendance and requests for leave of absence to go on holiday.

The following information is taken from guidance issued by the Department for Education:

Important Update: Changes to Unauthorised Leave During Term Time

The changes are effective from 19th August 2024.

Key Changes to Note:

- **New Penalty Rates: From 19 August 2024, penalty notices for unauthorised absences will be charged at £160 per parent per child.** (A penalty notice will be issued by the Local Authority for holiday absences of 5 or more days which are unauthorised.)
- **If paid within 21 days, the amount will be reduced to £80.**
- **Second Offence Penalty: If a second penalty notice is issued for the same child within a 3-year period, the charge will be £160, with no discount, to be paid within 28 days.** (A second offence penalty noticed will be issued if a further holiday of 5 or more school days is taken which has not been authorised or your child has a further 5 or more days which are unauthorised.)
- **Threshold for Penalty Notices: A penalty notice will be considered if there are 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This includes late arrivals after the register closes.**
- **The 10 school weeks may span different terms or school years.**
- **Limit on Penalty Notices: A maximum of 2 penalty notices can be issued to a parent for the same child within a 3-year period. Any further offences may lead to prosecution or other legal interventions.**
- **Regular school attendance is crucial for your child's educational progress. Being present allows children to form lasting friendships, develop essential interpersonal skills, and contribute to better mental health and overall well-being.**



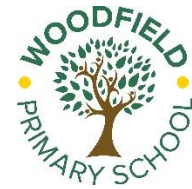


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To support your child's attendance, please inform the school office if your child is unwell and unable to attend school. This will ensure your child's absence is recorded as an authorised absence. To further support your child's authorisation, it may be necessary to provide medical evidence giving reasons for your child's absence.

Thank you for your understanding of the new Department for Education's guidelines and appreciation of our requirement to follow the new laws.

To further support our in-house attendance procedures, I am pleased to inform you that we welcome Mrs Fellows to our school as newly appointed Attendance and Medical Officer. Mrs Fellows is available to support you with any enquiries regarding your child's attendance but also with any medical concerns you may have about your child.

Mrs Fellows will also be in touch with you if your child requires a health care plan. We would like to complete a review of the plans to ensure we have all current details pertaining to your child's health. In addition, forms will also follow shortly for the collection of information to update our school's information management system. Undertaking this annually ensures that all information is current, and we have all contact details should we need to contact you during the school day. As soon as these forms come out to you, please do complete them as soon as possible for us to check and update our systems. Thank you for your assistance in this matter.

Calendar/ Termly Dates:

To keep you as fully informed as possible of all school events and curriculum workshops, school leaders are currently devising the annual calendar. We are awaiting a couple of dates for school visits but as soon as all dates have been finalised, we will send it out to you for your information. The dates will also be added to ClassDojo whereupon a weekly reminder of the week's calendar will be available to you each week. We hope you will find this useful for joining us in our planned events. Thank you.

Termly dates are as follows:

Autumn Term 2024	Spring Term 2025	Summer Term 2025
<p>INSET Days: Monday 2 & Tuesday 3 September 2024</p> <p>Term Time: Wednesday 4 September 2024 to Friday 25 October 2024</p> <p>Half Term: Monday 28 October 2024 to Friday 1 November 2024</p> <p>Term Time: Monday 4 November 2024 to Friday 20 December 2024</p> <p>INSET: Monday 4 November 2024</p>	<p>INSET Day: Monday 6 January 2025</p> <p>Term Time: Tuesday 7 January 2025 to Friday 14 February 2025</p> <p>Half Term: Monday 17 February 2025 to Friday 21 February 2025</p> <p>Term Time: Monday 24 February 2025 to Friday 11 April 2025</p>	<p>Term Time: Monday 28 April 2025 to Friday 23 May 2025</p> <p>May Bank Holiday: Monday 5 May 2025</p> <p>Half Term: Monday 26 May 2025 to Friday 30 May 2025</p> <p>Term Time: Monday 2 June 2025 to Friday 18 July 2025</p> <p>INSET Day: Monday 2 June 2025</p> <p>INSET Day: Monday 21 July 2025</p>

Finally, as we look forward to the year ahead, there may be times when questions arise concerning your child's learning. Please do not hesitate to speak to the member of staff on duty at the start and end of the school day. If your child's class teacher is unavailable on one day, please ask to make an appointment to speak to them at a convenient time. Alternatively, please ask to speak to your child's year group leader or the assistant headteacher responsible for your child's phase. Staff's names are as follows:



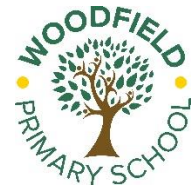


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	Year Group Leader	Assistant Headteacher responsible for the Phase
Nursery	Mrs Young	Miss Forrester
Reception		
Year 1	Miss Forrester	Mr Broadley
Year 2	Miss Walker	
Year 3	Miss Lewis	
Year 4	Mr Broadley	
Year 5	Mrs Beasley	Mrs Beasley
Year 6	Mrs Andrew	

In addition to the above leaders, Mrs Andrew can be contacted with enquiries alongside Miss Titley (Senior Assistant Headteacher), Mrs Cattell (Deputy Headteacher) or myself. Please do not hesitate to speak to any one of our school staff if you have a question. Thank you.

Finally, I would like to say what a pleasure today has been in school for meeting your child/ren again and hearing of their holiday adventures has been wonderful. In our assemblies this morning, I spoke of the success of the last school year and of the progress the children made in their learning. Thinking of our new school year, I encouraged the children to be ambitious in their learning and to believe in their abilities thus to be the best that they can possibly be. With the children's incredible enthusiasm, keenness and energy, we look forward to a super year.

Yours sincerely

S Arnold

Mr S Arnold: Executive Headteacher

