



**WOODLANDS**  
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# PARENT/CARER INFORMATION BOOKLET

ACADEMIC YEAR

# 2024-2025

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE





# Welcome from Mr Wright, Head Teacher

---

## **ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE (AROE)**

We would like to extend to you a very warm welcome to Woodlands School and we are delighted that your youngster will be joining us in September 2024.

This is a very exciting time to be a young person at Woodlands School, with all that we offer. We know that you have made the right choice by being part of our journey where we go forward together with AROE in mind, our school values of

Aspiration, Resilience, Opportunity, Excellence.

### **What we want from our youngsters**

#### **Be Aspirational**

- All pupils will be well-informed, fully prepared to take the next steps in their education or training. All are encouraged to strive towards Russell Group universities, higher apprenticeships and high-level employment, both in London and further afield.
- All pupils will gain the cultural capital to ensure they are rounded, well-informed individuals who have seized the same cultural opportunities as their peers from the wide range of educational backgrounds.
- All pupils especially those with Special Educational Needs or Disabilities, will be equipped with the vital lifeskills required to flourish and excel in adult life.

#### **Be Resilient**

- All pupils will be emotionally and physically healthy, equipped to keep themselves safe in the modern, digital world.
- All pupils will possess the depth of character and resilience to cope with setbacks and rise to challenges, whatever life throws at them.

#### **Take Opportunities**

- All pupils will be highly literate and numerate, fully confident in applying these core skills to new contexts.
- All pupils will be excellent orators, equipped with the impressive communication skills so sought after by high-level employers.
- All pupils will take opportunities to fully immerse themselves in the wider life of the school, engaging in a range of enriching activities that both help foster positive relationships with peers and adults and take them out of their comfort zone.

#### **Be Excellent**

- All pupils will excel in a wide range of subjects, with strong academic core that supports their academic, creative, technical or vocational ambitions.
- All pupils will become experts in their subjects and possess the meta-cognitive skills to continually improve their knowledge and skills.
- All pupils will read widely and appreciate the value of lifelong learning.

We look forward to working with you to produce young people that will go on to make a really positive contribution to society having spent five years with us at Woodlands School.



## What We Expect From Parents and Carers

- We expect you to **support our school and our AROE ethos** – you did choose us.
- We are first and foremost **a place of learning** – that is our core purpose so do support all aspects of learning.
- Treat **all staff with respect and be courteous**.
- Know that **we won't get everything right** – and that taking to social media to tell everyone isn't helpful.
- Remember that **we only come to work to change the lives of our youngsters**.
- Think about any **changes you might need to make at home** e.g. pack school bag the night before.
- **Stick to the uniform code**. Your youngster will feel more comfortable from day one.
- Support them to **stay on top of home learning and show an active interest**.
- **Discuss the many clubs and teams** they can join and encourage them to join one.
- If they are having **any problems**, social or educational, please contact the **tutor** in the first instance, then **relevant teacher** or **Head of Year**.

### Support with their learning:

- **Flipped learning:** if you know what they are going to learn in the upcoming term, which is all available on our website, encourage them to research online.
- **Recall:** ask them about what they have been learning. Be specific about subjects! *'So, tell me what The Tempest is about.'*
- **Regular reflection:** ask them what they are finding is going well and what they could improve on. Again, be specific where you can! *'I know you've been learning about data handling in Computer Science. How are you finding it? Have you found anything particularly difficult? Why do you think that is?'*

### Marginal gains: ensure they know about good habits for learning.

- Turn up with the correct equipment.
- Carry water with you.

- Get enough sleep (no screen time at least an hour before bed).
- Eat a good breakfast.
- Stay well ahead with home learning deadlines (check Satchel One).
- Check your timetable and pack your bag the night before.
- E-mail teachers for help and support if needed.
- Ask questions in class and try to contribute to discussions.

## **You do not need to be an expert in anything they are learning:**

*'While subject knowledge is a major barrier for many parents during their child's secondary years, the evidence suggests this is by no means a pre-requisite for engagement – **all that is needed is a genuine interest in their child's education, experiences and aspirations, and the provision of ongoing support and encouragement.**'*  
(OECD, 2012; EEF, 2018)

- **Work with us** to support our young people.
- **Promote our ethos** of Aspiration, Resilience, Opportunity, Excellence.
- Support with their learning by showing **an active interest in what they are studying.**
- Help us to provide them with the tools to **solve their own problems.**
- Help them to get used to **being organised.**

# What to do now

**1. Please read this booklet and KEEP AT HOME for your information.**

*(If there are any issues or concerns, please contact the school via telephone on 01268 282 146 or via email on [woodlands@woodlandsschool.essex.sch.uk](mailto:woodlands@woodlandsschool.essex.sch.uk)).*

**2. Please complete and return the Admissions Form enclosed in your welcome pack:**

1. This acknowledges your acceptance of the place offered.
2. The information on this form will be used on our school's central database to create contact details for your child.
3. If, for any reason, the details you provide on this form should be changed, please notify us immediately, so we can update our records.

**Please complete the electronic  
form by**

**FRIDAY 15<sup>th</sup> MARCH 2024**

# Home School Agreement

At Woodlands School we regard education as being a partnership between the school, the youngsters and their parents/carers. With all parties accepting their role in the partnership, by being supportive and working in the best interests of all concerned, then education can be rich and fulfilling and all can achieve to their maximum potential.

When our new youngsters join our school, we ask that parents/carers and young people should make an undertaking to join and support this partnership. These undertakings are made in the form of a contract between our youngsters and their parents/carers and Woodlands School.

## **We expect our young people to:**

- Read and understand the Code of Conduct and Uniform Code and will observe them at all times.
- Work hard, giving of their best at all times and will do nothing to stop other pupils working.
- Strive for 100% attendance and ensure that they are punctual for school every day, for every lesson.
- Bring all the equipment they need for each lesson.
- Inform their parents/carers of what happens in school.
- Carry out school tasks efficiently and on time.
- Take care of the school buildings, equipment and environment.
- Not be involved in any kind of bullying.
- Support the school rules and meet the expectations of Woodland School.
- Understand and accept that the school will apply sanctions should they fail in these undertakings. These may include after school detentions and/or Saturday morning detentions.
- Be an active and willing subscriber to the Woodlands ethos where Aspiration, Resilience, Opportunity, Excellence drives all we do.

## **We expect our parent/carers to:**

- Support the school in striving for high standards of achievement and behaviour.
- Ensure their child attends school daily or provide absence notes as required as per the attendance policy.
- Ensure their child arrives punctually for all sessions.
- Ensure their child is in correct uniform and has the
- correct equipment for every lesson.
- Support their child in Home Learning and other opportunities for home learning.
- Taking an active interest in their child's education will encourage them to achieve and give their best in all aspects of school life.
- Attend consultation evenings, review sessions and any other discussions about their child's wellbeing and progress.
- Keep the school informed of any matters that may affect their child's progress and attitude.
- Ensure that the school is issued with the correct contact details and that these remain up-to-date.
- Give permission for photographs and/or video to be taken for display and promotional publications.

- Ensure that holidays are not taken in term time.
- Support and helps us engender the Aspiration, Resilience, Opportunity, Excellence ethos.

### **We will:**

- Drive the Woodlands Community forward with Aspiration, Resilience, Opportunity, Excellence at the forefront of all we do.
- Provide for a balanced education.
- Encourage our youngsters in all aspects of their education and will provide a safe and well-ordered environment.
- Set, mark and monitor work and provide facilities for pupils to research and complete Home Learning tasks within school.
- Support all in their personal development.
- Inform parents/carers at an early stage should issues arise concerning their child's education or conduct.
- Contact parents/carers if there is a concern with attendance, punctuality, equipment or uniform.
- Provide the opportunity for parents/carers to discuss matters by appointment or otherwise.
- Provide access to regular assessments and reports on pupil's progress on PAM.
- Arrange review sessions and consultation evenings during which progress will be discussed.
- Keep parents/carers informed about school activities through Mr Wright's weekly update letter, emails, the external website, Satchel One, X, Instagram, Facebook and notices about special events.
- Reserve the right to apply sanctions to our youngsters if the Code of Conduct is broken. These may include after school detentions and/or Saturday morning detentions.

## Home Learning

At Woodlands, our innovative Home Learning provision focuses on the transfer of knowledge from short-term to long-term memory via a bespoke, low stakes quizzing programme. Designed collaboratively with the well-established Tassomai platform, pupils are expected to complete daily quizzing and achieve their targets in three buckets, covering all of the subjects they study. The algorithm ensures that pupils receive personalised question queues, based on area of need, and helps ensure knowledge is mastered. Pupils may then be set additional home learning tasks, via the SatchelOne app, providing our young people opportunities for the application of this knowledge. This may encourage skills of explanation, analysis, evaluation or other higher order thinking skills. Home learning is vital in creating independent learners, and the school therefore has accompanying rewards/sanctions programmes, to ensure pupils are motivated to effectively engage in home learning, equipping them with the skills necessary for success at Woodlands and in later life.



## Preparing for Success

We run Preparing for Success events currently in Year 7 and Year 11, and we are planning to introduce one into Year 9.

The Year 7 preparing for success event takes place at the start of the pupils' second half term at the school and is designed to support our parents and carers in their child's journey through secondary school. Our presentation to parents and carers covers what our curriculum looks like, revision strategies, understanding our school reporting system, the importance of literacy, why 'Free school Meals' funding is important, and how parents and carers can best support their child through this journey.

Our Year 11 event takes place in the third half term, ahead of the pupils second round of Pre-Public Examinations (formerly mocks). At this event the focus is more detailed in relation to revision strategies and how to support as a parent or carer in the build up to exams, where your child should be at with their Post-16 application, exam protocol, mental health support, and top tips from our Heads of Faculty for English and Maths in relation to their GCSE exams.

At both the Year 7 and 11 event we have Heads of Department and Heads of Faculty on hand to answer any subject specific questions at the end of the presentation, and all pupils receive a free pack to support their learning journey in Year 7, and their revision in Year 11.

We don't expect our parents and carers to be subject experts, but we do expect them to be invested in their child's education, take an interest in what they are learning about and what they need to revise; our Preparing for Success booklet helps you to have those conversations with key guidance, advice, support and links from each subject area. We want our parents and carers to support in providing the right homelife for our pupils, making sure they have the right balance of study and interests outside of the curriculum, eat well and sleep well, this ensures your child can thrive.

## ICT – Acceptable Use Agreement

We are pleased to continue to offer networked Internet access to pupils in our school who qualify. To qualify, our young people and their parents/carers must read, sign and return the agreement attached to this Acceptable Use Policy.

We at Woodlands School strongly believe in the educational value of such electronic services and recognise their potential to support our curriculum. Every effort will be made to provide quality experiences to our youngsters and teachers using this information service, however, inappropriate and/ or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be provided. Listed below are the provisions of this agreement. If any young person violates these provisions, access to our ICT network (including Internet and email) will be denied and the pupil will be subject to investigation and possible disciplinary action.

### **Terms and Conditions of this agreement:**

#### **1. Personal Responsibility**

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to

a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest bullying, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence etc.

## 2. Acceptable Use

The use of our ICT network must be in support of education and research in accordance with the educational goals and objectives of Woodlands School. I am personally responsible for this provision at all times when using the electronic information service. Use of other networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. Use of commercial activities by for-profit organisations is generally not acceptable.

## 3. Privileges

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. Pupils with access to the Internet will participate in a discussion with a member of the school staff as to proper behaviour and use of the facilities. Woodlands School staff will rule upon inappropriate use and may deny, revoke or suspend usage (whilst appropriate evidence is gathered).

## 4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:

- **BEING POLITE:** Never send or encourage others to send abusive messages.
- **USING APPROPRIATE LANGUAGE:** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say is recorded and can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY:** Do not reveal any personal information to anyone, especially the home address or personal telephone number (etc.) of yourself or any other pupil.
- **PASSWORD SECURITY:** Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of the IT department immediately. When logged into the Network it is that user's responsibility for what happens on the computer. You are not permitted to share your password with other users. When you are away from your desk please ensure your computer is locked or that you have logged off.
- **ELECTRONIC MAIL:** Electronic mail (email) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- **DISRUPTIONS:** Do not use the network in any way that would disrupt use of the services by others.
- **OTHER CONSIDERATIONS:** Be brief - few people will bother to read a long message. Proofread it to ensure that it is error free and easy to understand. Remember that humour and satire are very often misinterpreted. Respect the rights and beliefs of others.

## 5. Services

Woodlands School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Woodlands School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused

by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Woodlands School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

## **6. Security**

Security on any computer network is a high priority because there are so many users. If you identify a security problem, notify a member of our IT staff straight away. Never demonstrate the problem to another pupil. All use of the system must be under your own username and password unless specifically directed by a member of staff. Remember to keep your password to yourself and do not share it with friends. Anyone caught disclosing passwords, personal details about themselves or anyone else will have their network access denied and may be subject to disciplinary action. Any other user(s) identified as a security risk may also be denied access to the system and be subject to disciplinary action.

## **7. Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

## **8. Online Ordering Systems**

It is strictly forbidden for our young people to use the Internet for ordering goods or services regardless of their nature. In addition, it is also forbidden for them to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

## **9. Electronic Mail/Cloud storage**

Pupils are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. It is also forbidden to send large volume emails (spamming) or to subscribe to online email services (e.g., Gmail or any other provider) whilst using school equipment. The same applies to the school's cloud-based systems (e.g. One Drive, Office 364) these systems must be used in a responsible manner.

## **10. Social media/Chat Services/Games**

Our youngsters are not permitted to download or use any chat/ communication services that might be available over the Internet (e.g. Instagram, TikTok, WhatsApp, Facebook, SMS services etc.) and the participation of pupils in online gaming activities/ communities is strictly prohibited (particularly during lessons, or extra-curricular activities etc.). Anyone who is found or recorded taking part will have their network access removed and be subject to disciplinary action.

## **11. CCTV/IP Camera use**

Woodlands School owns and operates a number of fixed CCTV cameras. All cameras are monitored from our Server room and are only available to selected staff behind a password system. Our use of this system follows Data Protection Act guidelines and recordings are indexed, stored electronically and destroyed after appropriate use.

# ACCEPTABLE USE POLICY

## **Mobile phone and other electrical devices**

Mobile telephones and other electronic devices should not be brought into school. If parents/carers wish pupils to have a mobile telephone and other electronic devices in school then this policy will apply.

The Governing Body has established the Acceptable Use Policy for mobile telephones that provides teachers, youngsters and parents/carers with guidelines and instructions for the appropriate use of mobile telephones during school hours.

In order for all to carry a mobile phone during school hours, pupils and their parents/carers must understand and agree to the Acceptable Use Policy.

The Acceptable Use Policy for mobile telephones also applies to all during school excursions, camps and extra-curricular activities.

All who are spending time in other places, such as a college, will be subject to this policy whilst there.

The Governing Body of Woodlands School accepts that parents/carers give their children mobile telephones to protect them from everyday risks involving personal security and safety.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

Mobile telephones must not be used to take photos in school unless given specific permission to do so by a member of staff. Photographs must never be taken in any place where embarrassment may be caused or without permission from the person being photographed.

Should there be disruptions to lessons caused by a mobile phone or other electrical device, then these will be confiscated.

In order to reduce the risk of theft during school hours, pupils who carry mobile telephones are advised to keep them well concealed and not 'advertise' they have them.

Mobile telephones which are found in the school and whose owner cannot be located should be handed to the main school office.

It is strongly advised that pupils use passwords/PIN numbers to ensure that unauthorised phone calls cannot be made on their telephones (e.g., by others or if stolen). All must keep their password/PIN numbers confidential.

## **Acceptable Use Procedures:**

- If mobile phones and other electronic devices are brought into school by pupils they will be confiscated if they are used in any way in the building.
- If youngsters are found using their mobile phone inside the building the member of staff will confiscate it until the end of the day when it can be collected from their Head of Year.
- As youngsters move around the school their mobile phones or other electronic devices (including earphones) must not be visible. Pupils must keep their mobile phones in their school bag, and not, for example visible in their top shirt pocket.
- Anyone caught using their mobile phone a second time, then parents/carers will have to collect it from the appropriate Head of Year at the school.
- All must avoid contacting parents/carers on their mobile phones about incidents at school until an investigation has been completed by staff, such action can contaminate evidence and may lead to parents/carers getting a partial story prior to all the facts being established.

- The school will take no responsibility whatsoever for phones or other pieces of electrical equipment that are damaged, lost or stolen. Those who bring phones and other electrical equipment into school, do so at their own risk.
- There will be no exceptions to this part of the policy.

### **Inappropriate conduct:**

The following behaviours will not be tolerated:

- Having or using a mobile phone, or watch where communications can be made, in examinations or assessments.
- Using vulgar, derogatory, or obscene language while using a mobile telephone.

It should be noted that:

- It is a criminal offence to use a mobile telephone to menace, harass or offend another person. The school may consider it appropriate to involve the police if such an event occurs. Hence, those with mobile telephones must not engage in personal attacks, harass another person, or post private information about another person using SMS/WhatsApp messages, social media, taking/sending photos or objectionable images and phone calls.
- Using mobile telephones to bully other young people will face disciplinary action.

Repeated infringements may result in the youngsters forfeiting the privilege of bringing a mobile telephone to school.

Infringements may result in the matter being referred to the police. In such case the parents/carers will be informed as a matter of urgency.

## **E-SAFETY POLICY**

### **1. INTRODUCTION**

This policy has been developed to ensure that all adults in Woodlands School are working together to safeguard and promote the welfare of children and young people.

E-Safety is a safeguarding issue not an ICT issue and all members of the school community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them.

This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit that can be obtained by exploiting the benefits and opportunities by using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children, young people and staff from risks and infringements.

The Head Teacher or, in his absence, the Designated Safeguarding Lead has the ultimate responsibility for safeguarding and promoting the welfare of pupils in their care.

The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration systems.

The internet is an essential element in 21st century life for education, business and social interaction and the school has a duty to provide children and young people with quality access as part of their learning experience.

A risk assessment will be carried out before children and young people are allowed to use new technology in the school setting.

## PHOTOGRAPHY AT SCHOOL EVENTS

There are key events in the life of a school where you as a parent/carer, we as teachers and members of the wider community will naturally wish to have a visual record of events at school. Typical examples would be photos/videos:

- in the School Prospectus
- in the Evening Echo/Other forms of media
- at performing arts/sports events
- on the school monitors
- on the school website or social media sites such as Facebook, X and Instagram

Additionally, the school is monitored by CCTV.

Would you please indicate preference on the Consent to School Policies section in the admissions form to grant permission for your child to be photographed, either by official photographers (perhaps from the press), or as otherwise arranged by the school or by other staff present during any school events on or off-site.

## ATTENDANCE

We continue to work hard to keep our attendance and punctuality at a high level and request that you kindly follow absence reporting procedures and notify the school on each occasion of your child's absence before 08.40am. However, in order to meet our safeguarding responsibilities, we have an automatic communication system that will contact you directly if your child is marked absent at registration. This will ensure that the reason for the absence is known as soon as possible and alert you if your child is not in school when they should be. Post-registration absences can also be detected and reported to you. In addition, this will be used to contact you to update you with events in school and to notify you quickly should the occasion arise to do so.

You will have supplied the school with your contact telephone numbers prior to your child starting here at Woodlands but please note we also need the name and contact details of a responsible adult that we can contact if we are unable to reach you. Should your address, home, mobile or work telephone numbers change at any time, please provide new numbers including area code promptly. We also require your email address which may also be used to contact you.

Your child's details will be automatically added to our system.

By following these procedures Woodlands are able to reassure you that we are adhering to the Government's recommendations in contacting you on the first day of your child's absence. As always, your child's safety and wellbeing are our priority.

## ELECTRONIC CORRESPONDENCE

We at Woodlands have decided to go paperless. With the growth in email, smartphones and general home computer use, we have noticed that this is the preferred method of communication with many parents/carers.

Benefits for adopting this method of communication are:

- Communicating with home directly via emails, far more reliable and faster than depending on youngsters/post to deliver letters and notices home.

- More frequency of information, keeping parents/carers better informed.

In addition to the above, to enable the school to send out 'group texts' we will be using your mobile phone number as our first point of contact.

## **News and Event Information**

From time-to-time Woodlands School may want to share information via email or text that we feel would be useful for your child's education.

*As Woodlands is a paperless school, the majority of information is sent out via email/text. Therefore, it is VITAL that we have the correct email address.*

*If you have any changes to the CONTACT INFORMATION that we hold for your child, can you please notify the school immediately at [woodlands@woodlandsschool.essex.sch.uk](mailto:woodlands@woodlandsschool.essex.sch.uk).*

## **PARENTMAIL**

Woodlands School uses an online service called ParentMail as a more convenient way to pay for school meals, trips, resources, music tuition and much more.

Payments are made via the school branded app or web browser using credit/debit card, PayPoint at the local shop or PayPal.

ParentMail offers you the freedom to make payments 24-7, whenever and wherever you like, safe in the knowledge that the technology used is covered by the highest internet security available. Your family has a secure online account, which can be accessed with a unique user ID and Password. ParentMail enables you to view all items available to each of your children along with relevant costs and details.

Making payment is easy; simply select the item to pay for and follow the instructions to complete your payment. You can pay for multiple items during a single transaction and ParentMail holds an electronic record of your payments to view at a later date should you wish. No card details are stored on the system.

If you choose to pay via PayPoint, within 48 hours of electing to pay this way, show the barcode on your phone to the shop to scan; this will then update the school system.

### ***Frequently Asked Questions***

#### **How do I use ParentMail?**

Woodlands School will issue you with a unique username and password via text/email, once you have installed the app and registered with the details provided you can start using your account.

#### **What cards can I use?**

ParentMail accepts MasterCard, Visa credit and debit cards. ParentMail also gives you the option during checkout to use PayPal or to generate a PayPoint barcode to use in shops with cash. If you choose this option, you have 48 hours to use the barcode from generating it.

#### **Is it safe to make payments on the internet?**

YES. In fact, it's as safe to pay online with ParentMail as it is to use your credit card in a shop or over the phone. ParentMail uses leading technology to process your credit/ debit card transactions securely. All communication with the bank is encrypted. Neither ParentMail nor the school have access to your card details and your card details are never kept by ParentMail or Woodlands School.



### **How can I check that it's secure?**

Standard website addresses begin with 'http' whereas the address for a secure site will always begin with 'https'. You will also see a 'padlock' at the bottom right of the screen. Never enter your card details or personal data on any web page whose address does not start with 'https'.

### **What about our personal information?**

ParentMail uses a very limited amount of information about you and your child solely for the purpose of administering your account; we do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998, which ensure the protection and care of personal information. This means that any information you give us electronically will only be used for the purpose that you intended.

ParentMail will **NEVER** contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers.

### **I don't have a home PC so I can't use ParentMail.**

You can download the app to your smart phone or try visiting your local library, internet café, or see if you can get access to a computer at work.

For more information visit [www.parentmail.co.uk](http://www.parentmail.co.uk)

## **BIOMETRIC – CASHLESS CATERING**

### **Cashless School Meals System**

Information Management for Point-of-sale Access and Cashless Tracking.

### **What is a Cashless System?**

At the heart of the cashless system there is a computer controlled by CIVICA Software. This allows the system to recognise each individual, hold individual cash balances, record cash spent, and payments received, and record what food is purchased, on any specific date and time of day.

### **The system will give the following benefits:**

- Convenience of paying for school meals. No more looking for change every morning.
- Alleviates many of the associated problems with the use of cash in schools, i.e. loss, theft and bullying.
- Queuing times reduced through speed of service.
- Automatic free school meal allocation with the youngster remaining anonymous.
- No loss or misuse of school dinner money in or out of school.
- Acquire important life skills by being responsible for their own account.

### **How are pupils recognised by the system?**

The system uses biometric finger ID technology. Each pupil will have their finger ID registered as part of the system installation. Youngsters, parents and staff can be assured that the finger ID images cannot be used by any other source for identification. The system uses an image of the finger ID to create a mathematical algorithm and then discards the finger ID, only the numbers remain, and these cannot be reinterpreted back into a finger ID image. Finger ID registration is voluntary and those not wishing their son/ daughter to sign up will still be able to use the system but will be issued with a PIN number.



### **How is a 'fingerprint ID' used to obtain a school meal?**

The young person places his/her finger on a fingerprint ID reader at the till. This opens the pupil's individual account at the till. A display will show the server the pupil's name and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent, and the new cash balance will show on the display.

### **How is money entered into the system?**

- a) ParentMail – see previous page – the preferred method.
- b) By cash into the automatic cash Revaluation Unit located in the school, which is set to accept £20, £10, and £5 notes and £1, 50p, 20p, and 10p coins. **Change isn't available at school, so please ensure you send in the correct amounts.**

### **How does the revaluation station work?**

Firstly, the young person places his/her finger on the reader at the Revaluation Unit, or enters their PIN number, this will open their account within the CIVICA system and the pupil's name, and current cash balance will be displayed.

Secondly, the youngster inserts coins and/or notes into the slot(s). Each incremental cash balance will show on the display. Pressing the button tells the system that the transaction is completed.

### **How will the young person be able to check what the current cash balance is held in the system at any one time?**

At the revaluation units. They will simply place his/ her finger on the reader at the Revaluation Unit or enter their PIN number and the balance will then be displayed. There is no need to deposit money, just press the button to finish or at the balance checker machine use the same way as the revaluation machine but it doesn't accept money.

### **If we pay for a set number of school meals, can it be spent in one day?**

No, a daily global spend limit of £6.00 per day will be set and automatically managed by the system. However, this may not be acceptable to all, so on request an individual limit can be set if the school is informed in writing.

### **What if a pupil does not hold a sufficient cash balance one day to pay for a school dinner?**

No one is refused a school dinner because they have insufficient funds on their account. The school will allow for the pupil to loan money for **ONE** day. All should report to the Finance Office at the start of lunchtime to make arrangements for this. A lend will only be given at lunchtime, not at break or breakfast. The pupil should then arrange for repayment of the loan by one of the methods detailed above. A text will be sent home advising parents that a loan has been given.

### **What about those entitled to a 'free school meal'?**

There will be no more queuing to be issued with a 'dinner ticket' for a free meal. All will use their finger to open their accounts at the tills. The amount allocated for the free school meal will be automatically added by the system to the entitled account at lunch time only on a daily basis. Any 'under spend' or missed meals will be identified by the system and will not be added to the next day's balance. They can also add extra cash to his/her balance in the system by any of the methods mentioned above. This will enable them to have a greater daily spend; say for break time snacks, than simply the 'free school meal' allocation which can only be used at lunchtime. Free school meal forms may be obtained from the Pupil Services Office.

### **What if I don't want my child eating certain foods?**

The system allows for blocks to be made on certain foods if you wish us to.

Any such request needs to be put in writing.

### **Data Handling**

Certain data will be held on the system to enable accurate operation. This will include your child's name, registration group, photograph, account balance and meal entitlement. This data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.

**FULL DETAILS REGARDING ALL OUR POLICIES ARE  
AVAILABLE ON OUR WEBSITE:**

**[woodlandsschool.org](http://woodlandsschool.org)**

# Woodlands School Canteen

## **BREAKFAST MONDAY TO FRIDAY 7.45AM TO 8.40AM**

Bacon	60p
Sausage	60p
Hash Brown	35p
Croissant	80p
Fresh Fruit	50p



## **BREAKTIME MONDAY TO FRIDAY 11.05AM TO 11.25AM**

Savoury Pastries	£1.10
Bacon or Sausage in half baguette	£1.10
Toasties	£1.80
American pancakes/waffles	from 30p each
Sandwiches/rolls/baguettes – various fillings	from £1.60



### **Break menu on website**

## **LUNCH MONDAY TO FRIDAY 1.30PM TO 2.00PM**

Meal Deal (Vegetarian option available) Includes hot meal with either dessert/cake/fruit or 80p drink	£2.50
--	-------



Hot Meal (not including dessert/cake/fruit or drink)	from £1.60
Hot Pasta with various toppings	£1.80 Extra cheese topping 20p
Jacket Potato	90p Toppings 60p each
Grab and go hot items	from £1.40
Sandwiches/rolls/baguettes – various fillings	from £1.60



### **3 weekly menu cycles on website**

## **SNACKS AND DRINKS**

Biscuits	from 30p
Popcorn	90p
Cakes	90p

### **Gluten free snacks available**

Bottled Water	330ml – 50p / 500ml 90p
Carton drinks	from 50p – 90p



**N.B. – For Allergen and Dietary advice please see the Catering Manager or allergen sheets on the website**

## UNIFORM

### Our supplier is Red Oak School Wear.

In order to purchase any uniform you can contact Red Oak School Wear via:-

Website: [www.redoakroller.co.uk](http://www.redoakroller.co.uk)

Email: [schoolwear@redoakroller.co.uk](mailto:schoolwear@redoakroller.co.uk)

Telephone: 01268 722680



***The wearing of full school uniform is compulsory for all school sessions and any journeys to and from the school site. This policy encourages pupils to identify with the school while promoting a positive, purposeful atmosphere during the working day.***

## Pupils' Uniform

- Plain black blazer with embroidered "Woodland's logo" (NO other blazers or jackets may be worn)
- V-necked, long-sleeved, plain black jumper with embroidered "Woodland's logo" – optional, to be worn under school blazer and not to replace it (NO other jumpers, sweaters, hooded tops or cardigans may be worn)
- White smart/formal shirt (NO t-shirts or sports shirts)
- Plain black tailored trousers (NO cords, skinny trousers, leggings, studded pockets or jeans)
- Straight or pleated black skirt with "Woodland's logo", obtained from Red Oak School Wear (NO pencil skirts, shorts or culottes)
- Black sensible leather shoes (NO boots, trainers, Vans, plimsolls, Stilettos, other high-heeled shoes or blackskate shoes). If shoes have laces they must be black
- Plain white or black socks (below the knee) or black tights
- School tie (clip on)
- Earrings – one plain gold/silver stud allowed in the lower lobe of each ear NO other items of jewellery except an inexpensive wristwatch



### PE KIT - ALL PUPILS

- Woodlands black PE top
- Black shorts
- Black sports socks
- Woodlands Rugby top (Boys only)
- Woodlands Rugby shorts (Boys only)
- Woodlands hoodie (optional)
- Football boots (moulded)
- Trainers (NO plimsolls)
- Black thermal top and plain black sport leggings (optional)
- White sports socks
- Black athletics shorts (5in min girls only)

### ALL PUPILS

- Outdoor coats should be waterproof and sensible for school wear (NO tracksuit tops, denim or hooded tops)
- Outdoor coats are NOT allowed to be worn in the school building
- Extreme hair colour/styles, nail varnish, false nails, excessive make-up and fake eyelashes are NOT permitted
- NO hats/baseball caps are not allowed in school
- No eyebrow, tongue, nose piercings or any other form of facial piercings
- No tattoos

To ensure that the school supports our pupils and their families, we have uniforms that can be borrowed, both on a short and long-term basis. This will ensure that pupils are wearing the correct uniform at all times.

*Woodlands School welcomes the variety of appearances brought by individual styles and choices, religious requirements regarding dress will be treated sensitively and will be agreed on an individual basis by the Head Teacher but must conform to Health and Safety and Security Regulations. The wearing of, e.g., saris, turbans, skullcaps, hijabs, kippahs and clerical collars, arising from cultural/religious norms are seen as part of welcoming diversity.*

# PARTICIPATION IN PE

We would like to take this opportunity to welcome you and your son/daughter to Woodlands School and provide you with information about the Athletic Performance Faculty. We hope that we have your support and have listed below a few guidelines on participation in Physical Education/Fitness at Woodlands School.

The kit for Physical Education is listed below: -

Boys	Girls
<p><u>Outdoor Lesson Kit:</u> Woodlands Rugby PE Top Woodlands Rugby Shorts Black PE Socks</p> <p><u>Summer/Indoor Lesson Kit:</u> Woodlands Black PE Top Black PE Shorts White Sports Socks</p> <p><u>Footwear:</u> Moulded Football Boots Trainers</p> <p><u>Optional:</u> Woodlands PE Hoodie Black Base Layers/Thermals</p>	<p><u>Outdoor/Indoor Kit:</u> Woodlands PE Hoodie Woodlands Black PE Top Black PE Shorts Black PE Socks White Sports Socks</p> <p><u>Footwear:</u> Moulded Football Boots Trainers</p> <p><u>Optional:</u> Black Sports Leggings Black Base Layers/Thermals Black Athletics Shorts (5in minimum)</p>

Those who are unable to participate due to injury or illness should bring a note of explanation signed by a parent/carer. If it is a long-term injury or illness, we will require a doctor's note.

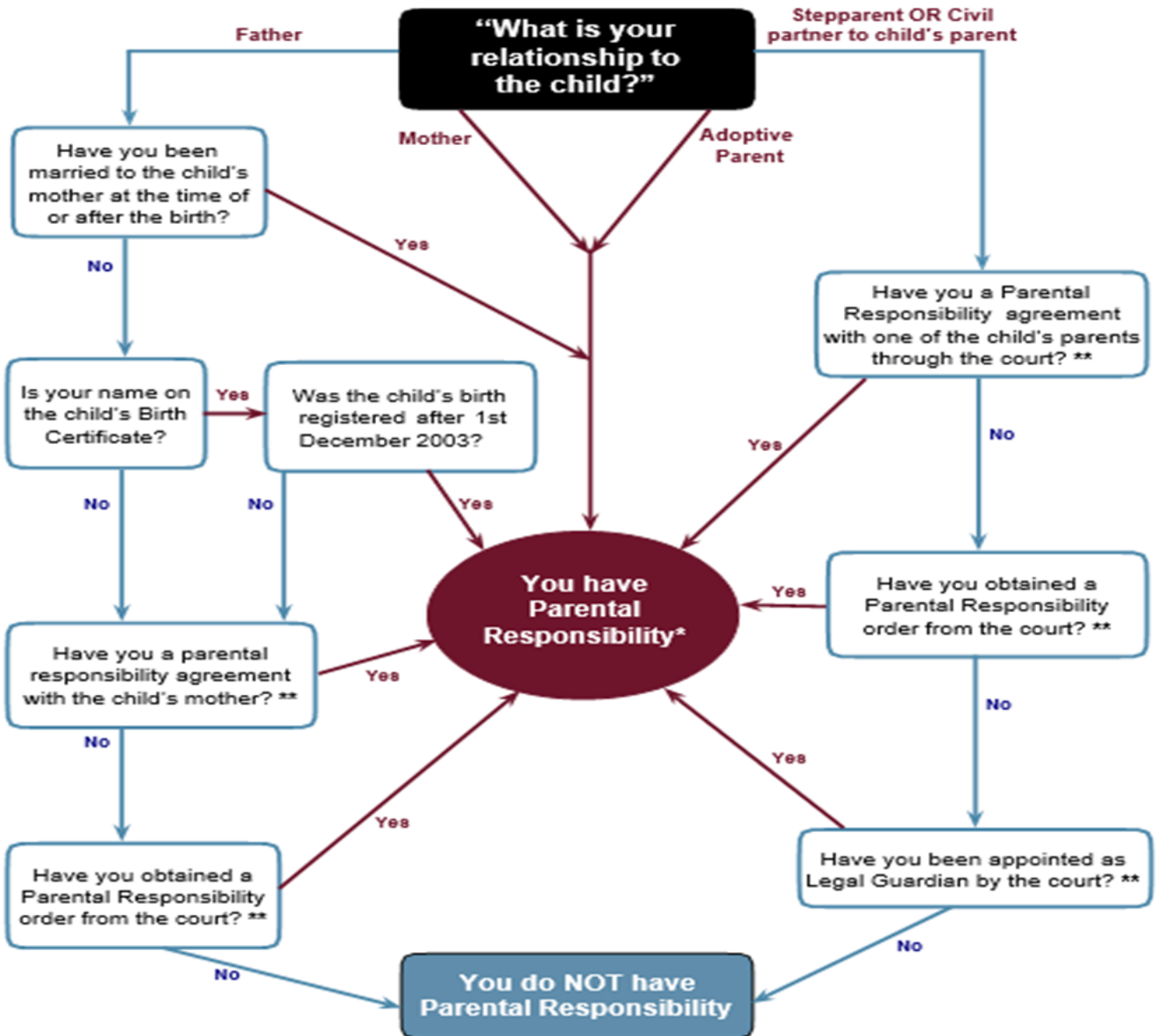
Those who are unable to participate **MUST** still bring their kit to each lesson, except for example if they have broken a leg/arm or recently had an operation or the injury affects them getting dressed. If pupils are not taking part, they will be expected to participate in a non-physical capacity, such as officiating or in a coaching role. We wish to avoid situations where pupils are not participating physically or mentally and provide opportunities if your son/daughter is unfortunately incapacitated in some way.

The National Curriculum for Physical Education covers a wide range of skills that include the ability to make judgements about individual and team performance, safety, health, and fitness.

Finally, we would like to reassure you that the nature of the injury or illness will be taken into careful consideration by staff. Pupils who are physically unfit to participate will not be forced to do so. We thank you for your understanding and support in this matter.

Billy Manners  
Head of faculty for Athletic Performance

# DO YOU HAVE PARENTAL RESPONSIBILITY?



The above flowchart does not give details of Parental Responsibility rights for carers, information on this can be found

at the following page: <http://www.ukdp.co.uk/parental-responsibility-england-and-wales/#carers>

\* This is provided that you have not lost Parental Responsibility. More information on this can be found at the following page: <http://www.ukdp.co.uk/parental-responsibility-england-and-wales/#lost-parental-responsibility>

\*\* All original documentation and/or original court orders will need to be provided to the school.

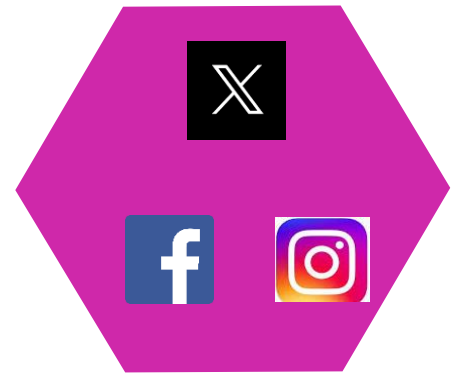
## PAPERLESS COMMUNICATIONS FROM WOODLANDS SCHOOL



[www.woodlandsschool.org](http://www.woodlandsschool.org)  
[@Woodlands\\_sch](https://www.instagram.com/Woodlands_sch)

The Woodlands School website is updated regularly with calendar dates, policies and lots of information about the school. There is also a link to Progress Teaching, X, Facebook and Instagram.

Our X feed, Facebook and Instagram are updated regularly with news and events. Photographs are often posted live.



The school uses Groupcall software to send out emails and texts. You can also report your child's absence via the app rather than ringing into the school.



## **CALENDAR OF SCHOOL EVENTS**

New Intake for September 2024

### **PRIMARY SCHOOL VISITS:**

#### **During the Summer Term**

We will be visiting your child's primary school to talk to their class teacher. At that meeting we hope to be able to establish friendship groups, any special needs and how your child is progressing at school.

### **TASTER DAYS:**

#### **Tuesday 25<sup>th</sup> June and Wednesday 26<sup>th</sup> June 2024**

Pupils will be invited to join us on the above days in order to experience lessons and day to day life at Woodlands School. Details will be sent to primary schools.

### **NEW INTAKE EVENING:**

#### **Tuesday 25<sup>th</sup> June 2024**

We have arranged an Open Evening for all new parents/carers and pupils. During the evening, parents/carers will have the opportunity to meet with their Head of Year and senior members of staff to raise any issues of concern or interest with them.

**START OF TERM:**  
**Tuesday 3<sup>rd</sup> September 2024**



# ASPIRAITON RESILIENCE OPPORTUNITIES EXCELLENCE

For up-to-date information please visit our website: [www.woodlandsschool.org](http://www.woodlandsschool.org). or follow us on X: @Woodlands\_sch, Facebook: Woodlands School or Instagram: Woodlands Secondary School.

Woodlands School, Woodlands Approach, Off Nether Mayne, Basildon, Essex SS16 5BA

Tel: 01268 282146

