

QUESTIONS AND ANSWERS FOR RECEPTION CHILDREN JOINING WOODLANDS PRIMARY SCHOOL

Q	What is the closing date for applications to join Woodlands Primary School?
A	Admissions booklet on www.kent.gov.uk/schooladmissions
Q	What can I do if I missed the closing date?
A	Admissions booklet on www.kent.gov.uk/schooladmissions
Q	When & how do we hear about getting a place at Woodlands Primary School?
A	Admissions booklet for dates on www.kent.gov.uk/schooladmissions . You should receive an e-mail on 16 th April if you applied online after 4pm or a letter if you applied by post.
Q	What date do children start school in September?
A	For admission in 2020 the term starts on Thursday 3 rd September 2020.
Q	What are the criteria for admissions?
A	1. LAC (Looked After Children) 2. Siblings 3. Health and Special Access 4. Distance
Q	What can I do if my child doesn't get a place?
A	Admissions booklet on www.kent.gov.uk/schooladmissions
Q	How many children are there in each Reception Class?
A	30
Q	What times does school start?
A	The gates open at 8.35am. Classroom doors open at 8.45am. Children must be in class by 8.55am. Gates are locked at 9.05am.
Q	What do I do with my child on the first morning?
A	The first day of school can be nerve-wracking for you and your child. You will need to drop your child at their classroom door. This will be shared with you at the Taster Sessions (see below).

Q	What happens at drop-off time?
A	Starting school is a big event and we understand how it feels for you and your child. Teachers and teaching assistants will be on hand to greet you and your child and to help you with the new routine.
Q	What time does school finish on a normal day?
A	Gates open at 3.05pm. Children are released from the classroom at 3.15pm. This will take a little while as children are handed over one-by-one. Gates are locked at 3.35pm.
Q	What happens at pick up time?
A	Reception children are dismissed one at a time from the classroom door. The children are only allowed to go out of the classroom once the class teacher or teaching assistant have seen the person responsible for collecting them. Please do not wave and call your child from the window. Please try to arrive on time, as children can get upset if they think you may not be picking them up.
Q	What do I do if it is not the usual person collecting my child from school?
A	Class teachers will have a note of people who regularly collect your child. However, if circumstances change and your child will be collected by someone else who is not listed on your form, please tell the class teacher when you bring your child into school in the morning. The class teacher will make a note of the arrangements and will dismiss your child to the person you tell us about. If there is unforeseen changes to usual pick up arrangements during the day, please telephone Acorn office (01732 355577) and the office staff will pass a message on to your child's class teacher.
Q	Will my child do full school days from the start?
A	No. Children do half day sessions at the start with a build up to full time. Full details of times for your child's school day will be available shortly.
Q	What happens if my child is late for school?
A	Once children start school full time the classroom doors are open at 8.45am. It can be quite upsetting for young children to arrive late and walk into the classroom when everyone else is already settled. If your child arrives after 8.55am, please walk with them to the Acorn office where you can sign them in. A member of Acorn office will then take them to class.
Q	What do I do if I need to collect my child early or drop off late?
A	If you know in advance, please inform your child's teacher at the classroom door or via email and also inform Acorn office. If you find out on the day that you need to collect your child early, please call Acorn office and they will pass on the message to the class teacher. You will need to sign your child out at Acorn office. If your child has a medical/dental appointment during school hours, we would be grateful if Acorn Office could take a copy of the letter for our records. Ideally, medical appointments should be made outside of school hours.

Q	Is there a Breakfast and After-School Club/Wrap-Around Care?
A	Yes. Rainbow Out of School Clubs Ltd. Breakfast from 07.30am. After school from 3.15pm – 6pm. This is run by an outsider provider so you need to contact them directly. www.rainbowschoolclubs.com . Email: contact@rainbowschoolclubs.com . Mobile: 07717 214 041
Q	What is Woodlands Primary School Uniform?
A	White polo shirt. Grey skirts, pinafores, trousers. Royal blue sweatshirt or cardigan. Royal blue fleece – optional. Children are welcome to wear non-logo items. Shoes should be black, flat and sensible. Book bag. Please name everything!
Q	What is Woodlands Primary School PE Kit?
A	Black plimsolls (no trainers). Blue or black shorts. House T-shirt Blue/Green/Red/Yellow – you will find out which house your child is in a few weeks prior to starting. PE Bag. In the colder months children should have joggers and a sweatshirt. Please name everything.
Q	What does my child need to bring in to school?
A	Please make sure your child has their book bag every day. After the settling in period, a clearly labelled packed lunch box if they are not having school dinners. During the colder months, please make sure your child has a coat, gloves, scarf and a hat and for the warmer months a sun hat, sun block that they can apply independently and a thin rain mac.
Q	What do I do if my child loses something?
A	Please let your class teacher know. There is also a red lost property box located in the Acorn office reception. However, please make sure every piece of clothing is clearly labelled including water bottle, lunch box, book bags and shoes.
Q	Where can I buy the School Uniform & PE Kit?
A	You can buy online from School Trends or My Clothing via links on the school website. Please go to the “Parents” section, click on “School Uniform” and you will be directed to the links.
Q	Where and how can I buy second hand uniform and PE Kit?
A	The PTA sell second hand uniform at the Taster Afternoon Sessions (see below).
Q	Do Reception children need their PE Kit when they start in September?
A	No. Reception children don’t change for PE until Term 2.

Q	Can my child wear earrings to school?
A	Yes but only small studs. No dangly earrings or hoops for safety reasons. But children must be able to remove them (by themselves) for PE.
Q	When do I find out about my child's teacher and class name?
A	You will be told this information at the Taster Afternoon Sessions.
Q	What happens at the Taster Afternoon Sessions?
A	Children spend an hour in their new classroom, meeting their teacher and classmates. During this time parents can have a coffee, meet the other parents and browse the second hand uniform stall. Parents/carers must remain on site during these sessions.
Q	When are the Taster Afternoon Sessions?
A	Details will be sent to all parents/carers.
Q	Do parents/carers/children need to attend both Taster Afternoon Sessions?
A	You are welcome to attend both of them, however, it is not mandatory.
Q	What about School Dinners?
A	We are proud to be a healthy school. All children in FS (YR) and KS1 (Y1, Y2) are entitled to free school dinners. Alternatively, you can provide your child with a healthy packed lunch. Please note that we are a nut-free school.
Q	Will my child get milk at school?
A	Children under 5 years old are entitled to free school milk. We use a company called Cool Milk to provide this service for us. If you would like your child to continue having milk after their 5 th birthday, you will need to go to www.coolmilk.com and set up an account to pay for the milk.
Q	Are children allowed snacks and drinks in school?
A	We provide fruit as a snack every morning. Children bring in their own water bottles – no squash or fizzy drinks are allowed.
Q	To whom do I speak if I have a problem regarding my child?
A	Please make contact with your child's teacher by making a note in their school diary or emailing them to arrange a meeting.
Q	What if my child still has toileting accidents?
A	Many Reception children are less than reliable at using the toilet and even children who have been trained for some time can have slip-ups. Staff will be used to dealing with accidents, but it might be a good idea to keep a set of spare clothes and underwear in a bag at school.

Q	Can Reception children take part in School Clubs eg. sports, music?
A	Reception children do not take part in school-run After-School Clubs as they are encouraged to play outside. However, there are clubs run by outside providers and they are welcome to partake in those.
Q	Can the school administer medicine?
A	Yes. You need to complete a medical form at the school office, alternatively you can download the form from the website and hand it in to Acorn office with your child's medicine in a named container.
Q	Can the school administer antibiotics?
A	Yes, but only if your child needs antibiotics 4 times a day. If your child needs antibiotics 3 times, you should administer it at home.
Q	What is the School Sickness Policy?
A	Children who have sickness and/or diarrhoea are expected to stay off school for 48 hours (from the last bout of illness).
Q	How do I report my child's absence from school due to illness?
A	You can leave a message on the answerphone by calling the school on 01732 355577 and then pressing 3 to report an absence. You need to let us know details of the illness – due to our coding system we cannot accept "unwell" as a reason for absence. You can also email us on office@woodlands.kent.sch.uk
Q	Can I take my child out of school during term time?
A	No. However, if there are exceptional circumstances, you can email a 'Withdrawal from Education' form to office@woodlands.kent.sch.uk with your reasons.
Q	Do Reception children go on School Trips?
A	Yes! Trips widen children's experiences and are an important part of the learning journey at Woodlands.
Q	What do I do if I don't want my child appearing in school photos/website?
A	We are a GDPR compliant school and the security of your data is vital. Please see our Privacy Notice on our website. We will ask you to sign forms detailing whether or not you give your consent for your child to appear in photos/website.
Q	What do I do if I still have some questions?
A	Please either call the school office on 01732 355 577 or email office@woodlands.kent.sch.uk . Thank you.

PLEASE NOTE THAT DUE TO CURRENT CIRCUMSTANCES TASTER AFTERNOON SESSIONS MAY NOT HAPPEN – IF THIS IS THE CASE WE WILL BE IN TOUCH WITH YOU WITH ALTERNATIVE ARRANGEMENTS.