Wood End School

Learning Together, Respecting Each Other

Welcome Brochure

Dear Parents, Carers and Friends

I would like to wish you a very warm welcome to Wood End School.

Our motto is “Learning Together, Respecting Each Other”.

Wood End School is a thriving, happy school where keeping children safe is paramount and everyone is valued and respected.

We have a dedicated, enthusiastic and committed team of people who consistently work hard to give the very best education, both academically and socially, to our children. We believe that our staff make a real difference, and that every child matters.

A feeling of warmth, friendliness and mutual regard underpins all we do at Wood End. We have high expectations of pupils, in their work and in the way they deal with others. Simply put, we expect children to work to the best of their ability, as well as behave in a courteous and sensible manner at all times.

Parents and carers play a very important part in school life and we value our partnership with them. We all share responsibility for your child’s education and we look forward to working closely together in their best interests. We encourage parents to become involved in all aspects of school life, so that, as partners, we can promote high standards of learning, behaviour and attitudes to enable every child to reach their full potential.

At Wood End we offer high quality teaching by dedicated and hardworking staff in a stimulating, caring community. Our children consistently achieve excellent results in the end of Key Stage Assessments in Reading, Writing and Mathematics. We are also very strong in the PE that we deliver, the sporting opportunities we give our children and excel in the creative and performing arts.

We also recognise the benefits of using IT in all aspects of learning, ensuring we equip our pupils for the modern world of work and communications.

We believe Wood End is a school to be proud of; a place where children learn and strive for excellence in everything they do and enjoy doing so in a safe and secure learning environment.

With best wishes
Mr Richard Boulton
Headteacher

Wood End School

Learning Together, Respecting Each Other

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Wood End School

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School Timetable

Morning Session	Lunch Session	Afternoon Session
Nursery		
8:45—11:45am	11:45am –12:30pm	12:30—3:30pm
Reception*		
8:45—11:30am	11:30am—12:30pm	12:30-3:15pm
Key Stage 1 (Year 1 to Year 2)*		
8:45—10:25am 10:25—10.40am (break) 10:40—12:00 noon	12:00—1:00pm	1:00—2:00pm 2:00—2:15pm (break) 2:15-3:15pm
Key Stage 2 (Year 3 to Year 6)*		
8.45—10:25am 10:25—10:40am (break) 10:40—12:00 noon	12:00—1:00pm	1:00—3:15pm
*Doors open at 8.40am		

Attendance

If your child is ill and cannot attend school, you must let us know before **9.15am** that day by calling the office on **01582 761636**. We would also like to know roughly when you expect your child to return. If they can't return by the expected date, please tell the office to revise your estimate. If you are unsure when they will return, you must call each day before 9.15am.

If your child has **sickness or diarrhoea**, in line with the Health Authority's recommendation, you must keep them at home for **48 hours** after the last bout of illness.

If your child is away for **three days or more**, you must write to us explaining the reason on their return to school. If your child has a serious or recurring medical problem, it is vital that you let us know.

Children should not bring **medicines** into school. If your child should need to take medicines during the school day, we are happy for a parent or nominated person to come to school to ensure correct dosage is received (but please report to the school office).

If your child has an accident or becomes unwell and is clearly unable to continue to stay at school, we will always contact you or the person nominated by you.

We don't need to be informed of medical appointments in writing, but please tell your child's teacher, and let the office know if the appointment affects lunch arrangements.

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School Uniform

We encourage all our children to wear school uniform. Nursery children will be required to wear the school polo shirt. Uniform with the school logo may be sourced from the following suppliers:

Beat School Uniforms ~ 4 Station Rd, Harpenden. (Tel: 02033 622930) - to order visit www.beatschooluniforms.co.uk

My Clothing - to order visit http://www.myclothing.com

Stevensons https://www.stevensons.co.uk/school-finder/wood-end-school-harpenden

Essential School Wear of Mainrock House, Southdown Ind. Est. Harpenden, AL5 1DZ (Tel: 01582 462120) to order online visit https://www.essentialschoolwear.com/

Girls	Boys
Winter Wear	
Grey skirt or smart grey trousers	Smart grey trousers
Jade polo shirt with logo	Jade polo shirt with logo
Grey school sweatshirt with logo/grey cardigan	Grey school sweatshirt with logo
Summer Wear	
Yellow checked/striped dress or Jade polo shirt with grey cardigan	Jade polo shirt
Smart knee length grey shorts	Smart grey trousers/shorts
P.E. Kit	
Indoor	**Outdoor (Not needed by FS children)**
Plain white t-shirt	Black tracksuit or suitable alternative
Black shorts	Plain Black or White Trainers

All children are expected to wear black shoes. Pupils are not allowed to wear boots or sandals in school. Girls ~ grey or white socks, grey tights. Boys ~ black or grey socks.
Please clearly mark all items of clothing, including coats, shoes, wellingtons and P.E. kit with your child's name. Lost property can be found in a wheeled crate.

Personal possessions

Unless requested by a member of staff for something special, we discourage children from bringing toys or other items from home, as things can sometimes get broken or lost and this can easily cause upset.

Jewellery and hair

For safety reasons we ask that children do not wear jewellery in school. A child may wear a watch, however they are responsible for its safety. If your child has pierced ears, please make sure they only wear plain studs in school. They will need to cover their earrings with micropore tape during P.E. lessons. Pupils should ensure that long hair is tied back. Extreme haircuts, coloured hair, and nail varnish are not permitted.

School security

The gates are opened each day at 7am by the school caretaker and closed at 9am. Entry to the school during the day is via the secure entry pedestrian gate in Yeomans Avenue.
Access into the school buildings themselves are controlled by coded key pads. All staff know these codes and they are changed regularly.
All signs direct visitors to the school office. Entrance to the school building is tightly controlled by office staff. No one is allowed into the school building unaccompanied unless they have a DBS and a clear purpose for their visit. Staff are expected to challenge anyone unfamiliar on school grounds.

Drop off and collection—Please arrive at school on time

If you arrive at school late it is important that you come to the school office in order that your child's attendance is registered, and we are able to order lunch for them if required.
We operate a soft start to the school day. Children will be allowed to go into their classrooms between 8.40am and 8.45am. After this time please sign your child in via the main school office.
If you need to collect your child during the school day for an appointment, or if you are returning them afterwards, please come to the school office first to sign your child in or out of school.
The school entrances get very busy at the start and end of the school day so if you are bringing or collecting your child by car we would ask you please not to block the school entrances or driveways of neighbouring houses. Please do not park on Yeomans Ave nor Miley Close (Private road). Your help with this will be greatly appreciated.

We encourage children to walk or cycle to school whenever possible. Primary age children may not cycle to school unless accompanied by an adult. Four cycle racks, three scooter racks and two scooter pods have been installed as part of our School Travel Plan.

In lessons

Anyone can see into any room. All classrooms have windows, and also a window in the door.
Any one-to-one teaching always occurs in an area that can be observed e.g. classroom, group room or public area.
Children use the toilets adjacent to their classroom. All children ask for permission so the adult in the classroom knows where they are.
Occasionally accidents happen, especially in the infants. Should a child need to be cleaned or have a complete change of clothes, two staff are ALWAYS present.

Getting changed for P.E.

Children change for P.E .in their classrooms under the supervision of the adult taking the class. Year 5 and 6 boys and girls change in different areas. The adult positions themselves in between these areas. Occasionally some younger children need help dressing and undressing.

Our School Day

Lunchtimes (excluding Nursery children)

Lunch is eaten in the dining room and hall in a fairly informal, happy atmosphere. School lunches are cooked on the premises and offer an excellent choice.

Children may either choose from various hot/cold school meal options, or bring a packed lunch from home. **Relish** have a special **'Parent Portal'** on their website where you can pre order your child's menu choice in advance. You will be able to view and download menus & recipes, look at allergen information and see forthcoming events.

To set up an account go to **http://relishschoolfood.co.uk/parents**. Once complete you will be sent a message or email to activate your account.

All primary school children up to and including Year 2 are entitled to a free school meal. For children in Year 3 and above, school meals are charged at £3.25 per meal. Your child's school meals payment account can be viewed and credited via your **ARBOR Parents Portal**. We ask you're your child's meals account is always in credit.

If you think your child is eligible for free school meals, please apply/renew by using one of the following methods: **On-line:** www.hertsdirect.org/freeschoolmeals or **Phone:** 0300 123 4048

Please remember to provide your child/ren with a full, ***named*** water bottle each day. Key stage 1 children are given a free piece of fruit/veg each day at snack time.
Please provide a healthy snack for Key Stage 2 children, to be eaten mid-morning.

Playtimes

There are five play areas—a large playground for running games and activities, and picnic tables for those children who prefer to sit quietly, read or play table top type games. During the summer we use the grassy areas around school. Morning and afternoon breaks are supervised by at least two members of staff on each playground. Those on duty move around the area to ensure they have the ability to see all aspects.

In the summer all adults on duty from all key stages are on the field, with the children. Access to the larger outside equipment e.g. climbing frame is tightly controlled with only one class allowed on each break time. Our Foundation Stage children have their own separate secure playground. Members of staff on duty are first aiders and will administer any necessary first aid. They have up-to-date first aid training.

Midday Supervisory Assistants (MSAs) cover lunchtime both inside the dining hall and outside play areas. Any incidents are reported back to class teachers.

We always require extra Mid-day Supervisory Assistants (11.30am to 1.15pm) every day or selected days. Please consider applying for this very important role. Contact Mrs O'Sullivan in the school office for further details.

At the end of the day

The gates are opened at 3pm.
In Early Years, KS1 and lower KS2 children are not released unless the teacher recognises the person picking up. If children are going home with someone else, parents must inform the teacher at the start of the day.
For **emergency / last minute** messages, parents are asked to telephone the school office by **2.30pm** to let us know who is collecting (please do not send email messages for the same day). If a child is not collected as expected they are taken to the school office and the parent is contacted.

Some Year 5 and 6 pupils walk home alone, but the school must have an agreement from parents via the Arbor Parent Portal.

Wraparound Care:

Breakfast Club

Breakfast Club is run by fully qualified Wood End staff for children from Nursery to Year 6.
KS1(Nursery to Year 2) is held in the KS1 Hall and KS2 (Year 3 to 6) is held in the KS2 hall/dining room and computer suite. They are very open areas that are visible to all.
Activities keep the children busy until school starts. A light breakfast of toast, cereal, yoghurt and a drink is provided.

At the end of Breakfast Club children are taken to their classroom by a member of the Breakfast Club team. Contact the school office or visit the school website for further information.

Jouster

The Wood End After School Club is run by Jousters Childcare for all pupils from Nursery to Year 6.

Jousters are registered with Ofsted (EY413464) and all staff are trained with a range of childcare qualifications and/or complementary child care skills.

The club runs every school day in the Junior School building from 3.10pm – 6pm.

Click here for Further Information

After school clubs

Some after school clubs are teacher led, others by external providers. There are designated areas for children to get changed prior to the club, and they are supervised by the adult running the club.
Rules on collection are the same as picking up at the end of the school day.

All external providers sign an annual agreement abiding with the school's expectations on keeping children safe. The school ensures that they are DBS checked. Parents should ensure that external providers hold their contact details, any medical concerns/information , and any changes to collection are communicated directly to the provider. The provider is responsible for the collection of the children at the end of the club.

Current available clubs can be found on our website under [What's On] [Clubs]

Children with Special Educational Needs and Disability

About one in five school children will need special help with their learning at some time. The range of special educational needs and disability (SEND) is diverse and includes physical, emotional, sensory and learning needs. For children with SEND the school will seek advice and support from external professionals and agencies. It is vital that communication between all professionals and the child's parent/carer is strong, so that a clear picture is gained of the child's learning and development needs.

A copy of our local offer can be obtained from our website https://www.woodend.herts.sch.uk/parents/special-educational-needs . The Harpenden Plus Partnership Service provides information and advice for parents/carers and schools. This service can be accessed at www.saunceywood.herts.sch.uk; tel: 01582 623676 email: familysupport@saunceywood.herts.sch.uk.

Medical information

Please let us know of any problems concerning your child's health. If your child has a serious or recurring medical problem it is vital that you let us know.

Following sickness or diarrhoea please do not send your child back into school until 48hrs have passed since the last episode of sickness/diarrhoea.

Accident/illness in School

Minor injuries such as cuts and grazes are dealt with in school by our Welfare Assistant who is a qualified in managing medicines and is a first aider. If a child has an accident or is taken ill at school, every effort will be made to contact their parents/carers. Parents will always be informed by telephone of any more serious injuries or knocks to the head. For minor bumps, a bumped head email (stating who to contact should your child show any of the symptoms listed) will be sent to parents and a 'bump sticker' worn to alert all adults to be vigilant.

Intimate care

If a child wets or soils themselves while they are at Nursery or Reception it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained to carry out this task if you wish them to do so. If preferred, the school can contact you or your emergency contact who will then be asked to attend without delay. In the event that no-one can be contacted staff will act appropriately and may need to come into some level of physical contact in order to aid the child. Please consent to the 'Intimate Care Agreement' section on your child's ARBOR profile stating your preference. Wood End has an Intimate Care Policy which is available to view on our website www.woodend.herts.sch.uk or ask for a copy from the school office.

Medicines

Children should not bring medicines into school. If your child should need to take medicines during the school day, we are happy for a parent/carer or nominated person to come to school to ensure the correct dosage is received (but please report to the school office first). If you are unable to attend school, please complete a 'Parental Agreement for School to Administer Medicine' form, available from the school office. If your child has an accident or becomes unwell and is clearly unable to continue to stay at school, we will always contact you or the person nominated by you.

Staff

There is a culture in school that children's safety is paramount. All staff are aware of their responsibilities and have regular training on safeguarding. All staff are DBS checked. The 'Disclosure and Barring Service' is a process that the school uses to gain assurance that anyone who works in the school, or who has access to children within the school, does not have any current convictions for crimes that make them unsuitable to work with children.

The school follows safer recruitment procedures and the Head Teacher and Deputy Head have had up to date training.

All staff sign annually to say they have read and understood the Child Protection Policy, and Keeping Children Safe in Education document. The school also has a Whistleblowing Policy, a Code of Conduct Policy and a Health and Safety Policy that are displayed in the staff room, and are reviewed by our Governors, who also have training in child protection.

Parent volunteers

All parents who volunteer to come into school to hear pupils read will have an Enhanced DBS check. Parents are made aware of required child protection/safeguarding principles by signing the Voluntary Helpers Contract, Disqualification by Declaration form and providing two references. They are also provided with, and asked to read in full, the Keeping Children Safe in Education Part 1, Health and Safety booklet, Safeguarding/ Welfare of Children Quick Reference for Volunteers booklet with advice as to what they need to do if they have any concerns.

Parents / volunteers will either be in classrooms or open spaces around the school.

Role of Governors

All governors are DBS checked, and frequently visit the school. They regularly review and hold the school to account on all matters relating to safeguarding.

Policies

All our policies relating to safeguarding can be found on the school website:
www.woodend.herts.sch.uk/parents/forms-policies and are updated annually.

Parental involvement

At Wood End School we try to create an atmosphere where parents/carers always feel welcome, and where staff and parents can talk openly and honestly. Parents/carers' opinions, support and involvement are highly valued.

We actively encourage parents/carers to help with activities such as cooking, art, reading, sports and other extra curricular activities.

Parent volunteers who regularly help in school (e.g. 4 or more times a month) are asked to complete the online DBS (Disclosure Barring Service) process. We recognise the key role that parents/carers play in the education of their children and through close partnership; we aim to provide the very best education possible.

If parents/carers have any concerns, or indeed compliments, they are encouraged to discuss them with the Class Teacher or the Head Teacher. In the event that it may be required the "Complaints Procedure" can be seen on the school website (Policies page).

Reports and Consultation evenings

In the autumn and spring term parents/carers are invited to school to discuss their child's academic progress, targets for development and well-being. At the end of the summer term, parents/carers receive a written report which tells them the progress made by their child in each National Curriculum subject. It also sets targets for further development and progress.

We use ARBOR for parents to make consultation appointments.
This will be available via the 'Arbor App' for parents. Details will be sent out nearer the time.

Emergency contacts

It is very important that we have up-to-date contact details so that parents/carers may be contacted if their child is involved in an accident or taken ill. Parents/carers are asked to complete the 'Personal Pupil Information Record', which includes a section on emergency contact details. These details can be updated using the Arbor App.

Your mobile number will be used for SMS messages regarding short notice cancellations of school clubs etc. or school closure notifications. We will only close the school if the road conditions are such that it would be dangerous for staff and children to get to and from school, or if there is a utility failure.

You will be sent an email and SMS message, Details of closure will also be available on;

- School website www.woodend.herts.sch.uk;
- BBC Three Counties Radio (103.8fm/95.5fm or 630mw/1161mw) and their website www.bbc.co.uk/threecountiesradio;
- Herts Direct website www.hertfordshire.gov.uk
- We will also post a message on our school information line which can be accessed via the school switchboard, selecting option 1.

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Communication

We are committed to building successful working partnerships with our families. Part of this is maintaining clear communication between school and home in a range of ways. Please see the table.

Your Query	Who You Need to Talk to	How to Get in Touch
Anything to do with your individual child e.g. **Their progress, behaviour** or something that has happened in the school playground.	Your child's **Class Teacher** is always the first port of call for any of the queries; they may then involve the Key Stage Leader, Deputy Head or Head Teacher if necessary.	Teachers are at their classroom doors after school if you need a quick word with them. For a more in depth discussion, please make an appointment with the Teacher for a mutually convenient time. **admin@woodend.herts.sch.uk**
Anything to do with your child's **additional learning needs** such as special educational needs (SEN), and English as an additional language (EAL) or any other concerns you may have.	Our **SEND Co-ordinator:** (SENDCo) Mrs Millar.	Make an appointment via the school office (01582 761636) or write directly to Mrs Millar (Please note she does not work on Friday). **senco@woodend.herts.sch.uk**
Any concerns regarding **child welfare or family circumstances** which we need to be aware of.	The **Head Teacher**, Mr Boulton, and / or **Deputy Head**, Mrs Smart **Chair of Governors** Mr Harvey is available in the third instance.	Please call the school office or email **admin@woodend.herts.sch.uk** to arrange a meeting with the Deputy or Head Teacher. To contact the Chair of Governors please email: **governor@woodend.herts.sch.uk**
All administrative queries including **Admissions, Attendance, School meals, Schoolcomms, Nursery Paid sessions, and Breakfast Club.**	The **Office Manager:** Mrs O'Sullivan	Please call the school office or email **admin@woodend.herts.sch.uk.**
General Enquiries, including childcare arrangements.	**Office Administrator's** Mrs Chandra (Mon & Tues & Wed morning) Mrs Easterbrook (Thu & Fri).	Please call the school office on 01582 761636 by **2.30pm** at the latest**!** **Please do not email same day messages.**
Administrative queries including all **Trips and School Clubs.**	**Office Administrator:** Mrs Gow	Please speak to a member of staff in the school office. **jacquelinegow@woodend.herts.sch.uk**
Externally Run Clubs	Please contact the club organiser directly.	Tel numbers can be found on the school website.
Music & Letting Enquiries.	**Office Administrator:** Mrs Easterbrook.	Mrs Easterbrook works Thursday and Friday. **dellaeasterbrook@woodend.herts.sch.uk**
Medical Enquiries, including permission forms to administer medicines, and detailed care plans.	**Welfare Assistant:** Miss Imrie.	Please call the school office or email **admin@woodend.herts.sch..uk**
Anything to do with the **whole school,** including feedback and suggestions.	**Education:** Head Teacher, Deputy Head, and Chair of Governors **Finance/Premises:** School Business Manager, Mrs Bird.	Please call the school office or email **admin@woodend.herts.sch..uk** **gillbird@woodend.herts.sch.uk**
Queries about **Volunteering /Fundraising Events** for FoWE	**Chair of Friends of Wood End** Class FoWE representatives.	Email: **fowe@woodend.herts.sch.uk** Further details on our website.

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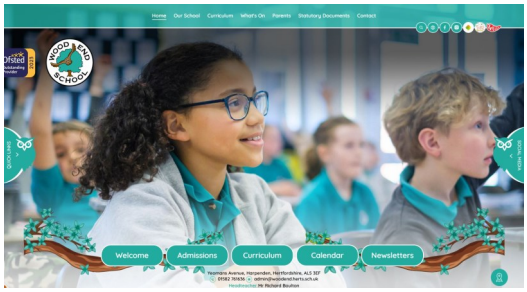
Communication

School Website www.woodend.herts.sch.uk



We keep all parents/carers informed by means of regular newsletters sent by email and available to view on the website. Please refer to the class pages for information on how to support your child's learning at home. There are quick link buttons for easy access to our most frequently used external websites. Our primary communications method is by email directly to the parent concerned, and also via our social media channels:

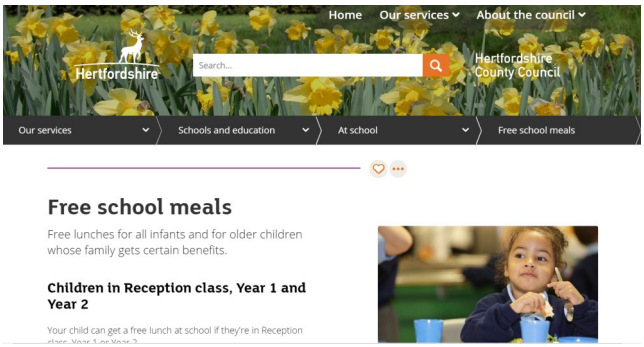
Instagram Facebook

Financial help with the cost of education

If you think you may be eligible for help with travel costs, music fees, cycle training and/or school meals (Key Stage 2), please check via any of the following methods:

On-line: www.hertsdirect.org/freeschoolmeals

Phone: 0300 1234048



A parent/carer applying for financial help, automatically entitles the school to **extra government funding** towards their child's education. Therefore it is **very important** that if you are entitled to benefits, even if you do not wish to take advantage of a free school meal, or already get a free school meal (Key Stage 1), that you apply via one of the methods given above.

If you would like the school to complete the application on your behalf please contact the school office.

Paying for school meals / trips / breakfast club / nursery sessions

Parents are able to top up their child's payment accounts for school meals, trips, breakfast club and nursery sessions using the ARBOR parents app.

Please keep your contact details up to date with the school.

Please see our "Charging and Remissions Policy" for further information on charges for certain defined activities within school.

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Behaviour

Our six Wood End Learner Traits are embedded throughout the school curriculum and day to day life

Behaviour and Consequences

We encourage and expect all of our children to demonstrate prosocial behaviours and show care, courtesy and consideration at all times. Targeted praise and encouragement are used to promote and maintain a positive and happy atmosphere in school.
Parents/Carers will be invited to discuss situations where children's behaviour is causing concern.

Why does the school have a Behaviour Policy?

The Behaviour Policy helps to ensure that the children, teachers and parents/carers have a shared understanding about the behaviour expected at school. It makes clear what we do to encourage prosocial behaviour and how we use the 'Reflect, Repair and Restore' approach to teach children how to make the right choices in a similar situation in the future.

The school positively encourages prosocial behaviour. We expect all adults, staff and parents/carers, to model prosocial behaviour and to recognise and praise the children when they demonstrate the desired behaviours. Rewards offer further encouragement to help shape desired behaviours or actions. Pupils may be rewarded individually with House Points, Head Teacher Certificates or through an age appropriate class system.

Prosocial behaviour acts as a strong motivator in education as it provides students with a purpose beyond themselves and in the classroom. The behaviours include:

- Establishing and maintaining positive relationships.
- Respecting the rights of themselves and others to learn and their responsibility to ensure their behaviour choices don't negatively impact upon this.
- Using Growth Mindset to persevere and challenge themselves to complete a task.
- Identifying, understanding and accepting mistakes as learning opportunities.
- Identifying, reflecting and repairing anti-social behaviour choices.
- Acknowledging own feelings and communicating this to elicit positive support.

Encourage your child to talk to an adult that they trust, either in or out of school, if there is anything concerning them so that they can be offered support to resolve the situation.

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Attendance Matters

Can you get 100% attendance each term, each year?

Why school is important, children say:

To work together and respect each other more; to learn more; to improve our work; to grow our minds; to encounter new experiences; to feel confident; to be happy with our friends; to enjoy our lives; to socialise and to be able to share.

Here are some of the things parents and pupils do to ensure good attendance and punctuality:

Have a regular bedtime; get school bag ready the night before; get up at the same time every morning; have clothes ready; set the alarm clock; warm up the car early in bad weather; allow for the traffic .

For Parents

If your child is aged between 5—16 you must make sure they attend school regularly.
The policy from the Department for Education and Employment says: **"parents have a responsibility to ensure their children arrive at school on time, properly dressed and in a condition to learn."** This means that children should be in school uniform, have reading books, homework, P.E kit etc. and not be too tired, worried or hungry.

Being on time really matters to your child and the school

Parents and carers can explain absences but they are unable to authorise them. Only the school can decide whether explanations about absence are exceptional and can be authorised.

Head Teacher's no longer have the discretion to allow any absence. Your child can be absent for example if: He/she is too ill to come to school or observing a special day for religious observation, these are "**exceptional circumstances"**, and permission is granted in ***advance*** by the Head Teacher.

Your child may have to be absent from school for medical or dental treatment. The school must be informed of all absences. We need to know where your child is so that we know that they are safe.

Home and School Agreement

Please read and consent via the ARBOR Parents Portal

Home School Agreement

Online Safety / Internet Access

Please read and consent via the ARBOR Parents Portal

Online Safety Policy

Photographic Image Consent

Please read and consent vis the ARBOR Parents Portal

Please see page 16 of this Welcome Brochure and page 4 of the Online Safety Policy

Charging & Remissions

Please read

Charging & Remissions Policy

Privacy Notice

Please Read

Privacy Notice

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Photographic Images

Occasionally, we take photographs of the children at our school.

We may use these images on displays, our website or on social media. For example on Facebook and Instagram. We may also make a video or webcam recording for school to school conferences, monitoring and other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.
To comply with the Data Protection Act 1998, **we need your permission** before we can photograph or make any recordings of your child.

Conditions of use:

1. This consent is valid for the **period of time your child attends the school**. Images of your child will not be used by the school after this time. Please contact to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'Science Lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

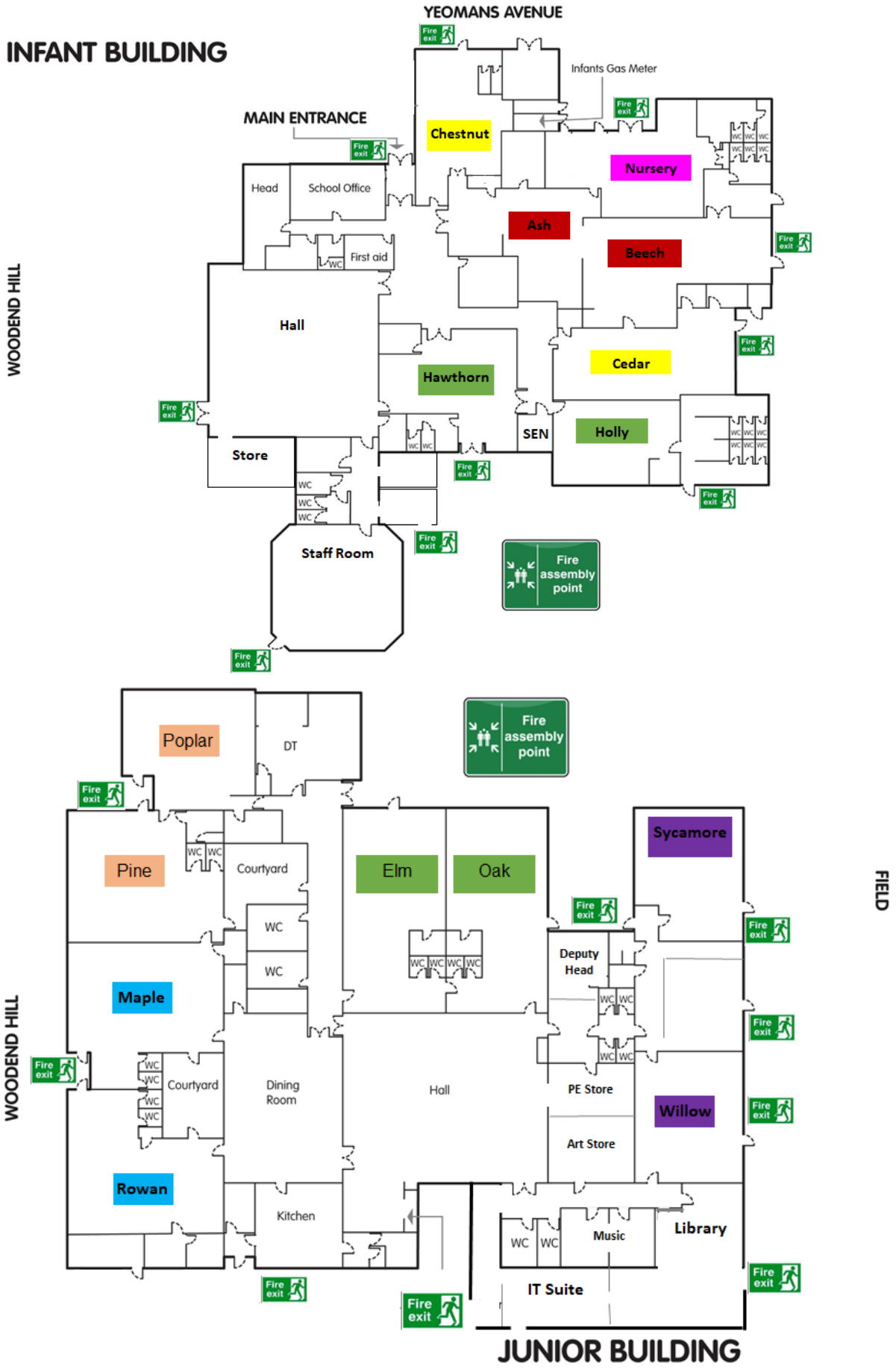
Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent in your Arbor App, you understand that images may be used in printed and electronic form. You may withdraw consent at any time.

<u>Action: Consent to be given in Arbor by parent/carer</u>

Wood End School

Learning Together, Respecting Each Other

Map of the school



Wood End School

Learning Together, Respecting Each Other

Term Dates

ACADEMIC YEAR 2025/2026

Inset/Occasional day/s

Wednesday 3rd September 2025 - Inset Day
Monday 3rd November 2025 - Inset Day
Monday 5th January 2026 - Inset day
Monday 13th April 2026 - Inset Day
Wednesday 22nd July 2026 - Inset Day
Thursday 23rd July 2026 - Occasional Day

AUTUMN TERM 2025

School Starts: Thursday 4th Sept 2025
Half term: Mon 27th Oct to Fri 31st Oct 2025
School ends: Friday 19th December 2025 at 2pm

SPRING TERM 2026

School starts: Tuesday 6th January 2026
Half term: Mon 16th to Fri 20th February 2026
School ends: Friday 27th March 2026 at 2pm

SUMMER TERM 2026

School starts: Tuesday 14th April 2026
Half term: Monday 25th to Fri 29th May 2026
Hertfordshire Schools Transition Day: Thursday 9th July 2026
School ends: Tuesday 21st July 2026 at 2pm

BANK HOLIDAY DATES
Monday 4th May 2026

School Website
https://www.woodend.herts.sch.uk/

Please take remember to a look at the following pages:

What's On / Newsletters page for latest news of things happening

Parents / Forms & Communications for absence request and medicine forms

Address: Yeomans Avenue, Harpenden, Herts, AL5 3EF
Tel: 01582 761636
Email: admin@woodend.herts.sch.uk
Website: www.woodend.herts.sch.uk

Wood End School is committed to safeguarding and promoting the well-being of children and young people, and expects all staff and volunteers to share this commitment.

The information contained herein is correct at the time of going to print.