



Woodside School  
Colyers Lane, Erith, Kent, DA8 3PB  
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Executive Head Teacher: Ms M Caplin  
Head of School: Mrs K Freame

Wednesday 5<sup>th</sup> September 2018

Dear Parent/Carer

Welcome back to the start of a new academic year at Woodside School. Our new team includes Mrs Kathryn Freame, our new Head of School, Mrs Jessica Fletcher our new Office Manager and Mr Earl Barkhouse our new Premises Manager. I know they are all delighted to be part of Woodside and are looking forward to getting to know the pupils and their families over the coming year.

This letter contains some important information and should tell you everything you need to know but if you do have any queries please contact the school office who will be happy to help you.

### **Meet the Teacher**

**Thursday 13<sup>th</sup> September 2018**

**3.30 – 4.00 p.m.**

This is an ideal opportunity for you to meet the class teacher. S/he will explain to you the timetable and will give you information on the topics your child will be covering this term. The meetings will take place in your son/daughter's classroom. **Please note this is not an individual meeting.** If you do need to see your child's teacher for any reason please make a separate appointment. There will be individual parents' meetings later in the term to discuss your son/daughter's progress.

### **Uniform**

Our pupils are proud of their uniform but we are aware that some of our secondary age pupils are uncomfortable in blazers, ties, shirt collars etc. This term we will consult with pupils, staff and families about any permanent uniform changes. In the meantime, we would ask you to let the class teacher know if there are any particular problems so that we can make any necessary allowances. This would include the wearing of a school jumper rather than a blazer in KS3 and a white polo shirt and no tie rather than a shirt and tie.

### **Changes to the Start and End of the School Day (including After School Clubs)**

We have made the decision to change the timings and arrangements for pupils for the beginning and the end of the school day. Local Authority provision including the use of buses and taxis has changed significantly over the past two years and fewer and fewer pupils are entitled to being brought into and collected from school either by bus or by taxi. The use of collection and drop off points has placed some families under additional strain, particularly if there are other family members needing to attend other schools.

We have listened to concerns and have made the decision to alter the start and end times of the school day. This should give families more flexibility. We know that any change we



make will not necessarily suit everyone but we hope that you will find these new arrangements are helpful to you.

The school day will be as follows:

**Start time: 9.00 a.m.**

**Finish time: 3.00 p.m.**

**These changes will take effect from Monday 15<sup>th</sup> October 2018.** We hope that this will give families sufficient time to make any necessary arrangements. We will be continuing to run a (paid) breakfast club for those working families who need an earlier drop off time.

We are keen to continue to offer a variety of after school clubs. We need to make changes to our after school provision so our clubs will not commence this term until after the half term break (week beginning the 29<sup>th</sup> October 2018). Unfortunately, all schools have had recent cuts to funding and now have to look at ways of cutting extra costs. Sadly, this means we will now have to charge pupils for attendance at after school clubs. We will also have to ask families to make their own arrangements for collecting their children from after school activities, as we will no longer be able to offer a transport service. We will send you more information about clubs, timings and costs later on in the term.

#### **GDPR**

Changes in the way everyone manages data and data protection have affected all areas of school life. We are in the process of upgrading all our systems. This will particularly affect the way we communicate with you. We will always inform you of any changes by letter, via Parent Mail and posting messages on our website so please watch out for those.

#### **Health and Safety on the school site**

In order to ensure that all pupils are safe at the beginning and end of the school day, please note that there is no parking on site for parents and carers bringing their children to school by car. Parking is available in nearby streets and side roads. Authorised users only will be permitted onto the school site. Your support in this matter is much appreciated as we work together to ensure the safe arrival and departure for all children at the beginning and end of the school day. Thank you.

#### **School Photographer**

Just a reminder that the school photographer will be at school on Monday 10<sup>th</sup> September for individual and class photos.

Kind Regards



Ms M Caplin  
Executive Head Teacher

