



**WOOD FOLD
PRIMARY SCHOOL**

Green Lane
Standish
Wigan
WN6 0TS

HEAD TEACHER: Mrs R Gough

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Dear Prospective Parent,

Your child is now ready to begin their Primary education. The following seven years are probably the most valuable years in terms of the development of skills, acquiring the right attitudes towards learning, becoming independent, self-disciplined and self-motivated learners and, most importantly, maintaining and building self-esteem in order to be successful.

It is our aim to ensure that your child achieves all of these through the provision of a safe warm secure and caring environment, access to a broad and balanced curriculum along with many stimulating and interesting opportunities for your child to develop as an individual.

You, the parents, have been your child's first and primarily his/her most significant educator, and it is now of paramount importance that we form a partnership to continue and develop those beginnings. For your child to get the most out of school we need, and most importantly your child needs, you to support the school's values and procedures. Communication, understanding, encouragement and involvement are crucial for this partnership to be successful.

I, and all my staff, look forward to getting to know you and to working with you whilst at the same time helping your child reach their potential in order to live a full and happy life.

Please do not hesitate to contact me if you require further information or would like to visit the school.

Yours sincerely

Mrs R Gough
Headteacher



HEADTEACHER: Mrs R Gough

CHAIR OF GOVERNORS: Mrs A Patel

Wood Fold Primary School promotes a sense of belonging for pupils and staff alike. The focus on first hand experiences to enhance and secure achievement develops curiosity, creativity, reflection, resilience and learning, skills which all serve to underpin Wood Fold's success.

Our Ofsted inspection in Sept 2014 *stated "Achievement is outstanding. From the moment children enter the school, they are helped and encouraged to do their very best."*

Our Outstanding Art, Craft and Design Subject Inspection in February 2011 stated *"The quality of achievement, teaching and the curriculum in art, craft and design is outstanding. Teaching is never less than good and often outstanding. Teachers are passionate about the subject and prepare lessons thoroughly using a wide range of resources to capture pupils' imagination and interest. Pupils are particularly proud of the regular art displays in the schools designated 'Art Gallery' which showcases their work to parents, carers and the local community."*

Wood Fold Primary School is dedicated to achieving excellence through a stimulating and well-resourced environment, enthusiastic and committed staff, raising self esteem and awareness of others, and encouraging respect. Above all we believe that in order to achieve the best for your child, it is imperative that we work closely in partnership with you and your children to nurture and support them during their years at Wood Fold.

Wood Fold is situated in the growing village of Standish. It is a two-form entry school, with an expected intake in Autumn 2021 of 60 children. Parents, staff, governors, children and a range of outside agencies work closely together to ensure the quality of education offered. The school maintains close positive links with those it serves, and enjoys the confidence of its community. Regular 'newsletters' and current information is sent home to parents via letter, email, website and the school noticeboard.

The school buildings are set in spacious grounds on a single level, with two halls, 2 well stocked libraries, a gallery for exhibiting the children's outstanding artwork and ICT facilities, including 60 wireless laptops

The school building and classrooms are modern and extremely spacious, well lit by natural light to provide an environment for learning which is outstanding and of which children are extremely proud.

The School is also well-served by its outdoor learning space; a purpose built early years outdoor area, a large grassed area, a willow tunnel area, a wild garden, vegetable and garden plots and small woodland all within the grounds. We have our own outdoor garden, known as the 'dragon's den', which includes: a pond, willow tunnel, amphitheater. The children use this area as part of their well-planned curriculum and undertake activities such as building 'roundhouses' and having survival days, building dens and lighting fires.

We believe in providing the highest standards in all aspects for our children. We have been recognised for our work in supporting children with dyslexic tendencies and have achieved the national recognition of "Dyslexia Friendly Schools" status.

GOVERNORS

The Governing Body at Wood Fold are proud of the part we have played in supporting the Head and staff at Wood Fold in retaining the “Outstanding” Ofsted evaluation of our school.

The Governors are all volunteers who work alongside the Head and senior leaders to establish the ethos for the school, to contribute to and monitor the implementation of the school development plan, and give constructive challenge to the school in relation to the performance of pupils.

You will find details of the governors on the school website, together with copies of the minutes of our meetings.

Ofsted made some observations on the performance of the governing body set out below:

- Governors have an exceptionally good understanding of the school because of their regular involvement in school life
- Governors are proud of the pupils’ achievements academically and in sports, music and art.
- Governors have rigorous systems in place to ensure that pupils are looked after well in the school and that all safeguarding requirements are met.
- Governors understanding of the school’s performance data is very strong and they are quick to ask questions if they feel pupils are not doing well enough.

I hope you will be choosing to send your child to our Outstanding School. Please do contact me via the school should you have any comments or ideas to pass on.

Mrs A Patel
Chair of Governors



ADMISSIONS

ADMISSION DETAILS

Wood Fold is a Community Primary School for boys and girls aged 4 - 11 years. We are expected to have 420 pupils on role in September 2024.

ADMISSION ARRANGEMENTS

The number of places available for admission to Reception class at the start of the 2024/2025 school year will be a maximum of 60 pupils. Children are organised into class groups of 30 when they begin school in Reception class; they remain in these classes for all lessons and throughout their journey through school. Parents considering Wood Fold for their children are welcome to make an appointment with the Headteacher for a tour of the school.

AGE OF ADMISSION

Young children are being admitted to primary schools in Wigan Local Authority at the beginning of the school year in which the child will reach his/her fifth birthday.

HOW TO APPLY

Applications for admission to the school in September 2024 can be made online at <https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Primary-schools.aspx> or by completing a Wigan Council Primary School application form by 15th January 2024.

Parents and carers will be notified whether or not their child has been allocated a place by the Local Authority on 16th April 2024.

Parents and carers of children not admitted will be informed of the reason and offered an alternative place by the local authority.

Parents should contact the primary school they would prefer and register their interest. At the appropriate time, the on-line application process will open.

Parents often ask how the choice is made when a school is oversubscribed. This decision is now made by Wigan Council's Children and Young Peoples Services.

You will be entitled to appeal formally to an Appeals Committee if you have not been able to obtain a place at the school of your choice.

It is important to remember that if your child goes to a nursery attached to a school, they do not have an automatic right to a place in Reception class at that school.

'Inspiring Excellence for All'

Wood Fold is a happy, caring community of learners. We have the highest expectations and aspirations for all of our children and want to ensure that they achieve the best possible individual outcomes. We will ensure this happens by providing an environment where each child is nurtured, respected and challenged to be the best they possibly can be in order to live their life to the fullest.

To achieve this, we will INSPIRE our children to be:

Independent thinkers: children can work on their own, they show resilience, know when and how to ask for help and are able to produce work to a high standard.

Nurturing characters: children care about each other, they treat everyone with respect, they have the ability to encourage growth in others and they have trust, patience and empathy.

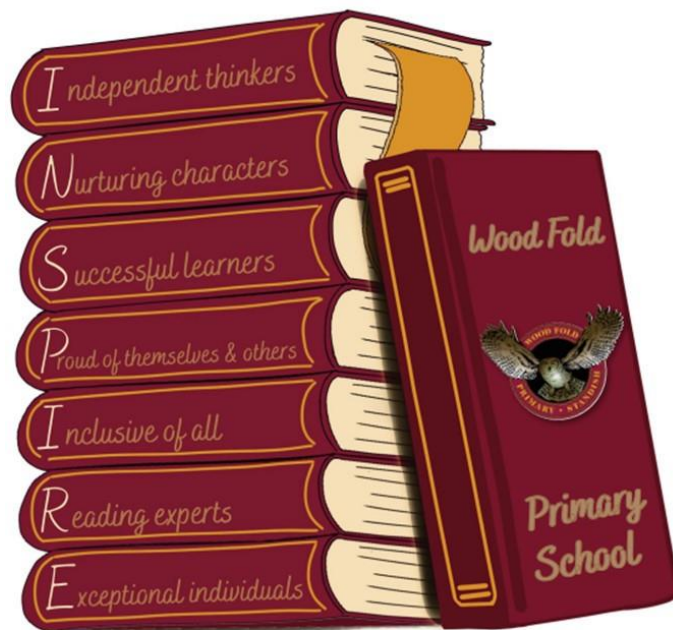
Successful learners: children achieve well in all aspects of both school and home life, they are resilient and can overcome challenges to enable them to learn effectively.

Proud of themselves and others: children take pride in the work that they produce, always ensuring it is to the best of their ability, they take pride in their appearance and are proud to wear the school uniform, they are proud of others when they do something successfully or try something they find challenging.

Inclusive of all: children treat all children as equals, they are respectful of one another, are confident to express themselves and respect other's opinions, they encourage each other to do well and support each other.

Readng Experts: children demonstrate a love of books, they can read fluently and accurately and are passionate about reading. They have a wide-ranging vocabulary and learn effectively from books to broaden their understanding of the wider world.

Exceptional Individuals: children demonstrate all of the above attributes. They aspire to be excellent.



AIMS

1. To facilitate children's learning in a nurturing, encouraging and respectful community.
2. To use high quality texts to drive a broad and balanced curriculum that is aspirational for all.
3. To develop in our children, not only the desire to learn, but resilience when faced with a challenge, pride in themselves and their work and good relationships with others.
4. To place excellence at the heart of everything that we do.
5. To help each child to find the self-esteem and confidence to reach their full potential in everything they do.



CURRICULUM

Our curriculum ensures that all children are challenged to achieve success.

The school has a well-established curriculum which emphasises teaching knowledge in all subject areas. This knowledge is well sequenced allowing for depth of knowledge each year. Books are used as part of our literacy rich curriculum. In English these books are linked to the topic taught but do not necessarily teach the historical, geographical or scientific knowledge. These books are chosen as they are high quality texts.

Our curriculum is exciting and brings learning to life through themes which interest and motivate children. Design Technology, History, Geography, Art, Music, Physical Education (including a swimming programme at Chorley Swimming Baths) and Spanish are all important elements of the curriculum. Our Outdoor Learning Classroom is embedded within our curriculum to ensure quality first-hand experience for our children across all areas of the curriculum.

Religious Education plays an important part in the school's curriculum (we follow the Wigan Agreed Syllabus). The school, though not a church school, teaches basic Christian principles and raises awareness and understanding for the respect of other religions.

Collective worship, assembly and religious teaching in class along with active participation in the main Christian Festivals enable the children to grow up as caring citizens. Parents, however, have the right to withdraw their children from Religious Education lessons and worship.

Sex and relationships education is delivered in Year 5 (Puberty) and Year 6. Relationships are the focus of this work and this theme builds throughout school in all year groups through the PSHE Curriculum. Children who are happy and confident and have a positive self-image gain more from education and from life. Our self-image is a personal assessment of worthiness formed out of our observations of our own behaviour and how we cope with life, especially in relation to other people. It is important, therefore, that we should provide every opportunity for personal and social development to take place, and it is in this context that sex and relationships education, as a component part of an on-going health education process, should take place.

More detailed aspects of the curriculum may be obtained by arranging to visit the school to see the Headteacher. Copies of the school's curriculum can be viewed on the school's website www.woodfold.wigan.sch.uk

THE SCHOOL DAY

The doors open at 8.45 am each day, and close for registration at 8.55 am.

Reception

Morning: 8.55 am - 11.30 am Afternoon: 12.30 pm - 3.10 pm

Year 1 & Year 2

Morning: 8.55 am - 11.45 am Afternoon: 12.45 pm - 3.15 pm

Year 3 & Year 4

Morning: 8.55 am - 12.00 pm Afternoon: 1.00 pm - 3.15 pm

Year 5 & Year 6

Morning: 8.55 am - 12.15 pm Afternoon: 1.15 pm - 3.15 pm

TERM DATES 2024 - 2025

AUTUMN TERM 2024

Tuesday, 3 September - Friday, 20 December 2024

Autumn Half Term: Monday, 21 October - Friday, 25 October 2024 (inclusive)

SPRING TERM 2025

Tuesday, 7 January - Friday, 4 April 2025

Spring Half Term: Monday, 17 February - Friday 21 February 2025 (inclusive)

SUMMER TERM 2025

Tuesday, 22 April - Thursday, 17 July 2025

Bank Holiday: Monday, 5 May 2025

Summer Half Term: Monday, 26 May - Friday, 30 May 2025 (inclusive)



UNIFORM

The school uniform consists of the following:

GIRLS

- Blue or white polo shirt
- Grey skirt or pinafore
- Grey or black school trousers
- Maroon cardigan or sweatshirt
- Y6 - navy blue sweatshirt
- Black shoes (low heel)
- White / grey socks
- Red or blue checked dress in summer

BOYS

- Blue or white polo shirt
- Grey or black school trousers
- Maroon sweatshirt
- Y6 - navy blue sweatshirt
- Black shoes
- white / grey socks

P.E.

- White t-shirt
- Maroon football shorts / lycra shorts
- Black non-marking pumps
- Drawstring bag for kit

SPORTS KIT

- Tracksuit / jogging bottoms
- T-shirt
- Warm top
- Trainers

JEWELLERY

Children may wear watches in school but jewellery, including earrings, is not allowed.

HAIRSTYLES

Unusual, or inappropriate, hairstyles, e.g. dyed hair, shaved patterns, are not permitted.



HOMEWORK POLICY

What are the aims of this policy?

- To ensure a consistent approach to homework throughout the school;
- To ensure that teachers, parents and children have a clear understanding regarding expectations for homework;
- To ensure that teachers, parents and children are fully aware of the role they play with regard to homework.

What is the purpose of homework?

- To consolidate, reinforce and extend skills and understanding, particularly in Reading and Maths;
- To allow parents to gain an understanding of what children are learning in school;
- To allow children to become more independent learners.

What is the role of the teacher?

- To plan and set homework that is appropriate to the needs of the child;
- To ensure all children understand the homework they have been given;
- To mark and give feedback about homework;
- To be available to talk to parents and children about homework.

What is the role of the parent?

- To support the child in completing homework;
- To ensure the child completes homework to a high standard and hands it in on time;
- To provide the appropriate conditions for the child to complete the homework;
- To provide the appropriate resources for the child to complete the homework.

What is the role of the child?

- To ensure they have everything they need to complete homework each week;
- To make sure they understand the tasks that have been set;
- To put in the same level of effort as would be expected of class work;
- To hand the homework in on time;
- To take on board any feedback about homework.

We believe that all homework set should be very clear to both the children and the parents.

Each child should have a homework book which is valued as highly as all the other exercise books in school.

The children will be set homework once a week on the same day (Friday) and will be expected to return the completed homework on a set day every week (Wednesday)

Your child should hand it in once a week and it will be returned marked the following Friday. The work set should be linked to current or previous learning and should be differentiated so that the children are able to complete it themselves independently.

If your child struggles with the homework, please inform the class teacher so that additional support can be given to your child.

Reception will include one of the following types of activities

- Maths activity
- Reading or Writing activity
- Magic Moments - in which parents can capture learning at home

Year 1 will consist of a rotation between:

- Maths (linked to the objective for the week)
- Phonics work, leading up to completing comprehensions by Summer term
- Occasionally a piece of written work or research

Y2 to Y6 Homework will consist of a rotation between:

- Maths (linked to the objective for the week)
- Comprehension
- Occasionally a piece of written work or research

In addition to homework children are expected to read as regularly as possible, so we recommend that:

- At Key Stage 1, parents are asked to share and discuss a book at home with their children as part of the daily routine. We provide a specific routine for this in order to assist parents and ensure the reading is purposeful.
- At Key Stage 2, the children are expected to read for 15 to 20 minutes on a daily basis.

Times tables practice is also a key element that children can practice at home regularly. Children should know the times tables in sequence, out of sequence and the related division facts. The following times tables are taught in the identified year group:

Year 2: 2, 5 and 10 x tables

Year 3: 3, 4 and 8 x tables

Year 4: By Year 4 children should know all times tables up to 12 x 12

Year 5 and Year 6: Children should continue to practice all the times tables

Holiday Homework

Homework will be set for half term holidays, following the same cycle as mentioned above, but no homework will be set for Christmas, Easter or the Summer holiday.

What about children who don't complete homework?

The expectation is that children will complete homework. Teachers will keep records of children completing homework and these records will be checked on a regular basis. If there are any problems with children not completing homework then the teacher will speak to parents to find out why. It is therefore important that if for whatever reason you are struggling to ensure homework is completed that you inform the teacher.

THE ORGANISATION OF EDUCATION WITHIN THE SCHOOL

The children are taught in classes of mixed ability and arranged into year groups according to age and we employ a range of teaching strategies, which take account of all learners needs in a whole school approach, which includes whole class, group and individual teaching.

Children with special/additional needs are supported in class and in small group situations or on an individual basis with specialist teachers, as and when needed.

WOOD FOLD CLUBS AND EXTRA CURRICULAR ACTIVITIES

Extra-curricular (after school) Clubs available in 2023 - 2024 include:

<i>Football Club</i>	<i>Available for children in KS2</i>
<i>Computing Club</i>	<i>Available for children in KS2</i>
<i>Book Club</i>	<i>Available for children in KS1</i>
<i>Yoga Club</i>	<i>Available for children in KS2</i>
<i>Science Club</i>	<i>Available for children in KS1</i>
<i>Choir</i>	<i>Available for children in KS2</i>
<i>Multi Skills Club</i>	<i>Available for children in KS1</i>
<i>Dance Club</i>	<i>Available for children in KS1</i>
<i>Orienteering Club</i>	<i>Available for children in KS1</i>
<i>Girls Football Club</i>	<i>Available for children in KS2</i>
<i>Tag Rugby Club</i>	<i>Available for children in KS2</i>
<i>Puzzle Club</i>	<i>Available for children in KS2</i>
<i>Creative Writing Club</i>	<i>Available for children in KS2</i>
<i>Maths Club</i>	<i>Available for children in KS2</i>
<i>Eco Craft & Creations</i>	<i>Available for children in KS1</i>

Music lessons taken by teachers from Wigan Music Service on a weekly basis are available for children from Year 3 upwards should they want to learn a musical instrument. A charge is made for this activity.

CURRICULUM ENHANCEMENT

We place great emphasis on 'experiential' learning and, during your child's time at Wood Fold, want to give them as many opportunities as possible to learn outside the classroom. We have a large outdoor classroom area which is used to support many areas of the curriculum from pond dipping, mini-beast hunting and story-telling.

Each context for learning provides children with the tools to motivate and develop their learning. Recent visits have included the Chester Dewa Roman Experience, Staircase House in Stockport, Southport Eco Centre, Harry Potter Studios in London and the Greater Manchester Police Museum. We also provide your child with a range of other opportunities to perform through class assemblies, musical concerts and dance.

The school offers the following to enhance our curriculum:

Forest School

Trips

Visiting Theatre Groups

Musicians

Police

Anti-Bullying Week

Road Safety

Community Projects

Environmental Projects

Fire Service

Music Wider Opportunities - Strings

We offer residential holiday opportunities for the children in Key Stage 2 (Years 5 and 6). The weekends / holidays provide the children with many benefits for personal and social development away from home, as well as meeting the curriculum through exciting outdoor and adventurous activities. The following are available and further details and methods of payment are sent out well in advance of each holiday.

Year 5 Team Building Activity Weekend (2½ days)

Year 6 Outdoor Pursuits Multi-Activity Adventure Week (3 days)

PTFA

We have a very successful Parents, Teachers and Friends Association (PTFA) where parents, grandparents and staff can meet on an informal basis. The PTFA work hard to raise funds for school, and they hold a wide and varied range of fundraising events including Summer and Christmas Fairs, Easter Bingo, Movie Nights, Christmas and summer discos and family quizzes.

The funds raised are used within the school to support both learning and social events for the children during the academic year. The PTFA have recently bought 3D printers, books for the library and wetsuits for use in the outdoor classroom.

For further information, please follow us on Twitter and browse our school website.

SPECIAL / ADDITIONAL EDUCATIONAL NEEDS, DISABILITY, INCLUSION AND ACCESS

The term 'special educational needs and / or disability' (SEND) has a legal definition.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- had significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools

At Wood Fold, it is our belief that all children are entitled to an education which meets their individual needs, delivered in an inclusive community, where inclusive policies underpin and promote inclusive practice. Our school philosophy is that all children are entitled to a broad and balanced curriculum, differentiated where necessary to meet their needs.

Teachers and Mrs Taylor (SENCo) liaise with parents and, together with the child, draw up Individual Education Programmes (IEP) or Individual Behaviour Programmes (IBP) and will regularly monitor and review children's progress (alongside the school's SEND Governor). We are proud to be a Dyslexia Friendly School, and offer an inclusive approach for all learners.

Wood Fold recognises the right to equality of opportunity for its pupils and wishes to promote the effective inclusion of children with SEND into the academic and social life of the school. To this end, the school welcomes the support of agencies providing specialist provision and advice which ensures children with SEND receive the maximum benefit from mainstream classes.

We firmly believe that the most effective way of supporting and addressing Special / Additional Educational Needs and / or Disability is to form close links between home and school, so that staff and parents are working together to best support the child.

Wood Fold school is based in a one-storey building so overall access is good but it also has the following additional levels of access:

- automatic doors for access into Entrance Foyer and School Office
- accessible Office reception desk
- bathroom with disabled toilet within school and a disabled toilet in the main entrance area
- wide doors for wheelchair access, corridors in FS, KS1, KS2 and Year 6
- ramp access into the Pavilion and from the school playground, at the front of school, to the office
- disabled parking bays on the visitor's car park
- visual emergency alarms in toilets and emergency lighting in halls and externally around the school building
- laptop / Ipad provision for individuals
- tables/seating are all easily visible (yellow markings) on all playgrounds
- raised grassed areas around paths at the rear of school adjoining the field / grassed areas / paths, with certain points demarcated by visible posts

PARENTAL CONTACT / LIAISON

School has an open door policy, welcoming opportunities to discuss any successes or concerns you or your child may have. Teachers greet the children at the door each morning and bring them out to the playground at the end of the day, providing opportunities for communication as and when needed.

Parents receive school reports each term and parent's evenings are held at the end of the Autumn and Spring term.

SECURITY AND VISITORS TO SCHOOL

Visitors are asked to report to the Main Office in the foyer at the front of school. The office staff will welcome you here and you will be asked to sign in. General enquiries will also be answered at the Main Office. This system operates for reasons of security and messages can be relayed via the admin staff to class teachers. We also have a keypad system working within school and all external doors at school are only accessible with either a key or a code. We also have a Mobile Phone Policy in line with our Safeguarding Policy, which states that no mobile phones are allowed in areas where the children work.

BEFORE & AFTER SCHOOL CLUB (EARLY BIRDS AND NIGHT OWLS)

We have a thriving before and after school care service which operates between 7.30 am - 8.45 am and 3.00 pm - 5.30 pm each day. The children are very much involved in choosing a wide range of activities for their 'relaxing' time - which includes opportunities and experiences from outside organisations such as: the PDSA, Birds of Prey, food tasting from around the world, alongside our own organised activities which include arts and crafts and lots of fun indoor and outdoor activities.

Early Birds and Night Owls also offer holiday care between 9.00 am and 4.00 pm during Easter and summer breaks (specified weeks).







Wood Fold is a popular school located in the historic village of Standish.

The accommodation is semi-open plan with the pupils being grouped in classes of approximately 30 children.

Wood Fold is a school which is proud of its excellent reputation and enjoys strong links with the local community.



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