

Dear Parent/Carer

I hope you are all well and I wanted to share a few points following our new year 5 joining us last week.

First of all, we wanted you to know how pleased and proud we are of all the year 5 students. They have approached the, sometimes daunting, task of starting a new school with courage and confidence. The staff and other pupils, especially the year 5 tutors, have worked hard to make the children feel welcome and part of the school and we have been rewarded with politeness, good behaviour and an eagerness to learn. They really have done you proud!!

As with any new school, there will be new systems and policies in place for parents and students to adjust to. We are inviting all year 5 parents and students to the welcome evening here in school on Monday 26th September from 4pm til 5.30pm, which will run as follows:

- 4 - 5pm – you will have the chance to look around the school. Not all rooms will be accessible as there are also meetings happening that night. On the door, there will be either an **OPEN** or **CLOSED** sign which will indicate which rooms are accessible.
- You are free to wander around the school, including the playground, field (if dry) and outside spaces.
- 5 – 5.30pm – parents and children can join me and Mrs McKeown in the main hall to listen to any questions raised by parents prior to the evening.
- This will not be a time to discuss any academic or subject queries/concerns. Please address those separately to relevant member of staff or the pastoral officers, who can then follow this up for you.
- We would like to invite parents to send in any questions they would like answered, **prior to the evening**, in order for us to prepare information in readiness of that event. Please send these into the school office email address with the header 'Y5 Parental Question'.
- There will also be an opportunity to meet our Mental Health Support Lead, Julie Clarke, who is a mind of information! She will be located in the foyer.

Of course, if you have any queries or concerns prior to this evening, please contact our Pastoral Officers, Mrs Taylor or Mrs Whitehurst, via email on pastoral@woodhouseacademy.staffs.sch.uk or by calling the school office and asking to speak with them.

In the meantime, there have been a couple of queries sent in, which we can support you with:

Planners

- Planner 'checks' happen weekly in form time, where form tutors check that they are kept tidy, write down their attendance and behaviour points and any other comments they wish to include.
- Parents can communicate with school through the planner or the school office.
- Next year, in light of transferring over fully to our Arbor Information system, we will not be having planners but are keeping them this year.
- Students can log homework and clubs in there.
- There may also be notes from other staff in school.
- Lots of additional, and valuable, information is in there relating to subjects, so please have a look.

Reading Logs

- The expectation is that all children read 5 times a week at home and record it in the log and get it signed by parents
- This can be to parents or independent if a more competent reader.
- Students will have been told in their English lessons how this system works.
- Students can gain rewards for their readings. Again, this will have been explained in English lessons.
- All of these are also found in the reading log.

Arbor and Accessing

- As you know, to improve our centralising of information and improve communication to parents, we have purchased an amazing new management information system called Arbor. We are still in the very early days so please be patient and contact the school if there are any glaring errors being made – some parents have already done this and it has been extremely beneficial.
- Most parents have now downloaded the APP for this but we would still like all parents to have access to this vital tool. This can be done in the usual way (e.g Playstore).
- Following this, can parents then log on as a new user; this can be found on <https://woodhouse-academy.uk.arbor.sc/>
- In addition, we have help video prepared that will enable you to find out about how this works. It is a very simple, and short, link to an instructional video. <https://youtu.be/kFCuC1NyH5U>

Regards,

Mrs D Farr

Principal
Woodhouse Academy