

Woodborough Wood's Foundation C of E Primary School



School Prospectus

Welcome to Our School

Welcome

Woodborough Wood's Foundation C of E Primary School is a very special place to be. It is a happy place for everyone and our children look forward to attending each day. The governors, staff and parents all work together as a team to provide the best opportunities for children by combining the best of both traditional and latest thinking in education. Every day at our school has something new and different to offer. We pride ourselves in providing a broad and balanced curriculum that is enriched with exciting trips and events. Our school values help us build a better future for all of our community. Children feel safe and secure in the happy and caring environment of our school. There is no greater importance to parents and carers, or to our school, than the safety of all of our children. Safeguarding is our number one priority.

If you would like to visit our school, or would like to talk about anything with us, please call in or contact us via the details provided.

Mr Duncan White
Executive Head Teacher

Our vision

At Woodborough Woods, we 'Grow Together' following Jesus' example to 'Love your neighbour as you love yourself' (Matthew 22:37-39) because through love for one another, we can build a strong learning community ensuring that everyone has the opportunity to flourish.

Our mission

Jesus taught his followers to grow together in faith, supporting each other along this path. Our mission is to ensure all pupils are able to let their light shine in ways that support their individuality. The fruits of the Holy Spirit encapsulate this perfectly, guiding us on our journey towards becoming inspirational members of our community. During their time in school, pupils learn about these fruits and recognise ways in which they can show these qualities in their daily lives.

But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Galatians 5:22-23

Our core values

Each half term we will explore our vision and mission statement by using our school values as chosen by our school community. Each week staff are on the lookout for pupils demonstrating our chosen value. These children will be celebrated during our weekly 'Shining Star' worship to recognise the part they have played in sharing our values. With parental permission, their photos will also be shared with the wider school community via Yammer.

Our core values

Our school rules, drawn from our values



Love

We put others first and show love to each other as Jesus taught us.



Patience

We listen to others and always follow instructions.



Respect

We treat each other how we would like to be treated.



Kindness

We are kind and polite; we share, we include and we help others.



Peace

We are honest, forgiving and care for everyone in our school.



Perseverance

We try our best in everything we do.

'Together may we give our children roots to grow and the wings to fly.'

Jonas Salk

Contact Information

Address:

Wood's Foundation C of E (Aided) Primary School,
Lingwood Lane,
Woodborough,
Nottingham.
NG14 6DX



Office Email: office@woodsfoundation.notts.sch.uk

Telephone: 0115 965 2136

Website: www.woodsfoundation.notts.sch.uk

School Day: Morning: 9.00am – 3.40 pm

Lunch and break times differ depending on which class your child is in.

Who's who and what do they do?

Executive Head Teacher	Mr Duncan White	
Deputy Headteacher	Mr Ashley McIlwaine	
Assistant Head Teachers	Mrs Katherine Rankin	
Class Teachers	Miss Sophie Mayfield Miss Craig-Dennis Miss Hannah Bray Mrs Savanah Kilbane Miss Caitlyn Farrell Miss Amy Whittaker Miss Nicola Hislop Mrs Kate Chadbourne	
Teaching Assistants	Mrs Yasmin Crofts Mrs Melda Gough Mrs Debbie Tuxford Mrs Lesley Watts Ms Tari Attenborough Mrs Louise Joseph	
Administrative Team	Samantha Ford (School Business Manager) Nichola Gell (Office Administrator) Nicki Buttle (Office Administrator)	
After School & Club	Hangout Club Leader Grade A Sports Coaches	
Midday Supervisors	Vacancies x 3 Mrs Denise Pykett Jayne Chapman	Mrs
Site Team	Mr Angus Craig-Dennis (Site Manager) Mrs Nicola Watts (Cleaning Staff) Mr Malcolm Pykett (Cleaning Staff)	
Catering Team	Mrs Lisa Horton (Catering Supervisor) Mrs Valorie Astill (Kitchen Assistant)	

The Governing Body

Governors represent different parts of the whole school community and have different responsibilities in the management of the school.

- Linda Foster Chair of Governors (DBE)
- Damian Painton Vice Chair of Governors (co-opted)
- Mark Aske (LA)
- Nicola Gillett (Parent Gov)
- Laura Mackin Ex-Officio (Interim)
- Lee Hollier (PCC)
- Katie
- Crookes (Associate then DBE)
- Di Bathgate (PCC)
- Alex Wilkes (Parent Gov)
- Duncan White Ex-Officio
- Ashley Mcilwaine Staff

The Clerk to the Governing Body is Sue Harrison of Nottinghamshire County Council.

The Governing Body may be contacted through the school office: office@woodsfoundation.notts.sch.uk.
Marked FAO.

Who are the School Governors?

Governors are the corporate body that makes decisions about how the school is run. They meet at least once every half term.

Governors help to:

- Monitor what is taught
- Interview and select staff
- Set standards of behaviour
- Be responsible for the school budget with the Head teacher

School governors have legal duties, powers and responsibilities and can only act as a body; they cannot act individually.

School Governors are:

- Parents
- Teachers
- Council representatives
- Community representatives

Parent Governors:

- Are elected by the parents of the school
- Serve for four years
- Are important in developing “Parents in Partnership” with the school

If you are interested in becoming a school governor, more details can be obtained from the Head teacher.

Admission Arrangements

If your child lives in Nottinghamshire and you require a school place for September 2024, you must apply for a school place through Nottinghamshire County Council, even if the schools you want are outside Nottinghamshire.

Admission information can be found here. <https://www.nottinghamshire.gov.uk/education/school-admissions/determined-admission-arrangements/>

If you're not sure whether you live in the area covered by Nottinghamshire County Council, you can [find your local council](#) on GOV.UK.

For applications during the school year, rather than at the usual transfer time please see [changing school in-year](#).

Before applying, please read the information linked in the relevant sections below, this contains important information about how school places are allocated.

You should also refer to [Admissions to schools: guide for parents \[PDF\]](#) and [school information](#)- they contain lots of information about the admissions process and a summary of the oversubscription criteria for Nottinghamshire schools.

Admission into groups other than the intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including:

- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used can be found at the Nottinghamshire County Council website: www.nottinghamshire.gov.uk/schools

Visits for new starters

The best way to help you make the decision of where your child will go to school is by coming and spending some time with us. Visits to the school are encouraged and appointments to meet with the Head teacher can be made through the school office.

School starter meetings will be held when your child's place has been confirmed. We will send you an invitation to join us and meet other parents who will have similar questions to you. Our Reception

Teaching staff will be available to talk you through the school day and inform you of any organisational queries you may have.

Organisation of Learning

There are three 'key stages' at Wood's Foundation Primary School. These are:

- The Early Years Foundation Stage (for our three to five-year olds)
- Key Stage 1 (for our five to seven year olds)
- Key Stage 2 (for our seven to eleven year olds)

Our school is organised into seven classes.

Reception

- Reception Class (30 children)

Key Stage One

- Year One (30 children)
- Year Two (30 children)

Key Stage Two

- Years Three (32 children)
- Years Four (32 children)
- Year Five (32 children)
- Year Six (32 children)

Times of the School Day

The school gates are opened each morning at 8:50am. The teachers open their classroom doors a few minutes before 9am and will meet and greet you and your children outside. Your child will have their own space in which to line up in preparation for the school day. Morning registration takes place at 9:00am. There is a mid-morning break.

The children have one hour for lunch, starting at 12pm for our Foundation & Key Stage One children and at 12.15pm for the rest of the school.

The afternoon session begins at 1pm for our Foundation & Key Stage One children and 1.15pm for the rest of school. School closes for all children at 3.40pm and should be collected from their classrooms. All children in school have a mid-afternoon break.

Wrap-around care

Here at Wood's Foundation Primary School we are pleased to be able to offer our families a Breakfast Club and After School Club service. They offer excellent child care services for those crucial times outside the school day when working families need extra support. These services are available to all children in school from full time foundation. More information on booking these sessions is available via the school office. This includes our current prices for each session.

Parking

The school car park is for **staff use only**. In the interest of road safety, we ask parents to observe the parking restrictions outside the school gates and to avoid parking on the road directly outside the school gate.

The Curriculum at Wood's Foundation

All children are taught in line with the National Curriculum.
The Curriculum at Wood's Foundation Primary comprises of:

- English
- Mathematics
- Science
- Design and technology
- History

- Geography
- art and design
- Music
- Computing
- Physical education (PE) including swimming
- Religious Education (RE)
- Ancient and modern foreign languages (KS2)

We also teach

- [citizenship](#), personal, social and [health education](#) (PSHE).

Full details of our approach to each of these areas can be found on the school's website at:

<https://www.woodsfoundation.notts.sch.uk/>

We believe that the primary school years of a child's education are the foundation on which future successes will build. We believe that children learn best when their work at school is organised into work units, which are presented to them as meaningful, integrated projects.

Religious Education and Collective Worship

Every week all children have a class R.E. lesson. The religious education provided is in accordance with the Nottinghamshire Agreed Syllabus and the National Society for Promoting Religious Education. The school has strong links with St Swithun's church <https://www.achurchnearyou.com/church/17925/> and seeks to embody Christian values in its teaching and attitudes. Our emphasis is to teach of God's love for us all and to engender an appreciation of other religions.

We hold daily acts of collective worship in morning assembly. The services are generally led by teachers as well as our local Church of England vicar or other visiting Christian leaders. Our children often surprise us with their depth of understanding and empathy for others. Parents have a legal right to withdraw their children from both R.E. lessons and morning assembly.

Behaviour

We firmly believe that an engaging and enriched curriculum enables excellent behaviour. Good behaviour is dependent on the strong relationships between staff, parents, carers and children.

We aim to:

- Encourage good behaviour and respect for others.
- Secure an acceptable standard of behaviour for all pupils.
- Promote self-discipline.
- Prevent all forms of bullying.
- Ensure that pupils complete tasks reasonably assigned to them.

Our behaviour policy aims to build a clear positive and consistent framework that is easily accessible and understood by staff, parents, governors and children. A copy of this can be found on our school website.

We aim to foster

- honesty
- openness
- involvement

To ensure our policy works we:

- spend time every day building positive working relationships
- provide consistent, clear and positive encouragement for good behaviour
- are clear in our expectations of behaviour
- apply the policy equally and fairly to all children whilst taking account of those who require an individually tailored programme
- make each day a “fresh start” (unless an accumulative programme is agreed)
- jointly agree our rules with the children
- clarify our rules with parents
- apply both rewards and sanctions consistently and appropriately
- regularly exchange information about children

Health Education

At our school we recognise the need for health education which is dealt with as it arises and through the element of science work. From matters of personal hygiene to drugs education, this will be undertaken in all years in an age-appropriate way. Children in all years take part in basic sex and relationships education. The school has a Sex and Relationships Education Policy which can be viewed via our school website.

The older children in school will also follow an anti-drug and substance misuse programme in school that is delivered by the local police education team.

Parent Helpers

The school always welcomes adult helpers into school to join us in enhancing our children’s learning. Any adult who would like to be involved can do so by contacting your child’s class teacher or the school office. The school is committed to ensuring the safety of all the children in school, therefore any parent wishing to help will be asked to complete a short application form and referred for a DBS check. If you have any concerns about these checks, please contact Mr White to discuss your worries.

Family of Schools

Our school is part of the Gedling Family of schools. We readily take part in a number of different activities that are provided by the secondary school and have a purposeful working relationship with our neighbouring primary schools.

Parent Consultation

From full time Foundation children upwards, all children and their families in school will be involved in formal parents' Evenings. We hold three meetings starting in the autumn term followed by spring and summer term meetings. Class teachers really do expect every parent to attend these meetings as it is very important for children to feel that their parents are interested in their schoolwork and value their achievements. We also write school reports for every child at the end of the summer term and invite parents to discuss the contents with the child's class teacher. If any parent is worried about their child. Woodborough Wood's offers an open door policy and actively encourages parents to come and speak to the class teacher or head teacher about any concerns they may have at any time.

Special Educational Needs

At Woods's Foundation Primary School, we celebrate the differences between us all, and value the contribution which every member of the school makes to the school community as a whole. We believe that learning arises from the challenges we each face, be they physical, intellectual, emotional, linguistic or social, and that at some time each of us needs to be supported in facing up to our own challenges.

Every child is different – they look different, develop at different times and at different rates. They learn in different ways so we assess them and meet their needs as individuals. Pupils are continuously assessed by staff and if necessary special teaching provisions can be arranged using the education support Services. The curriculum is modified and extended to meet identified needs.

Aims:

We aim to ensure that for **all** children, including those with special educational needs:

- They are fully included in the school community;
- They have an equal entitlement to a broad and balanced curriculum, including an appropriate curriculum for the foundation stage, and the National Curriculum;
- They are actively involved in the assessment of their own special educational needs, as well as in the provision to meet these needs;
- Their parents are fully involved and part of the support for their child's education;
- We will support their inclusion wherever their parent wishes for a place in mainstream school;
- Staff supporting them are kept up to date with current philosophy and practice in the realm of teaching and learning;

- They are referred to relevant outside agencies, including the staff from secondary school at transfer.

The Special Needs Co-ordinator in school is Mr Ashley Mcllwaine.

A copy of the full policy is available in school or via our school website.

Pastoral Care and Discipline

We believe that our school is a happy and harmonious school where we work together in pleasant surroundings. We encourage our children to respect themselves and other people, as well as the world around them. Our class teachers are concerned not only for the educational progress of the children in their class, but also for the personal and social development of all the children as individuals. We strive to combine high expectations with a sympathetic approach. If problems do arise, we involve parents at an early stage and hope you as parents return the same approach with us.

Our school rules are easy to understand and we expect all pupils to keep them.

- We listen to others and always follow instructions.
- We treat each other how we would like to be treated.
- We are kind and polite; we share, we include and we help others.
- We are honest, forgiving and care for everyone in our school.
- We try our best in everything we do.

Homework

The purpose of homework is to:

- Extend school learning;
- Consolidate and reinforce skills and understanding;
- Develop independent learning skills;
- Develop self-discipline and personal organisation;
- Develop home-school partnerships.

Learning at home is an essential part of good education. Regular homework is important as it gives pupils the opportunity to practise at home tasks done in class, to undertake more detailed research and to further develop specific skills. It also helps pupils to become confident, independent learners, building skills

they will need throughout their time at school and into adult life. The foundations of effective homework practices are established early on; these develop progressively across the key stages and support effective transition to the secondary phase.

Uniform

Our school uniform plays a key role in:

- Promoting the ethos of our school
- Providing a sense of belonging and identity
- Setting an appropriate tone for education

It also takes into consideration:

- The Human Rights Act 1998
- The Equality Act 2010
- Safeguarding arrangements
- The Health and Safety of our pupils
- How practical, comfortable and appropriate the uniform is for children (including PE)
- Affordability for families

School Uniform

Parents/Carers have the option of either purchasing branded logo items or similar uniform from elsewhere.



- Green Polo Shirt
- Grey or Black Trousers / shorts / pinafore dresses
- Black Skirt
- Black or Green tights
- Black or White Socks
- Black sensible shoes

- Green V neck cardigan / Jumper
- Green & white gingham dress can be worn in the warmer months

PE Kit



- Plain Black (or dark colored) Trainers or Plimsolls
- Black Jogging Bottoms / shorts
- Plain Green T Shirt or Woodborough PE Shirt
- Black Jumper

Other Items



- Primary Book Bag
- Junior Rucksack

How to purchase

Parents/carers can purchase a uniform with a school logo on from our supplier or alternatively purchase similar items elsewhere (supermarket, etc).

Uniform can be ordered from <https://just-schoolwear.co.uk/product-category/woodborough-woods-foundation-primary-school/> or T: 0115 926 1728.

Orders delivered to home will cost £3.95; alternatively, orders can be delivered to school free of charge. Just Schoolwear has a shop at 12 High Street, Arnold where orders can be collected from.

Our PTA operate a quality pre-loved uniform shop. If this is of interest to you please email pta@woodsfoundation.notts.sch.uk

Notes

- Trainers should only be worn for PE and at no other time in school.
- Trainers and many designs of 'fashion' shoes are not suitable for day to day wear in school and are not part of our uniform: no platforms, sling-backs, open-toes, skate shoes, trainer-style, or dolly shoes or boots (UGG boots).
- Children are not permitted to wear jewellery in school at any time: with the exception of watches and stud earrings.
- If children do wear earrings we encourage the piercing to be done during the summer holidays so that the children can remove them for PE. If they are unable to remove them, then a plaster can be used to cover them to protect their ear(s) enabling children to safely participate in PE.
- Bizarre styles, tramlines, letters or patterns shaved into hair and unnatural colours are not allowed.
- No makeup or nail varnish.
- All clothing should be clearly named to ensure we can return it to the rightful owner if it becomes lost.

Please Note

Children will be provided with all stationary in school and do not require pencil cases or general bags in school at any time.

For health and safety reasons, only small stud earrings may be worn by children with pierced ears and no other jewellery is acceptable. Watches (for the purpose of telling the time) are acceptable but remain the child's responsibility. All items of jewellery must be removed, by the child, for any Physical Education. If earrings can not be removed then these will be covered with a plaster.

It is a sensible precaution for girls and boys who have long hair to have it tied back whilst they are at school.

Illness and Medicines

If your child is unwell and needs to stay at home, please inform the office by telephone by 9.00am on the first day of absence. The school office will contact you if they do not hear from you. In the case of diarrhoea or sickness a child should stay away from school for 48 hours after the last episode regardless if they are feeling well enough to attend.

If your child needs to leave school for any reason such as medical appointments, please send a note beforehand or contact the school office.

There are designated staff in school for administering medication. Staff will only administer medication that has been prescribed by a doctor and has clear instructions (and the child's name) on the packaging. Parents are welcome to come to school and administer non-prescribed medication to their own child if they are well enough to attend school. The long term administering of medication must be negotiated between school and the appropriate medical professionals, as a care plan should be initiated and kept up to date.

Attendance

Daily attendance to school is a legal requirement. Please notify us by phone call prior to 9.00am if your child is to be absent. We need to be informed on a daily basis of continued absence. If a reason is not provided for absence an unauthorised absence mark will be recorded in the register. All reasons for absence are recorded. An unacceptable level of absenteeism could result in legal action being taken by the Authority. Any requests for a leave of absence must be made to the Headteacher of the school.

Safeguarding Children

The safety and well-being of children is every citizen's responsibility.

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Head teachers are required to refer their concerns to Children and Young People's Services Social Care Department for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. A copy of our Safeguarding policy can be found on our school website <https://www.woodsfoundation.notts.sch.uk/> or is available on request. The designated person for child protection for our school is Mr Duncan White. Mr Ashley McIlwaine and Mrs Rankin are the deputy designated persons.

School Meals

We are very lucky here at our school as we have our own kitchen. Our staff provide wonderful hot, healthy and freshly prepared meals on site.

All hot dinners need to be paid for in advance – a two course meal costs £2.95 per meal.

If your child requires a specific dinner for medical or religious reasons, we ask that parents supply an authorised dietician's letter so that our kitchen staff can assist.

Some children prefer to bring sandwiches, which need to be in a named, regular shaped lunch box. Please do not provide fizzy drinks or 'sweets' in your child's lunchbox.

Families who are in receipt of benefits or tax credits may be entitled to free school meals. If you believe that your family may have this entitlement, please contact the office on advice on how to claim. It is helpful to the school if families, who are entitled, make the claim, even if the children choose not to receive the cooked meals. Further details of this can be found here.

<https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Break Time Snacks

Children in our Reception class and Key Stage 1 will be provided with free fruit at break times as part of a national fruit scheme. Therefore, they do not require a snack provided by you for break time. We continue to encourage healthy eating into Key Stage 2 and therefore ask that you do not provide crisps, sweets etc. for break times. We instead ask that you provide a healthy snack such as fruit if your child so wishes.

School Milk

This is organised by the firm 'Cool Milk at School Ltd'. It is available every day for any parent's who wish their child to have it. Your child **must be registered** to ensure they receive their milk. The easiest way to do this is to register them by using the form on the enclosed leaflet, or register online at www.coolmilk.com.

If your child is eligible for free milk (they are under 5), it will start with the next order placed at the dairy, after you have registered them. Free milk will stop the Friday prior to your child's fifth birthday. You will be sent a payment request (from the company) prior to this date should you wish to continue with the milk.

If your child is not eligible for free milk (they are over 5), a payment request, along with details of how to pay, will be made to the correspondence address you included in your registration. As soon as this is processed by the firm, your child will then receive their milk.

Water

Studies show that the brain works best when it is fully hydrated. For this reason, all children have access to water during lesson times. We ask that children bring in their own water bottle.

Equality

At Wood's Foundation we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At our school we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Parent Teacher Association (PTA)

The school has a very supportive and active PTA which raises valuable funding to support the school. Further information on how to join our PTA can be found here.

<https://www.facebook.com/people/Woodborough-Woods-PTA/100066470873307/>

Complaints

If you have a complaint, please contact the school and we will do our very best to answer it in a fair way as quickly as we can.

If you have a complaint about the curriculum or a matter relating to it, please contact us at school to discuss the problem. If we cannot solve the problem there is a formal procedure agreed by Nottinghamshire Local Authority. A copy of our complaints policy is available on request from our school office or alternatively a copy can be found via our school website.

Disclaimer

The information in this prospectus, which relates to the school year 2022, was correct at the time of printing. It should not be assumed that there will be no changes affecting either arrangements generally described in it or any particular part of them before the start of the school year or in subsequent years. Any anticipated changes have been included as part of the text.

Charging and Remissions Policy

General Principles

The School Governing Body is committed to the general principle of free education.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils at the school.

Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below.

Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known as 'optional extras'. Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such, and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may, however, include an appropriate element for such things as

- The pupil's board and lodging costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- The expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product. Alternatively, parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income-based Jobseeker's Allowance or a Disability Working Allowance, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- Takes place within school hours
- Forms part of the syllabus for a prescribed public examination or fulfils the statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside of school hours.

Pupils entitled to the pupil premium free school meals are eligible for a reduction in the cost of the trip (50%). They are also entitled to a packed lunch provided by the school kitchen.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and the pupils will not be treated differently according to whether or not their parents contribute in response to any invitation. Parents will be made aware in the initial information letter regarding a visit/activity/trip/ event; if enough voluntary contributions are not collected the visit/activity/trip/event may have to be cancelled.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

And finally...

Thank you for reading our school prospectus. We hope it has given you an insight into Woodborough Wood's. If you have any questions after reading this information, please contact the school office. There is no such thing as a silly question!

We look forward to welcoming you and your child(ren) into our very special school.