



Headteacher: Mrs. Claire Baldock

## Weekly Memo 13<sup>th</sup> June 2025

Follow us on Instagram @woodcoteprimary

**PLEASE READ ALL ATTACHMENTS**

### Important Dates

You can synch to our new website calendar <https://woodcoteprimary.croydon.sch.uk/calendar/>

Dates for the rest of the year, for example Sports Day, can be found on this calendar

Fri 13<sup>th</sup> June – PTFA Mufti – Toys or Sweets  
Mon 16<sup>th</sup> June – Year 3 Beach Trip  
Thurs 19<sup>th</sup> June – Reception, Year 6 and Team Photos  
Fri 20<sup>th</sup> June – PTFA Mufti – Bottles  
Fri 20<sup>th</sup> June – Summer Solstice Special Menu  
Sat 21<sup>st</sup> June – Summer Fair  
Wed 25<sup>th</sup> June – 6R 6T Matilda Trip  
Wed 16<sup>th</sup> July – Open School 5pm – 6.30pm  
Wed 23<sup>rd</sup> July – School Finishes 2.30pm – NO AFTER SCHOOL CLUB

### ATTENDANCE MATTERS

**Well done to Year 1 who are the Year Group with the Higher Attendance since the start of the Year!**

### New Information

#### Safety at end of day – list checking, supervising children

Safety of the children is always a priority for us in school. To support this, we ask and remind our families of the following;

- We have home time collection lists to ensure that children are handed over to an adult who has permission. This is an important job, and our staff are asked to be diligent with this. We ask that you are patient and respectful of our staff who are doing their job in making sure the children are safe.
- Once your child has been dismissed to you we ask that you monitor and supervise your children closely. We are a busy site, and whilst we have staff positioned at the gates for safety purposes, the responsibility for the supervision of your children once handed over is yours. Thank you for supporting this.

#### Nourish Parent Forum

We have summarised the key points discussed at the recent Nourish Parents Forum. We encourage our families to download the new Nourish App, as this not only gives you great information about the meals being provided, but also enables you to communicate directly with Nourish with any queries you have.

**Questions were raised of reports of food running out.** Each day the kitchen caters for around 650 meals, with 4 options available daily (For example - Meat, Vegetarian, Jacket Potato, Pasta) in addition to fresh bread, salad cart and a selection of desert options. As a school we do not have a pre order system in place, so numbers are predicted. This can mean that an option may run out before the end of the full service. There will always be food available. Year groups and classes are rotated so it is not always the same class last, and when an option has run out it is noted for the next cycle of that menu to prepare more of that option. However, children do not always select the same options each cycle, as this can be dependent on what they want that day. A clear record is kept after each service of how many portions of each option remained, or if an option ran out so the numbers are adjusted on the next cycle.

As a school we choose not to implement a pre order system as this can cause issues such as; the child not wanting the choice they made in the morning, a choice a parent made for them, or forget what they chose. With around 650 lunches daily this is not viable, and we would not want upset at the counter with children being told, 'but that is not what you ordered'.

**Questions were raised around portion sizes and nutrition.** The portion sizes are stipulated within Food Standards, considering this to be one of the children's three main meals per day. The meals must have a balance for food groups as stipulated in the expectations, and based on age. In addition to the food served children have access to salad and bread each day. The portion sizes for older and younger children vary based on the expectations, and Nourish are unable to offer larger portions as they must stick to the expectations. More information about this can be found on the Nourish App.

**Questions were raised about dirty cutlery.** With feeding the high numbers during service a dishwasher is used for cleaning. The cutlery is checked as much as possible but can have water marks on it from the dishwasher. In Key Stage 2 we have removed the use of trays to reduce the amount of washing up during service, so additional checks of the cutlery can be made during this time. Children have been reminded that if they see cutlery that they feel is unclean, then they can place it on the hatch for the staff to remove.

### **Sports Day and Picnics**

Thank you to so many families for attending and supporting the children with their sports events and picnics. It was an amazing turn out, and we hope you enjoyed this opportunity to share in an experience with your children. We would like to thank Mr Bignell, the Sports Leaders and all the staff for organising and supporting such a well run event.

### **The Grinstead Music Fund**

The Grinstead Music Fund is a small local charity that supports young musicians with a strong connection to Croydon. It can be accessed by anyone aged 10-26 who is Grade 5 standard or above, to support with tuition costs or instrument costs. The fund even supports graduates and young professionals so you may wish to forward this to former students. More information and application form here:

<https://www.croydonmusicandarts.co.uk/about-us/funders-and-partners/the-grinstead-music-fund/>

### **PTFA Messages**

Follow us on **Facebook**:@friendsofwoodcoteprimary, **Twitter**:@woodcoteptfa,  
**Instagram**:@friendsofwoodcoteprimary, **Website**: [www.woodcoteptfa.org.uk](http://www.woodcoteptfa.org.uk)

### **UPCOMING EVENTS:**

**SUMMER FAIR: NEXT WEEKEND! Saturday 21st June 2025**

- **Volunteers Needed!** See below for available slots. We desperately need volunteers to make our fair successful.

To sign up, complete the [Google Form](#)

Stall	11:45am–1:00pm	1:00pm–2:00pm	2:00pm–3:15pm
Festival Glitter	2	—	2
Festival Glitter Queue Manager	1	1	1
Food BBQ Cook	1	1	1
Food Order Taker/Server	1	2	2
Food Chips Cook/Runner	2	2	2
Popcorn	2	2	2
Tombola (Bottles, Toys, Sweets)	2	9	6
Jumping Jacks	1	1	1
Raffle	3	1	3
Uniform Sale	2	2	2

- If your class would like to take on a stall, please add this in the comments section of the form with your class name and we'll take that stall off the list.

**A huge thank you in advance!**

- **Inflatables:** Book your tickets [here](#) for only £12.50! **Deadline Tuesday 17th June**
- **Petting Zoo:** Book your tickets [here](#) for only £3.50! **Deadline Tuesday 17th June**
- **Upcoming Donation Days:**
  - **Tomorrow:** Toys/Sweets: Friday 13th June (MUFTI) *See the attached poster*
  - Bottles: Next week - Friday 20th June (MUFTI)
- **Calling External Stall Holders:** Complete this [short form](#) if you'd like a stall or know someone who would like a stall at the Summer Fair!
- **Raffle:** Raffle tickets have been sent home with children. Please return money and tickets in the envelopes provided by **Monday 16th June**
  - 1st prize – cash prize
  - 2nd prize – cash prize

#### **PTFA Communications Coordinator Opportunity!**

We're still looking for a Communication Coordinator to join our fun and dynamic PTFA team! Email [admin@woodcoteptfa.org.uk](mailto:admin@woodcoteptfa.org.uk) if you're interested.

#### **UNIFORM DONATIONS**

Thank you all for your donations of school uniform. We have plenty to sort through and need some time to do so, so are asking for no more uniform donations at this time. We will let you know as soon as we can start accepting donations again.

#### **SCHOOL LOTTERY UPDATE**

Weekly Draw – Every Saturday at 8PM. **Next draw prize: £25,000 jackpot.**

Don't forget, the School Lottery continues during school holidays (inc. the long summer holiday), and we have just hit the £1,000 mark! Buy your tickets [HERE](#)

## **Reminders**

### **A chance to say Thank You!**

Everyone enjoys receiving positive feedback. On the form below we invite parents, carers, visitors, children and other staff to share experiences of a staff member who has gone over and above. All responses are read by Mrs. Baldock and shared with staff. Thank you for taking the time. <https://forms.gle/ioeF9QmvzuhtB3Fc9>

### **Contacting Members of Staff**

If you want to contact members of staff via email, then all staff can be contacted on 'surname'@woodcoteprimary.croydon.sch.uk (for example [baldock@woodcoteprimary.croydon.sch.uk](mailto:baldock@woodcoteprimary.croydon.sch.uk)) . Please do not send communications through ClassDojo.