



Headteacher: Mrs. Claire Baldock

Weekly Memo Friday 5th September 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

Thurs 18th Sept – Flu Immunisations

25th and 26th Sept – Individual Photos

ATTENDANCE AND PUNCTUALITY MATTERS

Gates are opened from 8.30am and children are expected to be in class before 8.45am. Children are given Early Morning Work to support their learning. Being late to school impacts your child's learning and also the learning of others in the class when they come in late. Thank you for your support with this.

New Information

Expectations Reminders

We wanted to take this opportunity to share, and remind families, of some key expectations. Many of these are measures to help us in keeping everyone safe. We ask that all our families follow these;

- Gates open at 8.30am and 3.10pm. These are closed promptly at 8.45am and 3.30pm, and families are asked to ensure they have left the school premises by this time.
- The Local Authority put an exemption zone on the school road to keep the children safe. Families will be fined if they enter without permission. If you do have permission, we ask that you remember to there is a 20mph speed limit and that families need to be courteous of our local residents.
- We will take children outside for their breaks in the rain and ask that you ensure your child comes to school with an appropriate coat.
- Children are not to use the play equipment, including the Playzone, before and after school.
- Adults are not to enter the school building apart from at the school office.
- No smoking/vaping, dogs or photography on our school site.

In addition, we have attached our Parent Code of Conduct. Thank you for your support with these.

New Behaviour Routines and Rewards

This week we have introduced some new expectations and rewards for children. These include a Green Triangle system which results in children being rewarded with Dojo points or stickers each day. We have also introduced reward stickers at lunchtime, breakfast and after school clubs which contribute to the triangle.

Children are receiving timeouts on the playground for inappropriate behaviour choices. In class, as part of the triangle system, the children may receive consequences of reflection time, time missed off playtimes or be sent to another class or a member of the Leadership Team. Parents will be informed if their child repeatedly misses part of their playtime or if they are sent to another class.

Uniform Expectations

Please ensure that your child is fully compliant with our expectations as set out in our policy which can be found <https://woodcoteprimary.croydon.sch.uk/uniform/>. Particular reminders are;

- Plain black, grey or white socks/tights only.
- No dangly or hoop earrings (apart from sleepers) and no other jewellery.
- Only plain Blue/Black/White hairbands, or clips. No large bows, accessories or decorative hair bands
- Long hair must be fully tied back

New Early Pick Up from After School Club

We are pleased to have introduced the early pick up option for After School Club. Early pick up children will not be given food as part of this lower cost, and we ask that you ensure your children understand this as some have been unsure at the club.

Lunch Menu

You can see the lunch menu on our school website <https://woodcoteprimary.croydon.sch.uk/lunch/> or by downloading the Nourish app (details on the webpage)

Beginners piano lessons in school.

For more information please contact Jackie Lane
07890 280187 jackielane@blueyonder.co.uk

Date for your Diary – Curriculum Meetings Reminder

These meetings will be held in the Staffroom which can be accessed via the large astroturf area on the Key Stage 1 Playground.

Tues 9th Sept – Year 5 8.50am

- Year 6 3.30pm

Weds 10th Sept – Recep 3.30pm

Thurs 11th Sept – Year 2 8.50am

- Year 1 3.30pm

Fri 12th Sept – Year 4 8.50am

- Year 3 3.30pm

Reception Parents Phonics Workshop

We would like to invite you to a short presentation about **Little Wandle Letters and Sounds Revised**, the phonics programme we use to teach early reading in Reception. The meeting will take place on:

Wednesday 17th September at 8:50am.

Year 6 Open Day Visits / Secondary/11+ Exam attendance

It is the time of year when you may wish to visit other schools before submitting your application for your child's secondary school choices. Please complete the '[Daily 'Absence Notification'](#)' googleform (this can be

dated in advance) confirming which school you are attending and at approximately what time your child will be arriving at school. Their time off to attend Open Day(s) will be authorized, however, as these are only a couple of hours at most, your child is expected to arrive at school mid-morning. We hope they enjoy their visits and come back excited about their potential new school.

Please also complete the 'Daily Absence Notification' googleform for any 11+ /school exams (please note time off for 'revision' prior to exams will not be authorized as your child should be in school). Morning or Afternoon sessions will be authorized, however, your child is expected to attend school as normal for the other session.

For ease, the form can be found: <https://woodcoteprimary.croydon.sch.uk/parental-forms/>

PTFA Messages

Follow us on **Facebook**:@friendsofwoodcoteprimary, **Twitter**:@woodcoteptfa,

Instagram:@friendsofwoodcoteprimary, **Website**: www.woodcoteptfa.org.uk

IMPORTANT INFORMATION:

->PTFA Roles

The PTFA is the heart of our school community, helping bring events to life, raising vital funds, and creating moments our children will remember. We're looking for enthusiastic, creative, and organised individuals to help us go even further.

We're looking for help in these key areas:

- Communications Coordinator
- Admin Support
- Second-hand Uniform Coordinator (or team)
- Event only based roles - *you can join for specific events only, no need to join the PTFA formally.*

See here for a summary of the different types of roles <https://woodcoteptfa.org.uk/ptfa-roles/>

Contact us to get involved: Email: admin@woodcoteptfa.org.uk

-> Online Uniform Sales Closed

The online uniform shop is currently closed until we can find a volunteer to help manage it. If you can help, email admin@woodcoteptfa.org.uk

-> Uniform Requests

We are looking for cardigans, jumpers and PE kit (all ages). Drop off at the office.

UPCOMING EVENTS

->Preloved Uniform Sale: Friday 19th Sept, 3-4pm (weather and volunteer dependent) at the scooter shed. Cash and card payments accepted. Can you help at all? We need volunteers from 2-4:30pm (or for any part of that when you're available). Please message Rosie 07588966332 if you can spare some time.

->Fireworks: Sunday 2nd November

Our spectacular fireworks display with a professional company, in collaboration with Woodcote High School is back! [Buy your tickets here](#)

Free entry for volunteers - we promise you will get to see the fireworks! All we ask is that you are available for the duration of the event. Fancy being a marshall, helping on a stall or checking tickets? Please email Mo at fireworks@woodcoteptfa.org.uk

->Theatre Club

Ashley Banjo & Diversity in Robin Hood | Thursday 11th December at 7pm.

Get your panto tickets early and join the most heroic outlaw of them all as the arrow-shooting hero Robin Hood and his trusty band of Merry Men strive to outwit the evil Sheriff. Lowest price at only £27 per ticket (RRP £37) Great seats in the Stalls. [Available to book now!](#)

Shows

Is there a show you would like to see? Let us try to get you a great discount. Email your requests to admin@woodcoteptfa.org.uk

OTHER EVENTS:

- School Lottery: Weekly Draw – Every Saturday at 8PM. Buy your tickets [HERE](#)
- Christmas Fair: Saturday 29th November 2025
- We are looking for volunteers for the following areas to ensure they can go ahead:
 - **Santa's Grotto** (lead and design)
 - **Raffle** (source local raffle prizes)

If you can help or would like further information, email admin@woodcoteptfa.org.uk

RAISE MONEY WHILE YOU SHOP

Ink Cartridge Recycling Fundraiser

Stop ink cartridges from going to landfill by simply popping your used ink cartridges (sadly no toner or laser cartridges) into the box in reception (without any packaging) and we will do the rest.

Stikins name labels

30% off the order price of your multi-purpose labels will go to the PTFA fund. Visit www.stikins.co.uk and quote our school fundraising number 25740.

Reminders

Free School Meal/Pupil Premium Checker

Whilst we understand all children are receiving a free meal, or may not want a free meal, we ask that if you are in receipt of benefits that you check your child's eligibility using the link below. This not only provides additional funds for the school but can entitle you to supermarket or holiday club vouchers, uniform, or support with payment for trips and/or clubs for at least six years. Please log on to the website below and complete the check. The school will be updated if you are eligible. <https://pps.lgfl.org.uk/>

Childcare Voucher Accounts

For those families who pay for their Breakfast, Afterschool Club session by childcare vouchers, Mrs Leaker in the office is now administrating on childcare vouchers this following Mrs Kay's retirement. Please use the following email to advise about your voucher distributions requests

leaker@woodcoteprimary.croydon.sch.uk

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) . Please do not send communications through ClassDojo.

Information held by the school

It is important we hold the most up to date information for your children on our system. If you move address for example, then please do notify the school office. You can also check your SIMS Parent Lite to ensure that the school holds your child's current home address, a phone number for each parent with parental responsibility as well as a telephone number of an emergency contact in the event the school is unable to reach either parent.