



Woodland Middle School Academy



New Starter Information Pack 2026/27 (Y5)

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Headteacher: Mr J. Conquest BSc



SCHOOL MEMBER

Woodland Middle School Academy Registered in England No. 07566455

Welcome to Woodland – From Mr Conquest (Headteacher)

Welcome to Woodland Middle School – I am so delighted that you have chosen to send your child to Woodland and we are all really looking forward to welcoming them this term for their transition event(s) and also for their September 2026 start with us.

This information booklet contains lots of helpful information about the daily routine at Woodland to help you get ready for your child's first year with us.

Further information can be found on our website: www.woodlandacademy.co.uk

Welcome to Woodland – From Mrs Vahey (Year 5 Leader)

The Year 5 team are looking forward to seeing the children in September. I hope that we can work together next year to ensure that all the Year 5 pupils have a successful year. If you have any issues or concerns regarding your child's start at Woodland please do not hesitate to contact me on vaheyj@woodlandacademy.co.uk

Welcome to Woodland – From Mrs Neal (SENDCO)

We know that this is a difficult time for children, and parents of children, with additional needs. There will be many questions and uncertainties but we want to reassure you of a few things.

The SEND team have liaised closely with the lower school and so we have lots of information about your child. We will take the time in the first few weeks to get to know your child, so we can best gauge how to support them in this school. We are used to supporting children in their transition, and our job will be to make sure that your child is safe, happy and well supported.

Interventions will start at various points in the first term - we will let you know when these will take place and the purpose of the sessions. We do like to make sure that children have settled into their form class and feel comfortable in school. We also want children, where possible, to have access to a broad and balanced curriculum whilst also accessing extra support for their additional needs.

Ahead of the transition day, we will let your child know who their form tutor will be. We will also send out a timetable to you before the summer break – this will give you a starting point to see what your child's day will look like before interventions are added.

Hopefully you will have received a copy of the transition book, or your child has been working on it at school – if not, here is a link to the online version - <https://www.woodlandacademy.co.uk/Admissions/>

If there is anything you need to let us know, please email wiggette@woodlandacademy.co.uk or neala@woodlandacademy.co.uk

Have a restful and relaxing summer.

Pastoral Care

Pupils at Woodland are organised into form groups. The form tutor is the first person to contact regarding your child. All information about your child's welfare will be managed by the form tutor. Year leaders also take an active role in pupils' well-being and may contact you from time to time. We are also fortunate enough to have pastoral support team and a learning mentor, who can offer a range of support services and work collaboratively with the Year 5 team.

If you need to speak to Mrs Vahey or Mrs Neal – (Assistant Head - SENDCO) then please do make contact with them and arrange a meeting.

All staff can be contacted by email using their surname followed by their first initial @woodlandacademy.co.uk. A full list of staff can be found on our website <https://www.woodlandacademy.co.uk/Staff/>

Detailed information about the curriculum can be found on our website - <https://www.woodlandacademy.co.uk/Curriculum-Information/>

Communication

Our communications app is called Arbor and is designed to specifically to improve the way that parents and school communicate.

We use Arbor to send direct messages and emails. This will allow you to update your data and view information like attendance.

We strongly encourage that you download the app as important messages and emails will be sent directly to you using the app such as information regarding school closures, trips, absences and clubs.

An enrolment code will be sent via text and/or email in June. For more information on Arbor, please visit <https://www.woodlandacademy.co.uk/Parents/Arbor/>

Messages will be sent to the first mobile number on the contact information given on your new starter form. If you have any changes to your contact information, please advise Mr Cliff-Reid by email so that our records are kept up to date cliffreids@woodlandacademy.co.uk

Below is a list of further communications we will make throughout the year.

- Regular emails from the Head Teacher with news and information. This will be emailed home via Arbor.
- All school letters will be emailed home via Arbor.
- Policies are updated periodically and available on the website- <https://www.woodlandacademy.co.uk/Policies/>
- An in person 'meet the form tutor' evening is planned for the autumn term.
- An online 'meet the subject teacher' evening is held in the spring term.
- A termly report with effort and progress to targets is provided so you can see how your child is progressing through the year. The summer term report will include teachers' comments.
- Our website (www.woodlandacademy.co.uk) provides a wealth of information for both pupils and parents
- You can also follow us on X (formerly Twitter), which is used to celebrate the children's achievements - @WoodlandAcademy

New Starter Form On Arbor

As part of joining the school we require you to add data and consents to our management system. This is used to collect information on your child who is joining the school. This system also includes internet permission, photograph permission, and GDPR Policy and Privacy Notice.

Arbor Instructions

How to get started:-

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday

For more information on using Arbor including how to update your child's details please follow the link below.

<https://www.woodlandacademy.co.uk/Parents/Arbor/>

Home School Agreement & Code of Conduct

Our Home School Agreement & Code of Conduct can be found on our website. Please read through these documents with your child. The code of conduct has been written so that it can be understood clearly by pupils, who should then meet the personal standards that are expected of them. You will be required to complete an acceptance of the Home-School Agreement & Code of Conduct via the Arbor app at a later stage. Copies can be found on our website here - <https://www.woodlandacademy.co.uk/Policies/>

Uniform

This list outlines the expectation that we have for all our pupils. It has been agreed by the School and Governors and we ask you to help us by keeping to the uniform requirements outlined. This guide is included so that pupils know from the outset what is acceptable and what is not. Uniform can be purchased online from school in term time or from Prestige in Flitwick. Pre-bookable appointments can be made to visit Prestige here <https://app.squarespacescheduling.com/schedule.php?owner=25603847>

On PE days children should wear their PE kit to school and bring in outdoor sports footwear. In wet weather they may require a change of clothes for after the PE lesson e.g. school uniform.

All Pupils:

- White logo uniform polo shirt, with double stripes on collar and short sleeves
- Black tailored trousers or shorts [not tight fitting fashion trousers, denim jeans style or leggings; shorts must be knee length]
- Or
- Black skirt to sit no higher than just above the knee. They should not be the type of material or fit that causes the skirt to ride up e.g. jersey or stretch fabric
- Red standard sweatshirt with embroidered school logo
- Plain socks or tights in black or white
- Plain black shoes [no high heels or boots] – plain black trainers with no or only black logos are acceptable

All Pupils PE:

- House colour logo polo shirt with embroidered logo
- Black logo shorts [not tight fitting gym/athletic shorts. Tighter shorts may be worn underneath them]
- Black, knee length hockey/netball/football/rugby socks
- Trainers, shin pads, football boots [optional for girls], gum shield.

- Short white socks [summer sports]
- Black logo PE jumper [NB this is not suitable for rugby]
- Black leggings [instead or as well as shorts]
- Black Tracksuit [optional in coldest months]
- Black and red rugby shirt [optional as house shirt is also suitable]

Clothing and personal property should be clearly marked in indelible ink or with stitch-on labels

Notes: Winter Uniform

Low Temperature Conditions – A white t-shirt, vest or thermal (round or v-neck only) may be worn under the school polo shirt, but the school jumper must also be worn.

Snow & Ice - More suitable footwear (Wellingtons, outdoor shoes) may be worn to and from school and at break and lunchtimes, but school shoes must be worn in school.

Trainers - worn for PE must have non-marking soles. School shoes must be worn to/from school but may be changed for trainers at lunchtime only.

Allowed

Wrist watches

One stud earring in each earlobe

Not Allowed

Smart watches

Jewellery, make-up and nail varnish

Unnaturally coloured hair or extreme hairstyles

Facial piercings

Our Uniform Policy can be found here on our website.

P.E Kit- Prestige Printing Service

Prestige Design, Flitwick are offering a printing service in which they can add up to 3 initials to the outside of pupils' house and/or rugby top and black logo jumper, at cost of £2.00 per item.

Should you wish to use this service, please take your items between now and the first week in August to the following address - Prestige Design, 46-48 High Street, Flitwick, Bedfordshire, MK45 1DX

Your items will be printed and ready to collect within a week, they are not printed while you wait. During this time, pupils will be able to wear an old PE top from their previous school or a t-shirt.

Equipment

Pupils will require pencil cases containing basic equipment such as pens, including a black and green one, pencils, ruler, eraser etc. Also personal pocket dictionaries and calculators would be of benefit to all pupils. A small plastic wallet to carry equipment/books in is also useful as bags will be left in lockers during the school day.

Leave of Absence

Excellent attendance is something we are very proud of at Woodland and we constantly seek to ensure our high attendance figures are maintained.

Attendance to all lessons is important for your son or daughter to make good progress. In future we will only be granting leave of absence under the following circumstances:

- Participation in an external sporting event where the student is playing at a high level, e.g. county level or higher.
- A funeral.

- A wedding of a close relative (where this is combined with a family holiday, only the days relating to the wedding will be authorised). A copy of the wedding invitation will be required.
- Religious observance

We will not authorise absence under the following circumstances:

- Family holidays which overlap with the beginning or end of a school holiday
- Family holidays on the basis of cost, suitable weather or inability to take leave in the summer holidays.
- Where the requested leave of absence conflicts with examinations or coursework deadlines
- Poor attendance

If a pupil is absent from school without authorisation for 10 sessions or more in any 10 school week rolling period, parents or carers will be issued with a Fixed Penalty Notice. Penalty notices are fines of £80 if paid within 21 days of receipt of the notice, or £160 if paid within 28 days. The above lists are not intended to be exhaustive and all applications will be treated on an individual basis. All applications must be completed on the relevant form, which is available from the school website at <https://www.woodlandacademy.co.uk/Leave-of-absence-in-term-time/>

Please note that late arrival after 08.45 constitutes an unauthorised absence and adds towards the count for a Fixed Penalty Notice.

We hope that you will appreciate that whilst we are sympathetic where genuine difficulties exist, we are legally required to do all we can to work with pupils and their families to ensure high levels of attendance.

The Education (Pupil Registration) (England) Regulations 2006 and Central Bedfordshire Council advise that unless special circumstances* are identified then term time holidays should not be authorised.

*Special circumstances are defined as:

‘For service personnel and other employees prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil’s education and when the family needs to spend more time together to support each other after a crisis’.

Absence from School

Children are required by law to attend school 190 days per year.
The Government states that every pupil’s attendance should be at least 95%.
Being **LATE** after registration will also **LOWER** your attendance.

ATTENDANCE DURING ONE SCHOOL YEAR	THIS NO. OF DAYS ABSENT	WHICH IS APPROXIMATELY THIS NO. OF WEEKS ABSENT	WHICH MEANS THIS NO. OF LESSONS MISSED
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

Registration/First Day Response

If your child is going to be absent from school due to illness/medical appointment, please contact Mr Cliff-Reid on 01525 750400 Ext: 205, or by email attendance@woodlandacademy.co.uk by no later than 8.30am.

Timings of the school day

School playground open	08:00
Morning Registration	08:30 – 08:40
Reading (DEAR time)	08:40
Lesson 1	09:05 – 10:00
Lesson 2	10:00 – 10:55
Morning Break	10:55 – 11:15
Lesson 3	11:15 – 12:10
Lesson 4	12:10 – 13:05
Lunch Break	13:05 – 14:05
Lesson 5	14:10 – 15:05
Form Time/Assemblies	15:05 – 15:20
End of School Day	15:20

Dropping off and collecting pupils

There is no access to the school car park. Please use the 'park and stride' option available to our parents at Tesco. It is a short walk to the school from the car park. Please avoid Malham Close for dropping off or collecting your child; this causes congestion and creates an unsafe environment for pupils who walk to and from school.

On-line payments for trips and school dinners

Woodland currently operates a payment system, Scopay, where you can pay for school dinners, trips and uniform. Letters for this system will be emailed home to you at the beginning of September.

School Dinners

ABM provides the school meal service for our pupils. A cashless system, Scopay, is in operation for canteen services, which has the aim of providing a faster and ultimately better quality of service, as well as reducing the need for children to carry money in school.

Any amount of money can be paid into a pupil's account and any money spent on food and drink will be deducted on a daily basis. You will be able to log in to the system to see what food/meals your child has purchased. Daily limits can be set on your child's account, this can be arranged once the new term starts by contacting the Catering Manager by email woodlandmiddleschool@abmcatering.co.uk

Online payments can be made using Scopay, login details will be sent out by email at the beginning of September.

If your child has any special dietary requirements, please complete the form on our website and email directly to jgreenwood@abmcatering.co.uk :-

https://www.woodlandacademy.co.uk/docs/ABM_Special_Dietary_Request_Form.pdf

Packed lunches

Children may bring in their own packed lunch in a named lunch box. **We ask that parents do not put nuts or nut products in packed lunches in order to avoid the danger and risk to**

other pupils with nut allergies. Packed lunches should also include a drink. There should be no cans of fizzy drinks or glass bottles.

Pupils are encouraged to eat a healthy snack at break time. We encourage pupils to bring in a water bottle for use during lessons, but these must only contain water. Bottles can be refilled at break and lunchtimes from a designated water fountain. Please ensure your child's water bottle is clearly named.

Pupils will eat their packed lunch in their seat in their form room and be responsible for keeping that area free of food debris and litter. Uneaten food and litter must be taken home.

Rentable Lockers & Deposit

A locker is available for all pupils at Woodland Middle School. This provides a secure place for each pupil to leave their belongings (bag, coat, P.E. kit etc) and also teaches our pupils the importance of looking after keys.

The cost for the locker is split into a £10 refundable deposit and a £2.50 annual rental. The £10 deposit will be returned when a pupil leaves the school and returns the key and leaves a clean, empty locker. We are asking for 4 years' rental up front so that there is no further locker charge unless lost keys need to be replaced.

Payments for both the deposit and rental can be made online using Scopay, user details for Scopay will be issued before the start of the school year.

Lost Property

To avoid unnecessary loss, please mark all items of clothing and equipment with your child's name in indelible ink or stitch on tapes. Watches, calculators, etc. should have their owner's name engraved or scratched on the back.

If any item is lost, your child should look carefully for it and check to see if it is in the lost property area by the gym.

Mobile Phones & Smart Watches

We have a simple rule rather than a policy on the use of mobile phones. We understand that some parents require their child to carry a phone to/from school, but we have a zero tolerance approach to them on the school site. Phones and their built-in cameras, internet browsers, social media apps and music players are not conducive to our learning environment. Any phone found in class/playground will be confiscated and only returned to a parent or adult carer. We do not permit smart watches in school either. The school takes no responsibility for loss/damage to phones.

Advice on film content and objections from faith or other groups

As a school it is our practice to show, up to PG rated films to any year group, without seeking parents' permission. If however there are certain themes that you would object to your child watching, as a result of your religious or other views, please write to Mr Conquest about this so that this information can be on the record. If a film was to be shown to a class, that a pupil was not allowed by their parents to watch, we would always seek a suitable alternative. The suitable alternative may be in a different space within school, but this arrangement would be made sensitively and where possible in advance.

Positive Behaviour Rewards & Homework (Google Classroom)

We also use Class Chats to record the behaviour of children (both positive and negative) in school. We share the positive things online with parents and points accrued can be used to spend in our Cass Charts Shop online. Staff will contact home if anything negative is deemed at a level needing parental attention.

Homework will be set through Google Classroom. Passwords will be provided in your child's first week.

Accelerated Reader

Accelerated Reader is a web-based programme used by all pupils at Woodland to enhance and monitor their reading skills. We hope you will find the enclosed leaflet on our website informative – <https://www.woodlandacademy.co.uk/Accelerated-Reader/>

Music Tuition

For further information, please visit our website - <https://www.woodlandacademy.co.uk/Music-Tuition/>

Useful Contact Information

Admissions (inc contact info) - cliffreids@woodlandacademy.co.uk

Attendance (inc absence and contact info) – attendance@woodlandacademy.co.uk

Arbor/School IT Support – parentsupport@woodlandacademy.co.uk

Scopay – rambarta@woodlandacademy.co.uk

SENDCO – neala@woodlandacademy.co.uk

If you would like any further information, please do not hesitate to contact us.

