



26 June 2018

Dear Parent/Carer

Transitional arrangements for the academic year 2018-2019

Please find attached the transitional arrangements for the academic year 2018-2019. To ensure continuity and progression, I have ensured that either a class teacher or teaching assistant, or both, have moved up with the children through the year groups Reception to year 4. For the professional development of all staff I believe it is important for teachers to experience teaching in year groups below and above their present teaching posts.

New appointments and Leavers

We are pleased to inform you that following Mrs Beckett's decision to step down, Miss Sadler has been appointed as our SENDco and will be sharing her year 4 teaching commitments with Mrs Beckett. They are working together to ensure a successful SENDco handover takes place this term.

We have recently appointed Miss Colella and welcome her to the year 1 team. Miss Colella has five years experience in year 1 at a local school and she is keen to develop our science curriculum.

We would like to thank Mrs Cowan for her positive contribution she has made to year 3 this year and wish her every happiness in her future. We also say 'Goodbye and Good Luck' to Mrs Dixon Grant.

Timetable changes

Year 5 will adopt the same arrangements for Maths and English that have shown great success in year 6. Year 5 and 6 will be organised into two ability classes for both Maths and English. Mr Ward and Mr Brooks will be responsible for teaching maths in their year groups and Mrs Dodgson and Miss Hudson will teach English. This ensures that teaching matches the children's academic needs whilst also preparing them for transition to year 7.

Music and PE

Mr Ainslie will teach year 3 on Mondays and Tuesdays and will continue to lead and teach the whole school music curriculum on the other three days. We are very proud of the achievements and opportunities that Mr Ainslie has given the children and look forward to further developments next year. Mr Ainslie is keen to continue to offer class instrumental teaching (WCIT) with Pbones and trumpets to other children next academic year.

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Mr Holmes is keen to develop our PE curriculum. Next academic year groups he aims to timetable two PE lessons a week for every class. Mr Holmes has organised 'Real PE' training for all teachers in September. Class teachers will lead a 'Real PE' lesson each week to focus on core strength and balance and Mr Holmes will continue to deliver his sports and skills based lessons each week. Mrs Seeley and Mrs Kettless are also developing their roles as additional PE Leaders.

Additional Support and Interventions

All key stages will have a designated Higher Level Teaching Assistant to provide additional support for special educational needs and for those needing additional interventions. Mrs Borgenvik has recently qualified in ELKAN and will provide speech and language interventions for Reception children. She will also deliver interventions in years 1 and 2. Mrs Ellis will oversee key stage 2 interventions and will provide daily small group support for children in year 4, 5 and 6.

Children need to feel happy, confident and safe before they can make progress academically so our pastoral support remains a priority. Mrs Witheridge and Mrs Crook will continue to provide Nurture sessions to children needing additional emotional support and Mrs Crook and Mrs Ellis will also support children for 1:1 sessions.

Transition days

Transition to new year groups will take place next week on Monday 2nd, Tuesday 3rd and Wednesday 4th July. Miss Colella is unable to attend on Tuesday 3rd July. The children will be taught by Mrs Borgenvik and Mrs Ellis and their existing EYFS teaching assistants on that day.

Drop off and collection arrangements

All children, apart from new intake Reception children, will go onto the main playground on Monday morning where they will line up in their existing classes, year 1 to year 5. Their new class teachers will meet them and take them to their new classrooms.

At the end of the school day, please ensure class teachers are aware of any collection changes and help the teacher to identify yourselves. Collection will be from the following points:-

RA – (Y1 Miss Franklin) please collect children from the year 1A classroom double doors, close to the EYFS entrance.

RB – (Y1 Miss Colella) please collect children from the 1B classroom double doors, outside the KS1 adventure play area and next to the main playground.

1A – (Y2 Miss Hawkins) please collect children from the double doors next to year 1 classrooms which lead out onto the main playground.



1B – (Y2 Miss Hibbert) please collect children from Miss Hibbert’s year 2 classroom door leading onto the main playground.

2A - (Y3 Miss Randell) Parents to wait on the corner of the main playground near the Miss Randell’s year 3 classroom. Children will be collected from the classroom side door which leads onto the main playground.

2B - (Y3 Mr Ainslie/Mrs Gates) Children will line up near the double doors in the hall which lead onto the main playground. Parents will wait to collect children near the picnic bench area of the playground.

3A and 3B (Y4 Mrs Sullivan and Miss Sadler/Mrs Beckett) Parents to collect children from the side door on the corner of Mrs Sullivan’s classroom.

4A and 4B (Y5 Miss Hudson and Mr Ward) Children will leave school through the after school club exit and entry door near the bike shed.

5A and 5B (Y6 Mr Brooks and Mrs Dodgson) as above.

On Tuesday 3 July and Wednesday 4 July children will arrive at and enter school through the following entrances;

EYFS new intake – arrive and enter through the EYFS outdoor play area

Year 1 (RA and RB) – enter through either of the double doors near the year 1 classrooms. Both Reception/bike shed side and main playground side doors will be open so that parents dropping off siblings in Reception or year 2 and 3 can do both.

Year 2 - enter through the double doors next to the year 2 classrooms and bike shed

Year 3 - enter as above

Year 4 - enter through the double doors next to the bike shed and year 4 area.

Year 5 - as above Y4

Year 6 - as above Y4

Teaching assistants will continue to take messages on these entrance doors.

PE kits

Please ensure that the present year 5 children have their PE kit on Monday 2 July and year 5 playmakers and children transferring to Ormiston Academy have their PE kits on Wednesday 3 July. Class teachers will inform you of other days that children need their kit next week.



Thank you for your continued support and we look forward to meeting new parents and children next week. We also wish our present year 6 children successful transitions to their new year 7 placements. Year 6 children should go to their existing year 6 classes on any of the three days that they are not in transition.

As always, if you have any questions or concerns, please speak to your class teacher in the first instance.

Yours sincerely,

A handwritten signature in blue ink that reads "Julia Howse".

Miss Julia Howse

Acting Headteacher

Woodlands Primary Academy Staffing structure 2018 - 2019

Reception	RA Miss Sophie Taylor (class tbc) Mrs Lisa Youngs TA Mrs Tracey Borgenvik with RA	Miss Georgia Haynes RB (class tbc) Mrs Amie Sealey TA and EYFS/KS1 PE Leader TA Mrs Mandy Barnsley
Year 1	1A Miss Kerry Franklin with RA Mrs Rosie Debbage TA Mr Dominic Cook 1:1	1B Miss Amy Colella with RB Mrs Louise Grant TA
Year 2	2A Miss Deanie Hibbert with 1B Miss Catherine Fuller Class TA Mrs Katrina French	2B Miss Aimee Hawkins with 1A Miss Kayleigh Martin TA Class TA
Year 3	(3A) Mr Bim Ainslie/Mrs Laura Gates with 2B (BA - Mon, Tues) (LG- Wed, Thurs, Fri) Mrs Julie Huggins	3B Miss Hannah Randell with 2A Miss Cheryl Mace 1:1 Mrs Beth Jennings
Year 4	4A Miss Jessica Sadler/ Mrs Sarah Beckett with 3B (JS - Mon, Tues, Wed) (SB - Thurs, Friday) Mrs Sophie Kettless am (y4/5 interventions and PE)	4B Mrs Sam Sullivan with 3A tbc
Year 5	5A Miss Cheryl Hudson with 4B Mrs Kelly Chadd (class TA am)	5B Mr Adam Ward with 4A
Year 6	6A Mr Chris Brooks with 5B Mrs Michelle Thompson class TA Mrs Pam Ellis (SENCO Y6/5/4/ maths and english interventions am/ ELSA pm)	6B Mrs Eleanor Dodgson with 5A Mrs Amanda Burrell class TA
Additional whole school provision		
Mrs Sue Crook ELSA and Nurture support		
Mr Chris Holmes PE and languages (Spanish) teacher		
Mrs Kettless and Mrs Hubbard Breakfast Club 7:30 am - 8:25am		
Miss Kayleigh Martin and Mr Dominic Cook After School Club 3:10 pm - 5:45pm		