

Woodlands Academy,  
Hathaway Gardens,  
W13 0DH

Head Teacher: Ms C Hasker

Together We Achieve

Tuesday 8th September 2026

Dear Parents & Carers,

Re: Welcome back and additional information

We hope you had an enjoyable summer break. We are happy to welcome you all back to school and are all looking forward to an exciting year ahead filled with great learning and opportunities for everyone. The arrangements for the year are as follows:

### School Start and Morning Arrivals

- **School begins at 8:30am.** We have a soft start in the mornings, so children go straight to their classrooms to begin an Early Morning Work activity.
- **The playground gates will open at 8:30am and close promptly at 8:45am.**
- Children arriving after 8:45am will be marked late and should come through the school office. Lateness can affect attendance, so it's important your child arrives on time.
- A member of staff will be on the gate each morning. If your child is confident in doing so, they are encouraged to walk from the gate to their class independently.
- All pupils should enter through the playground gate near the bridge.

### End of the Day

- Morning Nursery: Collected from their classroom at 11:30am. Please enter through the gate by the school office.
- Nursery & Reception: Collected from their classrooms at 3:00pm.
- Years 1, 2 & 3: Collected from the doors near their classrooms at 3:00pm.
- Years 4, 5 & 6: Collected at 3:10pm from the allocated doors.

### Collection Guidelines:

- Please wait for the teacher to see you and call your child to ensure they are dismissed safely.
- **If someone other than a parent or regular carer is collecting your child, the School Office must be notified by 2:00pm** so the teacher can be informed.
- If the school has not been informed of any change, your child will not be sent home until we have confirmed with you. The person collecting will need to wait until this confirmation is complete.

### Key Information

- If you would like your child to attend the after school care or breakfast club, you can now book this on the **School Gateway app**, which will prompt you to pay for all sessions in advance. Breakfast club sessions cost £3 each and After School Care costs £9. Please ask at the School Office for more information.
- **JD Football Academy** will be running a variety of fun sports clubs for different year groups. You can now book your child's place through the School Gateway App.
- On PE days, your child must come to school in their PE kit. A separate letter regarding swimming will be sent once details have been confirmed. The **PE timetable** is below:



SCHOOL  
MEMBER



|           |                                  |
|-----------|----------------------------------|
| Reception | Thursday                         |
| Year 1    | Tuesday and Wednesday            |
| Year 2    | Tuesday and Thursday             |
| Year 3    | Tuesday and Thursday             |
| Year 4    | Monday and Friday                |
| Year 5    | Monday, <i>Swimming days TBC</i> |
| Year 6    | Wednesday and Friday             |

#### Medical needs:

- If your child has any **new medical needs**, please can you share this information with the School Office as soon as possible.
- Any child who has Asthma needs to have their blue inhaler in school regardless of how often they are used.

#### Lunches:

- At Woodlands we offer healthy and balanced hot school lunches. The menu from last term is continuing until October, when new menus will be issued. It is available to view on the school website and paper copies are available from the school office. As a healthy school, we do not allow unhealthy items in packed lunches (apart from one treat on a Friday). All hot school lunches are balanced and healthy.
- **All children are now entitled to a free school lunch every day.** We would like to encourage everyone to take up this great offer.

Library: During the first few weeks the library will be set up again for the new term. We hope to send books home in the next few weeks with information on how books will be borrowed and returned from the school library.

School equipment: children will be provided with their own resources to use at school. **Children do not need to bring pencil cases or anything extra into school.** These will be sent home if brought in.

#### Parents/Visitors

- In the mornings, parents will be unable to talk to their child's class teacher as they will be in class teaching the children during the soft start. You can send an email to the class email address or via the office email address.
- At the end of the day, parents may be able to talk to their child's class teacher should they need to do so, but we kindly request that you wait until all the children are dismissed safely before approaching the teacher. If the teacher is not available on the day, you can make an appointment with your child's class teacher through the school office.

We are planning to hold curriculum meetings for each year group from Friday 11th September. This is an opportunity for you to meet your child's teacher, learn about the topics they will be covering this year and familiarise yourself with the expectations and routines for their year group.

The sessions will be held straight after school and your children are welcome to attend with you. If you are unable to attend, slides from the meeting will be made available upon request. Dates for each class are listed in the table below:

|                        |           |
|------------------------|-----------|
| Friday 11th September  | Year 6    |
| Monday 14th September  | Year 3    |
| Tuesday 15th September | Year 4    |
| Wed 16th September     | Year 1    |
| Thurs 17th September   | Year 2    |
| Friday 18th September  | Year 5    |
| Monday 21st September  | Reception |

Thank you for your continued support,

Yours Sincerely,

Ms C Hasker  
Headteacher