

A message from Admin

Dear Parents and Carers,

We thought it would be useful to send you all an overview of the administration systems, processes and methods of communication we use across the Admin Team in The Woodland Federation, especially as Winkleigh School has welcomed a number of new families this term.

The Admin Team is always on hand to help with any questions you may have—don't be afraid to ask! The majority of our contact with parents is via email. We also send text messages when a situation requires urgent communication. Please ensure school always has your current contact details—information on how to update your contact details will follow.

We will make sure that any questions/comments get to the right person. We will always reply to you, although you may have to bear with us as we do get hundreds of emails every week—we've received over 150 emails already—but we will get back to you as quickly as we can.

If you need to contact school, you may telephone on 01837 83354. If the phone isn't answered, please leave a message and we will get back to you as soon as we can. You can also email the school at admin@winkleigh.devon.sch.uk and send messages via the Gateway app.

When speaking to any school staff members, please ensure your manner is polite, rudeness from individuals will not be tolerated.

Weekly Newsletter

Every Friday we send out by email a weekly newsletter containing diary dates and information about the children's learning. Please do read the whole newsletter as we use it as a one stop shop for important information. The newsletter is also available on the school website.

Website

You can usually find answers to any question you may have on the school website. From policies and procedures, to school menus and term dates. There is also a calendar of upcoming events and letters for trips. Please take a look: <https://www.woodlandfederation.org.uk/winkleigh>

Absence reporting

If your child is unwell and will be absent from school, please let us know by leaving a telephone message on the absence line—01837 83354, Option 1. Or send a message via the Gateway app. Please avoid emailing as it's quicker for us to find absence messages from these methods.



Friday 8th September 2023
Winkleigh Primary School
Weekly Newsletter
Tel: 01837 83354
www.woodlandfederation.org.uk/winkleigh admin@winkleigh.devon.sch.uk

A note from the Head

Dear Parents and Carers,
It has been so lovely to welcome back all the children this week, they have returned with smiles and enthusiasm. Throughout the school we have welcomed 10 new children as well as 19 in our Owls class, they have all settled really well and the children have made them feel very welcome. I have been visiting classes throughout the week and have been very impressed with the children's learning attitude, they have been focused and keen to demonstrate a positive learning attitude.

We also welcome two new teaching assistants this term, Mrs Evans and Mrs Hooper who are based in Key Stage 1. It's like they have always been here!

I am pleased to reassure you that our building does not contain any Reinforced Autoclaved Aerated Concrete (RAAC) so we will not have to temporarily close any part of our building, which is good news.

Gateway and Deadlines

Winkleigh Primary is primarily a cashless school so for making any payments to school, plus, managing school meal bookings; giving permission and paying for trips; booking before and after school clubs, we use School Gateway.

To set you up on the Gateway, we will send an invite to the email address that's on the system for the Priority 1 contact for your child.

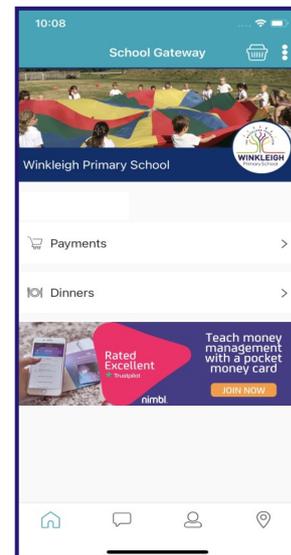
Winkleigh Primary is a debt-free school. We expect you to keep up to date with your payments for school trips, activity clubs, before and after school clubs, and school meals (where applicable) and Nursery fees.

Deadlines for school meal and wraparound care session bookings are published in the weekly newsletter. You must book meals and wraparound care sessions by the deadlines as food is ordered and staff rotas organised around those bookings. If you order a school meal but send in a packed lunch, your child will be given the school meal as it's already been catered for, according to the booking. If you haven't booked a meal and your child doesn't bring a packed lunch, the class TA will call to ask for a packed lunch to be brought to school.

Deadlines for trips are always included in the information letter which is emailed to parents and added to the relevant class page on the website.

Please ensure you stick to the deadlines as chasing parents for consent and payment takes us a huge amount of time, and we cannot allow a child to leave the school site without consent.

You can also send us updates to your child's information and your contact details via the Gateway app. Plus, you can check if you might be eligible for Pupil Premium funding.



SIMS

We use SIMS to manage pupil and parent information. SIMS stores all the important information relating to your child such as home address and emergency contact details. At the start of each academic year, we send home a copy of the information that's in SIMS for you to check and update if anything has changed. It is vitally important we hold up to date contact information.

Census

Each term, we submit a census report from SIMS to Devon County Council and the Department for Education. The census contains data such as addresses, attendance and attainment of all pupils. The results of the census determines how much funding Winkleigh School receives. On Census Day, we encourage all children in Key Stage 1 (Reception, Year 1 and 2) to have a school meal. The number of meals ordered on Census Day also determines how much Universal Infant Free School Meal funding we receive. It's important all children in Key Stage 1 have a meal on Census Day as the funding supports our kitchen and catering costs.

School Buses

Over 50 Winkleigh pupils travel to and from school on a Devon County Council school transport bus service. Please ensure we know if your child is to be collected or sent home on the bus. We won't take the word of a child alone, we will always check with parents and it's much easier to have this information in advance of the end of the day when we're trying to load everyone to release the buses. We send out a form each term for parents to complete with their child's travel timetable. If there is an urgent change, please contact school by phone by 2.30pm at the latest.

Wraparound Care

Winkleigh Primary provides a wraparound care service offering before and after school child care from 7.45am to 5.30pm every weekday during term time. You can find out more on the website. To book sessions, please do so on the Gateway. We accept Tax-Free Child Care vouchers as payment for wraparound care. This is not a straightforward process however, but if you are eligible and choose to use this as a method of payment, we will guide you through it.

Enrichment Clubs

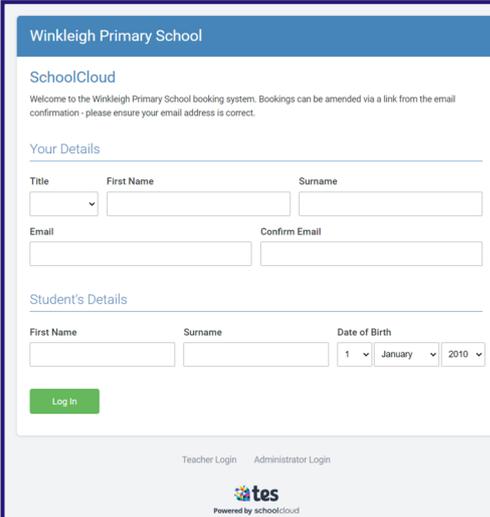
Winkleigh School offer a range of after school enrichment clubs. Bookings for these can be made through the Gateway each term. Please ensure your child wants to attend an enrichment club as payments for these are non-refundable.

Reports, Parents Evenings and Teacher Meetings

We send out pupil progress reports on behalf of Teachers at the end of every term by email, reports are also published to the Gateway app. Teachers hold welcome meetings at the start of each academic year and we send out individual class termly newsletters outlining the learning for the term ahead. In addition to this, on each class page on the website you will find subject overviews for each half term.

Pupil Progress meetings are held twice a year via online video meetings and parents book their appointment with their child's teacher through the School Cloud system, we send out instructions nearer the time.

If you need to get a message to your child's teacher, please contact us by email and we will pass it on.



The screenshot shows the 'Winkleigh Primary School' login page for the 'SchoolCloud' system. The page has a blue header with the school name. Below the header, it says 'SchoolCloud' and 'Welcome to the Winkleigh Primary School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' There are two main sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. 'Student's Details' includes fields for First Name, Surname, and Date of Birth (with dropdowns for month and year). A green 'Log In' button is located below the 'Your Details' section. At the bottom, there are links for 'Teacher Login' and 'Administrator Login', and a logo for 'tes' with the text 'Powered by schoolcloud'.

Mobile Phones

It is now school policy that visitors to school are respectfully asked to hand in their mobile phones to the office for the duration of their visit. If you are coming in to school for a meeting or entering classrooms as part of an open event, we recommend you leave your mobile phone at home to save handing it in. Staff are allocated lockers to store their mobile phones while at work and only allowed access to them in the staff room during their breaks.

Trips Administration

Trips and residentials are a huge part of life at Winkleigh Primary, we ask that you please stick to consent and payment deadlines.

There is often a non-refundable deposit to pay for some of our residentials. This will be when school is required to pay a deposit in advance to secure the booking.

When parents cancel a child's place on a trip or residential, we would usually only be able to offer a refund providing school can get a refund or credit from the venue. Cancelling a child's place on a trip is a time consuming exercise for Admin, please be aware that we may not always be able to get a refund or credit therefore you may not get a refund.

Trips Administration, continued...

Transport is booked for the number of children in the class and the cost of transport is shared equally between them, there is no refund available for the transport element of the cost. We cannot use school budget to pick up the cost of trips especially when they are already heavily subsidised with school fundraising such as cake sales and family breakfasts, Friends of Winkleigh School fundraising, and relevant school funds such as PE Premium.

As a school, we are really proud of our trips and residential programme and hope that everyone accesses all the opportunities. We carefully cost every trip to find the best value. We obtain multiple quotes for transport and book the cheapest option, all fundraising carried out in school or by the Friends of Winkleigh School committee goes towards trips and residential.

If your circumstances are such that you are unable to pay contributions towards trips, please arrange an appointment to discuss this in confidence with the Headteacher.

The Woodland Federation

Winkleigh Primary School is federated with Kings Nympton Primary School, linked to and maintained by Devon County Council. Staff at both schools work closely together, sharing resources, expertise and best practice. Pupils from both schools come together regularly for trips and sports fixtures, ensuring that all the children across the federation have access to the same opportunities. As an Admin Team we work closely together to support each other.

Summary

As you can see, the Admin Team support a lot of functions within the school, and those mentioned here are just the parent-facing systems. There are a host of internal processes and procedures that we also look after.

School is run like a giant household and we are also responsible for taking care of the premises, ordering stock, managing personnel, sourcing and booking contractors, maintaining the school website, marketing, strategic planning and diary management, paying invoices, planning events, supporting governors, health and safety, monitoring the budget to ensure we have sufficient funds to run the school, and much more.

The overall remit of the Admin Team is to support staff, parents, and pupils throughout their Winkleigh Primary School journey.

The Woodland Federation Admin Team

Mrs Crosby—*School Business Manager for The Woodland Federation*

Mrs Singer—*Administrator for Winkleigh Primary*

Mrs Dennis—*Administrator for Winkleigh Primary*

Mrs Moyies—*Administrator for Kings Nympton Primary & Clerk to Governors*

The school office is open Monday to Friday during term time
from 8.45am to 3.30pm