



WOODLEA
PRIMARY SCHOOL

Autumn Term 4

25th September 2026

Woodlea Word

Today is **National Teaching Assistant Day 2026** and we want to say a big thank you to all of our amazing TAs across the school, I include in this thank you to our office and after school club team. We are so, so lucky with the support staff we have at Woodlea. They are literally the backbone of the school as without them the Class teachers and I would not be able to do our jobs. The Woodlea TAs are incredibly positive, dedicated and hard working. They stay late, they come in on their holidays, they even take work home all purely because they want to support the teachers and the children. **Thank you to all the Woodlea TA team: Miss Blakeney; Miss Gulless; Mrs Morris; Mrs Wasserfall; Mrs King; Mrs Cavigila; Mrs Andrew; Mrs Gregory; Miss Elliot, Mrs Piscina, Miss Mahoney; Miss Murrell; and Mrs Perkins.**



Brambles- Important Booking Reminder

Please could we ask that you only book your child into the Before & After School Club when the place is genuinely needed. We are currently experiencing a large number of cancellations, which makes it difficult for us to plan staffing and resources effectively.

We would also ask that parents **check their bookings carefully**, particularly for Breakfast Club. We have recently had children arrive who have not been booked in.

Due to **health and safety requirements and our maximum numbers**, we are unable to exceed the number of children we are registered to accommodate. Therefore, if your child arrives without a confirmed booking, **we will unfortunately not be able to allow them to attend the club.**

Please ensure you check that your child has been booked in before bringing them to Breakfast Club or After School Club.

If you are going to be **late collecting your child**, please contact Brambles as soon as possible to let us know, so that staff are aware and can make the necessary arrangements.

Thank you for your understanding and cooperation, and for helping us to keep the club safe and well organised.

School Photos – A big thank you to all our parents and carers for your support on School Photo Day. 📷

The children looked incredibly smart and, most importantly, came in wearing the correct uniform. This made the photo sessions run much more smoothly and helped everything stay on schedule.

We really appreciate your support in getting the children photo-ready, and we hope you enjoy seeing their photos when they are ready! 😊

Head Teachers Awards – Reflective

Year 1 – Terry S, Year 2 – Maverick C , Year 3 – Isabella HH

Year 4 –Charlotte C , Year 5 – Austin K , Year 6 – Matilda H

Harvest Festival:

The Harvest Festival assembly will be on Friday 18th October. We will be supporting the Caterham Food Bank again this year. Please see the wish list, flyer also attached to the Woodlea Word Email.



Events Calendar

Please see below for all upcoming events and how to book. Please refer to the original email for full details of events. New events are listed in red

Date	Event	Details
28.09.2026	Greek day – Year 6	Year 6 only Please refer to the email sent
28.09.2026	Lambs – Phonics Meeting	Lambs' phonics meeting at 6pm in the hall
30.09.2026	PTA AGM	9am in the school hall. Please refer to flyer sent with the Woodlea Word
01.10.2026	Open morning	9.30am for Reception 2027 prospective parent. Contact the office to book.
01.10.2026	Bags to school collection	Please place bags by scooter shed
07.10.2026	Year 1 – Ranger Stu	Year 1 Only Book via Arbor Full details in the email sent
08.10.2026	Open morning	9.30am for Reception 2027 prospective parent. Contact the office to book.
09.10.2026	Year 6 – Junior Citizen event	Further details to follow
12.10.2026	Sponsored Walk	Please see letter sent out on the 17 th September
15.10.2026	St John's Cross Country	For years 3 – 6 Sign up via Arbor Starts 4-pm
16.10.2026	Harvest Festival Assembly	Lambs only - parents can attend 9.15am– please see email sent Please see flyer sent with Woodlea Word for item donations.
19.10.2026 - 30.10.2026	Half Term	
31.10.2026	Secondary School Applications due	Year 6 Closing date for secondary school applications
11.11.2026	Year 4 – Saxon Day	Please refer to email sent and payment and consent to be made on Arbor
19.11.2026	Year 3 – Busters Farm	Please see email and sign up via Arbor.

School Uniform

Our current school uniform supplier can be found here.

Please check with your class rep if you require second hand uniform.



Weekly Attendance

Lambs : 97.8% Y1 : 97.8%

Y2: 97.5% Y3: 94.4%

Y4: 95.6% Y5: 98.7%

Winners : Y6 : 99.6%

Please remember school attendance is mandatory.

Holidays should be planned for school holiday times to avoid missing school time.

If your child is absent, you must notify the school office every day before 9:10am at the latest.

Weekly Communication

Year 3 – 6 – Cross Country
Year 3 – Butser Farm
Year 3- Guided Reading
All – Reminder – School Photos
All – Christmas Card Competition
Year 4 – Saxon Day
All – Meet the teacher slides
Year 5 - Homework

Universal Credit

Did you know that the school receives extra funding for every child that is entitled to universal credit? If you are entitled to universal credit, please do make sure that you come and make us aware in the school office. This means that we can access more funding for the school and for your child. To check eligibility click the link below

[Free School Meal Eligibility Checker](#)

Lunches

Week 2 –
Autumn
Menu

Please update
Arbor every day,
even if your child
has packed
lunches

Menus are available on – Autumn 26
[Woodlea School Website](#)



Unfortunately, the 'pick for all future dates' option was removed by Arbor during an update and we have been told by them that 'new features in the meal section wouldn't support this.'. We have raised this as an issue with Arbor as we know that this made ordering lunches in advance so much easier for parents. We hope to hear back from Arbor very soon regarding this important feature.

Arbor Checklists:

- Check all meal payments are up to date:
Arbor – Payment
- Check all trip payments are up to date.
- Add any emergency contacts for your child.

For any how to guides please [click here](#).

Please remember for there is a 48-hour deadline for booking lunches.



Absences, medical appointments & sickness

If your child is absent from school or has a medical appointment, please email info@woodleatft.co.uk or leave a message on the absence line (01883 652358 option 1) before 9.10am. Please let us know their full name, class and reason; including any symptoms they may be displaying. We do need to hear from an adult each day a child is absent for safeguarding reasons. Please do not bring your child to school if they have been sick during the night. If your child has been sick or has an upset stomach, children should be off school for 48 hours following the last episode.

To avoid impacting your child's attendance ALL medical/dental/optician appointments should be booked outside of school hours where possible. Thank you for your co-operation.

Leave of Absence

As a school we are only able to grant a leave of absence, during term time, for exceptional circumstances. If you intend to take a leave of absence for your child, please collect a 'Leave of Absence' form from the school office and return the completed form for Mrs Gambier's consideration. Please note that the form should be given to the office prior to the period of absence.

Amazon Wish Lists

[Year 6](#)

[Year 5](#)

[Year 4](#)

[Year 3](#)

[Year 2](#)

[Year 1](#)

[Lambs](#)

[Outdoor Learning](#)

[SEND CO Items](#)