



5<sup>th</sup> September 2025

Dear Wooden Hill Community,

I wanted to extend a warm welcome if you are joining us and a welcome back to those who have been with us for a while!

It has been wonderful to see the children settle back in to school so well. The staff team have worked brilliantly with them to set up our routines and expectations for the year and school has been calm and focussed for the last few days which is wonderful to see.

Please accept our apologies for the frustrations around ordering school meals this week, we believe this is a nationwide issue - hopefully it will be resolved as soon as possible.

At the start of the year, can I please provide a reminder of a few school expectations:

Uniform:

The school uniform policy is as follows:

### School Uniform

- Grey school trousers / skirt/ shorts (any brand)
- White polo shirt (with or without logo) / shirt / blouse
- Royal blue and white summer dresses
- Royal blue sweatshirt / cardigan / jumper - with or without logo
- Grey / white socks or tights
- Black school shoes

### PE Uniform

- Royal blue t-shirt (with or without) logo
- Black tracksuit bottoms (plain)
- Black PE shorts (plain)
- Black hoody (with or without logo - no other logos, images or patterns permitted)
- Trainers or plimsolls

Mr Ian Garner, Headteacher

Wooden Hill Primary School, Staplehurst, Bracknell, Berkshire, RG12 8DB  
T: 01344 421117 | E: [secretary@woodenhillprimary.co.uk](mailto:secretary@woodenhillprimary.co.uk) | W: [www.woodenhillprimary.co.uk](http://www.woodenhillprimary.co.uk)

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Wooden Hill Primary School is proud to be part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England and Wales. Company number 7633694. Registered office: Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

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## Other

- PE kits must be worn to school on PE day (except for Reception)
- Hair longer than shoulder length must be tied up at all times and accessories should be fitting with school uniform and functional. Large bows and other accessories are not permitted.
- Earrings must be small, plain studs. These must be removed for PE.

## Healthy Snacks

EYFS and KS1 are provided with break time snacks. In KS2 if bringing in a break time snack, these can consist of fruit, breadsticks, cheese, rice cakes etc. The snacks should not include crisps, chocolate, biscuits or ultra-processed fruit snacks. Please note we are a nut free school.

Should your child have any special educational need or disability which means we should consider adaptations to support them in ensuring they can access school then please discuss this with the class teacher and Mr Titley- Rawson as our SENDCo. We aim to operate as an equal opportunity school which means we aim to meet the needs of our whole community in an equitable way.

## Communications

Please ensure that you contact the office as soon as possible to inform us of any absence. This can be via the school number 01344 421117 or email [absence@woodenhillprimary.co.uk](mailto:absence@woodenhillprimary.co.uk) Unfortunately due to system changes we are not currently able to receive text messages- if this changes we will update you.

Teachers are available at drop off and pick up for short conversations and messages but if you need to pass on more detailed information please use the year group email addresses which is year then the number @woodenhillprimary.co.uk for example [year1@woodenhillprimary.co.uk](mailto:year1@woodenhillprimary.co.uk) Reception is [reception@woodenhillprimary.co.uk](mailto:reception@woodenhillprimary.co.uk)

Please bear in mind that teachers are in front of the children of 8.45-3.15 and are not able to pick up emails during teaching time. Therefore, if a message is urgent please contact the office.

School staff often work flexibility but are encouraged to work hours that are sustainable. Therefore, emails should be responded to between 8am and 6pm. Emails received late at night or early in the morning may not be responded to straight away. If you have not had a response within 72 hours (during the working week not at weekends) please resend your email or contact the school office to check it has been received. Some staff may respond at different times (outside of 8am -6pm) if this suits their working pattern around their own family but it is not an expectation.

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The last of the summer sun seems to be shining as I write this so hopefully we are all in for a nice weekend.

Mr Garner

*I. Garner*

Headteacher

Mr Ian Garner, Headteacher

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