

Dear Parents

This volume is intended as a quick reference to over one hundred of the words or topics that will come into your vocabulary while your child is at Oakwood. Please let us know if there is anything which has been overlooked.

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## **Absence**

If a child is unable to attend school due to illness, please phone the school on the first day of absence. If a child should contract a contagious illness or condition, they should remain at home and the school informed immediately. Return to school is not permitted until the incubation period has passed and the child is fully recovered. Children should preferably not return to school for 24 hours after vomiting. If a child has to miss school for any reason other than sickness, a formal request, in writing, should be made to the Headmaster, giving as much notice as possible. If a child becomes ill at school, at the teacher's discretion, parents will be notified and asked to take the child home.

## **Accidents**

In the case of a minor accident (eg. cut, graze, bruise), this will be dealt with by a member of staff with a First Aid qualification. The child will be expected to carry on with lessons in the normal way and parents will be informed at the end of the day when the child is collected. If an accident record has been completed, parents will receive a copy of this in their child's book bag. In the case of a more serious accident (eg. severe bump to the head, broken bone), parents will be informed immediately. If it is necessary to call an ambulance, a member of staff will accompany the child to hospital. The parents will be informed immediately.

## **Allergies/dietary requirements**

Details of any allergies or special health/dietary requirements should be written on the Contact Form which is issued when a child first starts at the school. Please help us to keep the records up to date by informing us if your child either develops or grows out of a particular reaction or allergy. Additional medical information is requested in the case of nursery children. Due to the fact that a number of children within the school at any time may have nut allergies, parents are requested not to send nuts in as part of the school packed lunches. However, cereal bars containing nuts and peanut butter sandwiches are acceptable. Your co-operation is appreciated.

## **Anti-Bullying**

Bullying will not be tolerated at the school. Any allegations of bullying will be taken extremely seriously. The matter will be thoroughly investigated according to the school's Anti-Bullying Policy, a copy of which is available on the website or on request from Mrs Askew.

## **Appointments**

Teachers are very willing to see parents about any matter relating to a child's progress or welfare. Unless the matter is really urgent, it is often more helpful if a note can be sent or a telephone call made to the school office, requesting an appointment either at 8.30am or after 4pm giving possible days. A mutually convenient time can then be arranged.

## **Arrival/Departure**

At the beginning of the day, the back gates & doors will be opened at 8.30 when parents may bring children into school. These will be locked at 8.50am, after which time parents will need to enter via the front by ringing the doorbell. Lessons in school or assemblies start at 8.50, so children should arrive no later than 8.45. Nursery begins at 9am. When children arrive in school, they should work quietly in their classrooms before lessons begin. Class teachers will be in their classrooms from 8.30 onwards. Children are not permitted to wander around the school before 8.50am, other than to pay a visit in the oratory. For nursery parents collecting children at 12.30 and 3.45pm, the back gates & doors will be opened. Nursery children should be collected from their classrooms. At 3.45pm, the Oakwood children will line up behind the security fence, weather permitting. Parents should collect children from their class lines and take them directly to their cars. The side gate will remain open to allow parents easy access to St. James Road. Children are not allowed to leave the line unless an adult collects them. Exceptions to this are made by prior arrangement only. It is the parent's responsibility if they

wish their child to be collected by another person or travel unaccompanied. We will not release children to people we do not know without prior advice. For children in the Early Years, the password procedure will be followed. In the event of bad weather, nursery and Reception children should be collected from the classroom as normal and children in the school should be collected from the hall (entry is still via the back entrance). Parents are asked to collect their children promptly. Pupils who are not collected by 4pm will be taken to the area outside the staff room until their parents collect them or whilst a member of staff tries to telephone the parents. Younger children will remain with their class teacher. In the unlikely event that a child is not collected and staff cannot contact anyone on the emergency contact list, the Croydon Council procedure will be followed (If your child is still not collected by 5pm, staff will telephone the emergency night duty service. They will be instructed by a duty social worker to take your child to Taberner House. As a last resort they may then be placed into foster care).

### **Assembly**

The juniors attend assemblies on Mondays and Fridays and infants on Tuesdays and Fridays. CD targets are given out at the beginning of each week, general topics and celebrations are discussed and the junior children have hymn practice or composer of the month on occasion. At the Friday assemblies, house point scores are announced and individual certificates and merit badges are given out. Once a month on Fridays or on other occasions throughout the year, music or class assemblies are held which parents are invited to attend. The nursery children have a short assembly on Fridays. Birthdays are celebrated for the week, and each teacher gives out a number of merit certificates. Please note that assembly starts promptly at 8.50am. Children who arrive late should report to the school office.

### **Assessments**

New assessment arrangements have been brought into effect from the previous academic year. Parents will receive a list of attainment targets in Reading, Writing and Maths every 6 months (in September and February) which outline the areas their child needs to work on. These targets are based on formal assessments in English and maths and reflect a pupil's ability in these subjects. Scores are no longer formally be given as percentile ranks but rather as curriculum levels. In July parents will receive a detailed end of year report. SATs examinations for children in Year 6 take place during the month of May each year. Parents will be given more detailed information about these examinations beforehand. Reception children are formatively assessed throughout the year using the Assessment scales in each area of learning, and targets/next steps for individual children will be discussed with parents at parent/teacher meetings. All children in the Early Years have a Foundation Stage profile which is completed at the end of their Reception year, and relevant information is also provided to Croydon Council. Parents have access to their child's profile prior to parent/teacher meetings and at any time, upon request. See section on 'Nursery' for more information on nursery assessments.

### **Badges**

The house captains, games captains and school captains are given badges at the beginning of the Autumn term, which they keep for the year. Replacements may be charged for, so please be diligent when laundering clothing. Merit badges are issued on Fridays to one child in each class, and these should be returned at the end of the week.

### **Bags**

Nursery children are given a book bag and PE bag when they first start at the school and these are carried forward into the school. In Year 1 they will also receive a rucksack. The cost of these bags are added to parents' bills. With reasonable care, the rucksack should last the whole of a child's time in school. All bags are available from the school office.

## **Behaviour**

At Oakwood, we want happy, confident children. One way of helping to achieve this is through clear guidelines as to what types of behaviour are and are not acceptable. Our main disciplinary approach throughout the school is to praise good behaviour and draw attention to children who are setting a good example. In the nursery in particular, we do not use disciplinary means which draw attention to a child's unacceptable behaviour in front of the whole class. If the need arises, an assistant will take a very disruptive child out of the classroom and quietly explain why their behaviour is not acceptable. Mrs Morrison is responsible for all behaviour management issues. A copy of the school's Behaviour & Discipline Policy is available on the website or from Mrs Askew on request.

## **Birthdays**

If your child's birthday falls on a school day, parents are welcome to bring in some sweets to share with the members of their class. However, due to an increase in the incidences of allergies and intolerances, all treats brought in for Early Years children will be given out at the end of the day so they can be eaten at the discretion of the parents. "Happy Birthday" is sung at assembly or at lunch.

## **Blazers**

Blazers for Oakwood children are part of the uniform and must be worn to and from school in the Autumn and Spring terms. They should also be worn in the Summer term, except when the weather is very hot and permission has been given by the head that they no longer need to be worn (usually after the half-term). They are also required for some formal occasions. Nursery children are not required to wear a blazer; they can either have a school fleece or wear their own coat.

## **Books/Booklists**

All text books and reading books are supplied by the school. Children are expected to take care of any books they use, and parents may be expected to bear the cost for any badly damaged or lost books. See Appendix A for suggested reading books for infants & juniors.

## **Breaks**

Oakwood:

Break is from 10.20 – 10.40am. Children may bring a small snack to school for their morning break. In the interest of healthy eating, fresh fruit is recommended. Cereal bars or plain digestive biscuits are also acceptable. Breaktime snacks are kept in the classroom and given out at the beginning of break. The infants also have an afternoon break from 14.50 – 15.05.

Nursery:

Children will be provided with milk or water at breaktime, and parents should provide a mid-morning snack of a fruit or plain digestive biscuit. They also have a 20 minute break in the morning. Children staying for the afternoon session are encouraged to finish off any left over lunch items.

Children are expected to go outside during breaks. In the winter, the nursery children may wear any coat, gloves, hat & scarf. The infants will wear their jumpers/cardigans and blazers, and if necessary their PE tracksuit bottoms. The duffel coats, school scarf and navy or dark green gloves may also be worn (see uniform).

## **Buddy system**

Each child in Reception to Year 2 is allocated an older child to perform the duties of a 'buddy'. This means that if they have a problem with a game at break times, if they have no one to play

with or if they have any questions, they can ask their buddy. There are special 'buddy breaks' which helps to foster these relationships.

### **Car parking**

Due to the limited space available, only members of staff are permitted to use the car park at all times during the school day. Parents should use as many of the local roads as possible in which to park. Please respect our neighbours by not blocking their driveways or parking in any unsafe locations.

### **Character development (CD)**

While many of the subjects taught in the school are considered to be 'academic', character development is an important subject for the overall development of each child. Oakwood's unique character development programme will help your child to acquire the virtues which will be necessary for them in later life. Since Autumn 2009, CD is now taught alongside the school's comprehensive PSHE curriculum. Each half-term focuses on a different virtue and children are given age-appropriate weekly targets to help them see how virtues are put into practice. The programme is reinforced in other areas of school life, particularly through the tutorial system. Close co-operation with parents is an essential component of the programme. The newsletter contains details about the virtue that the children will be working on, and parents are asked to help their children with these at home. Each week at the Monday or Tuesday assembly, a new character target for each class is launched.

### **Child Welfare**

The health, safety and welfare of the children in our care is paramount, and Oakwood is committed to safeguarding and promoting the welfare of all children and young people in our care. In order to maintain a safer culture, staff undergo regular training dependent on their role within the school. Mrs Debbie Morrison and Mrs Carrie Askew are joint Child Protection officers, and Miss Julia Rafat is the Deputy Child Protection officer (also covering the Early Years). We aim to provide:

- an ethos in which all children feel safe, secure, valued and respected;
- a place where children can feel confident to talk openly and be sure of being listened to;
- support for children, parents and staff in difficult situations.

Parents are advised that the school may contact social care in the case of a real concern about a child's safety and well-being.

In the unlikely event of a child going missing during the school day, our procedures are designed to ensure that the child is found and returned to effective supervision as soon as possible. After firstly taking the register in order to ensure that all other children are present, the teacher will inform the Head and/or Deputy Head (who is also a primary Child Protection Officer) immediately. All available staff will check the building & grounds thoroughly. The parents will be called and asked to come to the school straight away, and the police will be informed. If a child goes missing on an outing, an immediate head count will be carried out and an adult will search the surrounding vicinity immediately. Similar procedures as described above will then be followed, with various parties searching for the child, others being informed and the remaining children being taken back to school.

A number of different school policies are in place to support and promote the health, safety and welfare of all the children at Oakwood. The main ones are those on Child Protection; Anti-Bullying; Behaviour and Discipline; Health, Safety & Welfare; and Educational & Off-Site Visits & Activities. These are all available on the school website and on request from Mrs Askew.

## **Christmas**

Christmas comes but once a year – which is just as well as the excitement in school reaches fever pitch! The Nursery Nativity is usually held on the Tuesday the week before the end of term, and the infants put on a separate Christmas production with Reception providing some singing. The juniors also perform a concert of 9 lessons and carols at this time of year. A formal Christmas meal with all the trimmings is served to the juniors during the last week of term and the infants have a party. A post box for cards is placed in the lobby for the last few weeks of term, and post is distributed by the juniors. The nursery children also have a Christmas party.

## **Class couples**

Class couples exist throughout the school. Their main responsibilities are as follows: a) to welcome new parents into the school and nursery, b) to organise social activities, and c) to uphold the ethos of the school and to support families through personal contact. The couples as at the 2009/10 academic year are:

**Nursery** – Dominic & Liz Williams

**Reception** – Mario & Enza Schifano

**Year 1** – Garsha & Amanda Akhavan-Zanjani

**Year 2** – Paul & Helen Torre

**Year 3** – Darren & Karen Frimpong

**Year 4** – Richard & Grainne Adamson

**Year 5** – Mark & Eppie Blackwell

**Year 6** – Paul & Antonia Tully

Tony & Louise Newman-Sanders are the overall nursery couple and Mark & Eppie Blackwell are the main school couple.

## **Class rules**

1. We 'STOP, LOOK and LISTEN' and carry out instructions first time. We raise our hands for the teacher's attention.
2. We must be prepared to start work immediately.
3. We must work quietly, sit in our place and not disturb anyone else.
4. We must keep our hands and feet and objects to ourselves.
5. We must always be polite to each other and to our teachers.
6. We must respect class property and keep the class tidy.

## **Clubs**

See 'extra-curricular activities'

## **Communication**

Part of a child's development is to learn to communicate orally, and we endeavour to train the children to pass on information. Some are inevitably better carrier pigeons than others, and even letters from school are not always handed over. Please check your child's book bag regularly, particularly in case there are forms to be returned. It is helpful if you inform us discreetly of any difficulties with or changes to a child's normal routine, as this can sometimes explain unusual behaviour or poor performance in the classroom. Parents are encouraged to use the home-school book in the Nursery, Reading Record in Reception, Infants & Lower Juniors, and the Homework Diary in the Upper Juniors.

## **Complaints**

The Governors expect the great majority of complaints to be dealt with in an informal and constructive manner. However, if after complaining, a parent is not satisfied they may make a

formal complaint. At each stage of this procedure it is hoped that a resolution can be found to the satisfaction of all concerned. If you have a complaint, firstly ask to see your child's class teacher or the appropriate member of staff. If you are not satisfied with their response, ask to see the Headmaster initially on an informal basis then put your complaint in writing if necessary. At this stage, if you are still not satisfied with the Headmaster's response, you should write to the Oakwood director (Tony Newman-Sanders, 28 Woodcote Valley Rd, Purley, CR8 3AJ, or by email [tonyns@blueyonder.co.uk](mailto:tonyns@blueyonder.co.uk)). His decision will be binding on all parties involved. Further details about our formal complaints procedure can be found in the Complaints Policy which is available on the website or on request from Mrs Askew.

### **Contact numbers**

We keep a list of telephone and mobile numbers so that a parent or close relative/friend can be reached in an emergency. It is imperative that parents complete and return the Contact Form when their children first attend the school or nursery. The school office should be notified immediately if there are any changes in telephone number or address. We often only discover changes when we need to ring but can't get hold of the person required! The information is also stored on a central database, and these details are sent home periodically for parents to update.

### **Curriculum**

At Oakwood, the national curriculum core subjects are English, maths and science. Other subjects taught are history, geography, PE, art, music, drama, religious education, ICT, design technology, Spanish, CD (Character Development) / PSHE (Personal, Social and Health Education) and Latin (Years 5 & 6 only). Academic booklets covering different aspects of the curriculum may be issued throughout the year. For the Early Years, the curriculum is made up of the following 6 areas of learning: Personal, Social and Emotional Development (PSED), Communication, Language and Literacy (CLL), Problem Solving, Reasoning and Numeracy (PSRN), Knowledge and Understanding of the World (KUW), Physical Development (PD) and Creative Development (CD). See section on 'Nursery' for separate information. A copy of the Curriculum Policy is available on the school website or on request from Mrs Askew.

### **Data protection**

Under the Data Protection Act 1998, parents are advised that we hold certain personal information on file. This includes details about their children (full names, date of birth, address, home telephone number, email address and parents' work and mobile numbers). We also have on file the name and telephone number of the family doctor and any health problems, allergies or details of regular medication being taken. The school also holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, assessment results (National Curriculum and internal assessments such as Nfer tests), attendance information, characteristics such as ethnic group, special educational needs, an emergency treatment consent form and a general off-site/photograph consent form. In order to administer the SATs we are required to pass on some of this data to the Qualifications and Curriculum Development Agency (QCDA) which is responsible for the National Curriculum and associated assessment arrangements. The results of these are then passed on to the DfE in order to compile statistics on trends and patterns in levels of achievement. Foundation Stage Profiles are kept for all Early Years children, and certain information is passed onto a new setting if a child does not remain at Oakwood in Reception. When a child leaves Oakwood, copies of their latest reports and any other relevant information will be passed on to the new school. The home contact details of all families in the school and nursery are only made available to staff members, class couples and members of the Parental Activities Team, if consent has

been given. Parents are advised that the school uses a CCTV system which records images of everyone making use of the front entrance. This is for security reasons only.

### **Discipline and ethos**

A good standard of behaviour is expected in order to provide the correct working environment. The good behaviour of children very much depends on a respectful relationship between teachers and children and between teachers and parents. We seek to promote a calm, hard-working environment in which the virtues can be more easily practised and we seek the active support and co-operation of parents in maintaining our high standards. The children follow the class rules, and in the infants these are clearly displayed in each classroom. There is a 7 stage school award system in place, whereby those children achieving the various levels are given certificates every week in the Friday assembly. There is also a merit badge system, where a child from each class is awarded the badge for a week.

### **Educational visits**

Where appropriate, visits for children in Reception upwards are arranged to places of interest which will enhance work in various curriculum areas such as History, Geography, Science, Art, Drama, Music etc. Parents are informed in advance of the trips planned for the year, and one parental consent form is signed in September. Transport and entrance fees, where appropriate, will be added to the child's school account. For a whole day visit, children will take their packed lunch with them in a disposable plastic bag. A copy of the Educational Visits & Activities Policy is available on the school website or on request from Mrs Askew.

### **Examinations**

See 'assessments'.

### **Exercise**

A comprehensive physical development programme is in place. The infants have 4 PE lessons a week, the juniors have 5 and the nursery children have daily PE lessons.

### **Extra-curricular activities**

There is a wide variety of extra-curricular activities for Oakwood children. Junior pupils are encouraged to participate in at least one lunchtime club each week, and some are also available to infants. The lunchtime clubs, run by teachers, are free of charge. Parents are asked to help their children make choices and to realise that once a commitment has been made this must last for the whole term. Details are issued at the beginning of each term giving information of all clubs and extra-curricular activities, times, age groups and fees if applicable. Further details are available on the school website under the 'Info Centre' section.

### **Fees**

Fee requests are usually sent out during the school holidays, up to 1 month prior to the start of every term. Fees are payable in full by Direct Debit on or before the first day of the term, unless prior arrangements have been agreed. Fees can be paid over a ten month period by Direct Debit and will be subject to an administration charge. All incidental expenses such as bags, ties, bows, school trips and other sundry items are added to parents' bills and should be paid immediately. During the holidays, cheques can be sent to the Finance Officer, Oliver House School, 7 Nightingale Lane, Clapham, SW4 9AH. Should you wish to discuss any matter regarding your school fees, please contact the Finance Office directly as follows:

Finance Manager, Tel 020-8772 9422      ([vanessa.middleton@oliverhouse.org.uk](mailto:vanessa.middleton@oliverhouse.org.uk))  
Business Manager, Tel 020-8772 1911      ([melanie.goodwin@oliverhouse.org.uk](mailto:melanie.goodwin@oliverhouse.org.uk))

## **Fire Safety**

The school has comprehensive fire safety equipment and procedures in place, including a fire alarm system with call points, fire doors, emergency lights and appropriate fire extinguishers throughout the building. The system is regularly tested by a delegated fire company. Impromptu fire drills are carried out each term so that all children and teachers know what to do and where to go if a fire alarm sounds wherever they may be in the building. All staff are aware of the Fire Emergency Evacuation Procedures and regular fire risk assessments and safety audits are carried out. A copy of the Fire Safety & Procedures Policy is available from Mrs Askew.

## **First Aid**

See 'accidents', with further details in the First Aid Policy (a copy of which is available on request from Mrs Askew).

## **Fresh air**

We believe in fresh air and children are expected to go outside during breaks. In the winter, all the infants will wear their jumpers/cardigans and blazers, and if necessary their PE tracksuit bottoms. The juniors may or may not wish to wear their blazers. Duffel coats, fleeces, scarves and gloves may also be worn (see uniform). In the summer term the school cap should be worn during break and PE lessons.

## **Friendships**

Friendships can be enriching but they are also the cause of many difficulties which children experience during their school life. Learning to be a friend in order to have a friend requires maturity. Mixing happily with a wide variety of peers is important and parents should not think that not having a best friend means that their child has failed socially – they may be better adjusted than those who play fast and loose with each others affections.

## **General Consent & Emergency Treatment Forms**

Parents will find these forms in their Information Pack given out in September, and they should be returned to the school office ASAP. For children starting at other times during the academic year, these are given out on their first day of school. These consent forms, among other things, allow parents to state whether they would like their child to wear glasses during play times and PE lessons, and whether they are happy for their child to be treated with plasters. They state whether photographs of their children may be used in school publications, on the website and/or in public areas of the school for display purposes, and to give permission for their children to attend off-site visits and sports activities. Parents are also made aware that professional videos are made of the various productions held in school and that these are made available to family & friends. Parents are given the opportunity of taking photographs of the children involved at the end of all productions. Please note that these forms are completed annually.

## **Governing Body**

The Board of PACT Educational Trust is the governing body of the school. They meet regularly to discuss all aspects of school life, and the meetings are also attended by the Head. The directors (ie. governors) and their roles, where applicable, are as follows:

Jane Phillips (Chairman), Ella Leonard (Company Secretary), Dominic Hughes (Honorary Treasurer), Tony Newman-Sanders (Oakwood director), Eamonn Doran (Oliver House director), Phil Leonard (Finance), Louise Newman-Sanders, Ed Thompson and Alexander Alting von Geusau (Finance).

Various sub-committees also exist to support specific areas of the school, and at least one Board member sits on each. These include Academic, Formation, Personnel, Finance, Buildings and Health & Safety.

The Proprietor of the school is PACT Educational Trust Ltd and the Chair can be contacted by writing to the school address or by email ([mrsjphillips@aol.com](mailto:mrsjphillips@aol.com)).

### **Guided Reading**

As part of our Reading strategy at Oakwood, children from Year 1 upwards participate in a Guided Group Reading programme, which aims to help children learn to use independent reading strategies. This approach to teaching reading develops children's comprehension skills and has proved to be a crucial reading component in many schools. It involves children reading a book in small groups of 5 or 6 with a Teaching Assistant.

### **Hair**

Hair must be neat and is not allowed to fall over the face. It should be tied back, if long, using school colour hairbands (ie. dark green, navy blue or white). Boys hair should be kept short and neat (but no close shaves please!).

### **Head lice**

Head lice are no respecter of persons and levels of cleanliness have little to do with their presence. The best prevention is the use of a fine toothed comb and regular checking. If you find eggs or live lice on your child, please let us know straight away so that all parents in that class can be informed. If headlice is found on any child, the parents will be informed and asked to treat their hair immediately. Should the situation become more serious where many children are found with headlice, all parents throughout the school may be asked to check and treat their children's hair.

### **Holidays**

Parents are issued with details giving the full academic year's dates in advance. In the interest of staff and pupils alike, family holidays should be arranged during school holiday dates only.

### **Homework**

All ages will have homework on most days of the week (except Fridays for the younger children) in order to establish a good homework habit. In the Upper Nursery and Reception, there will be a maximum of 15 minutes homework 2 or 3 times a week plus reading. From Years 1-6 children will be set two Maths and two writing based homeworks a week. In Years 1 & 2 this will be for a maximum of 30 minutes plus reading, in Years 3 & 4 this will be for a maximum of 45 minutes, and in Years 5 & 6 this will be for a maximum of 1 hour. Years 5 & 6 may also have weekend and holiday homework where appropriate. Children in Years 4-6 should be encouraged to do 15 minutes personal reading on top of their homework. They should be heard reading at least twice a week at home. Whilst this structure exists, it is not inflexible and will be addressed to each child's individual needs.

### **House system**

The infant and junior classes are divided into four houses. Most members of staff, except the Headmaster, are allocated to a house. They are as follows: Austen (Blue) – Mrs Candia, Scott (Red) – Mrs Morrison, More (Yellow) – Mrs Teague, Brunel (Green) – Miss Martin. House captains and vice captains are appointed from Year 6.

### **House points**

These can be awarded for good work and behaviour. They may also, in extreme circumstances, be taken away. House points are recorded on the House card each pupil

receives at the start of the year. House cards are collected every Thursday by the House card monitor. The house with the highest number of points each week gets 4 points, the next highest 3 points etc. These points are totalled weekly and announced at the Friday assembly. The house trophy is awarded to the winning house at Prizegiving.

### **Illness**

See 'absence'.

### **Jewellery**

Make-up and nail polish may not be worn at any time. For health and safety reasons, jewellery should also not be worn at any time. Only plain stud earrings are permitted in school, however children wear them at their own risk. The school cannot accept any responsibility for loss or damage to such items. Earrings should be removed by parents or the children themselves on PE days (please note that this applies to juniors only). If children cannot remove their own earrings then they should use a plaster on each ear. If pupils fail to comply with these health and safety rules they will not be permitted to take part in PE lessons. Religious medals which are either pinned or on a chain should be worn discreetly underneath blouses, shirts or tunics. However, these must be taken off for PE lessons and left in a child's tray. Teachers are not permitted to remove any jewellery, including stud earrings, chains etc.

### **Key Parent Functions**

There are a number of opportunities we present throughout the year, in the school, when parents and teachers can get together and share impressions and expectations, opinions and goals regarding our children. These are known as 'Key Parent Functions', meaning that it is an evening that we expect both parents to attend in order for them to make the most of what Oakwood has to offer. Parents are advised well in advance of these dates.

### **Library**

The library exists as a learning resource for the school. It has a selection of reading books as well as non-fiction material to match lesson topics. Pupils may borrow books from the library and a system is in place which is similar to most public libraries.

### **Lost property**

Any item of clothing, stationery or other personal possessions and in particular regulation school bags, should be clearly marked with the owner's name. Lost articles which are named can be returned to their owner; those that are not named are placed in lost property. Items in the lost property will be disposed of in due course.

### **LTP (Long Term Planning) grids**

All Oakwood parents will receive a copy of the long term planning grid for their child's class at the beginning of each academic year. This contains information about topics being covered for each curriculum area throughout the year.

### **Lunch**

Oakwood:

Lunchboxes are kept in the classrooms. Lunch starts in the hall at 12.30 (for the infants) and 13.00 (for the juniors). Packed lunches should be balanced and healthy, and no fizzy drinks should be brought into school. Fruit juices and bottled water are permitted but please note that water is served daily with lunch. Parents are asked to provide eating utensils if required, and wherever possible not to provide items which the children can't open themselves. Please also see the section on 'Allergies'. Children will be allocated places and moved around periodically. Lunch finishes at 13.00 for infants and 13.20 for juniors, and after these times the children play outside until 13.40. House points may be awarded to the tidiest table. Grace is

said before and after the meal, usually led by a member of staff. There will be a lunchtime supervision rota to ensure that lunchtime runs smoothly. Staff on duty ensure that good table manners are being adhered to, and may carry out food inspections. Food swapping is not permitted.

#### **Nursery:**

At 12.30 lunch is held in the Upper Nursery. Packed lunches should be balanced and healthy, and cartons or plastic flasks of drink are permitted (no fizzy drinks please!). Yoghurts provided with a spoon are permitted, however please avoid frubes if possible. Water is also served at lunchtime. Lunch finishes at 1pm followed by a 30 minute break in the playground. During wet play, the nursery children will remain in their classrooms.

Please note that in the interest of health & safety, there will be no re-heating of meals brought into school by children, and no microwave meals are permitted. There are no chilled storage facilities in school.

#### **Medicines**

Whilst we would discourage a culture of parents sending pupils into school when they are not well, many pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. Firstly, where possible, all anti-biotics should be administered by parents out of school hours. However, should this not be feasible, a request should be made to Mrs Askew or Mrs Clarke, who will be responsible for administering any medicines. The medicines book should be completed upon each request. Each case will be considered on its own merits and, especially in the case of parents whose children are in the Early Years, this request must also be made in writing. Parents are asked to let their child's class teacher know if they have administered any medicine before coming into school. Children are not allowed to self-administer medicines, so they should not be sent into school with cough mixture, Calpol or anti-biotics. Where regular medication is required (eg. Piriton), once-off verbal permission should be gained from parents prior to administering. However, medicines must always be provided in the original container. Asthma pumps should be clearly named. Parents of infant children should hand these to the class teacher, whilst juniors can keep theirs in a tray at their desk or elsewhere in their classroom.

#### **Mobile phones**

As a rule, mobile phones should not be brought into school. However if there is an exceptional case then parents should make a written request to the school office for consideration. The phone will then be stored in the office throughout the day.

#### **Monitors**

Monitors from Years 5 & 6 help teachers in a number of different ways. Duties include helping to supervise younger children during wet play, keeping the cloakrooms tidy, collecting housepoint cards, circulating notes to teachers, collecting and returning registers, helping to resolve disputes in the playground, helping in the library and many other jobs!

#### **Musical instruments**

Various peripatetic teachers come in during school time to teach children different musical instruments (usually from Year 2 upwards). Instruments currently taught include: Piano, flute, clarinet, recorder and violin (please enquire about trumpet, trombone and cello). Please contact the school office for further information. All music books and instrument cases should be clearly named. Parents are invoiced directly by the peripatetic teacher for these lessons.

## **Named items**

It is **vital** that every item of clothing, shoes, bags and equipment is clearly named.

## **Notice boards**

There is a notice board in the lower corridor where information for parents is displayed, as well as an outside notice board. Parents wishing to use the notice board must first consult with Mrs Askew. Additional information is also written periodically on the whiteboard which is at the back entrance.

## **Newsletter**

A full-colour newsletter is issued every 2 weeks to all parents in the school and nursery. A copy is also placed on the Parents' notice board and a pdf version is available on the website ([www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk)) and emailed to parents if they are included on the circulation list. Please ensure that you receive your copy!

## **Nursery Education (also covering Early Years)**

In the nursery, we are committed to providing high quality early education with the partnership and co-operation of parents.

**Curriculum** - The EYFS curriculum covers the following 6 areas of learning: Personal, social and emotional development (PSED); Communication, language and literacy (CLL); Problem solving, reasoning and numeracy (PSRN); Knowledge and understanding of the world (KUW); Physical development (PD) and Creative development (CD).

**Attendance** - We are exploring the possibility of developing our Early Years facilities further (including a further new external classroom) to allow for greater numbers in the future. However in the meantime, based on our facilities for the next academic year and the high demand for nursery places, we are having to manage sessions carefully during 2010/11. Pupils usually start with 3 or 4 mornings per week in the Lower Nursery and 4 or 5 mornings and as many afternoons as required in the Upper Nursery (depending on availability). As the children get older, their sessions should be increased until they are attending a minimum of 3 or 4 full days during the term before entering Reception (again, providing spaces are available). Please note that only children who are at least 3 years old are eligible for afternoons.

Where sessions are over subscribed, the following criteria (in no particular order) will be kept in mind when allocating sessions:

- a) Oldest pupils in each class will be given greater priority, as will those who request more afternoon sessions. Priority for afternoons will be given to upper nursery pupils.
- b) The particular circumstances of each family will also be considered when making decisions about session allocations.

**Increasing nursery sessions** - Please note that for administrative reasons, parents may only increase their child's sessions at the beginning of each half term. Parents should speak to their child's class teacher during the last 2 weeks of the previous half term to arrange this (depending on availability) and to complete a form. Changes to sessions can only be made for the full half term. Exceptions to this will only be made in special circumstances and must be agreed in writing.

**Early Years Grants** - Oakwood participates in the Early Years Grant Scheme, which entitles parents to 15 hours of London Borough of Croydon funding per week. Children are eligible in the term following their 3<sup>rd</sup> birthday until they are 5 years old (ie. 6 terms in total). In order to qualify, a child must also attend for a minimum of 4 morning sessions or 3 morning and 2 afternoon sessions. As soon as a child reaches the age of 3, their information is submitted by the school to Croydon Council. The following term, we will provide parents with the 'Free Entitlement Parental Agreement' form for signature. This is then kept on file for our records and audit purposes.

**Assessment** – The children’s progress is assessed regularly using the Assessment scales, which form the basis of the Early Years Foundation Stage Profile. This information is used by the teachers to plan effectively, and copies of weekly plans are available on display in each classroom. Each child has particular targets to aim towards, which are discussed at the termly parents’ meetings. Reports are also issued at various stages during the year. Parents have access to their child’s development records (ie. the Foundation Stage Profile) prior to parent/teacher meetings and at any time, upon request.

**Key Workers** – All children in the Early Years are assigned a key worker at the start of the academic year. Amongst other things, this person helps the child to become familiar with the provision which enables them to feel confident and safe within it. The key worker will respond sensitively to the child’s feelings, ideas and behaviour, caring for the child appropriately for each family. Depending on class numbers, this could either be the teacher and/or a teaching assistant.

**Uniform** – See separate leaflet from Lester Bowden regarding uniform information. Note: The nursery children are not required to have the PE shirt with the logo printed, therefore they can be purchased anywhere. No blazer, cap or beret is required until Reception. Please ensure that ALL items are clearly named.

**General** – To assist in the smooth running of the nursery, we would ask parents to: Arrive in plenty of time for the children to settle before the first lesson of the morning; arrive promptly to pick the children up at 12.30 or 3.45pm; let us know in advance (by letter, telephone or in person) if the usual arrangements for the collection of children have to be altered – using the password system; inform us as soon as possible when your child is absent; ensure that your child’s hair is neat and tied back if long; ensure that no nail varnish, jewellery or watches are worn to school; ensure that your child is wearing the full nursery uniform, and that all items are clearly named; check your child’s book bag regularly for school letters and other important information.

### **Open Days**

Open Days are held at various times throughout the year (either during a normal school day or on a Saturday morning). All children who wish to attend will need to register with Mrs Askew or their class teacher, and nursery children must be accompanied by an adult. Children attending should wear their school uniform. Information is sent out beforehand with all the necessary details. Support from parents and children at the Open Days is greatly appreciated.

### **Parent/teacher meetings**

The termly meetings between parents, teachers and tutors are at the heart of the school’s relationship with parents, and ideally both parents should attend. At the beginning of each term, parents will be informed via the Newsletter of the date for their parent/teacher meeting. There are 3 evenings per term and 15 minute slots are available for meetings with both class teachers and tutors. Particular evenings will be allocated to different age groups of children, and parents will be able to request early or late slots. If preference slips are not returned then parents will be automatically allocated a time slot. Due to increased numbers and the demands on teachers’ time, any missed appointments cannot be rescheduled. In order to make best use of time and to facilitate the smooth running of the parent/teacher meetings, if parents arrive late for their appointment only the remaining time left will be available. Just one delayed couple will impact on the overall timetable, so please arrive in good time. Teachers need to end parent/teacher meetings promptly so your support in this matter is appreciated. If more time is required, a separate appointment can be arranged directly with a child’s teacher or tutor. For parents who require childcare support, a service will be run in the hall by Mrs Barron. A charge of £4 per child will be made and a flat rate of £10 for 3 children or more. Children of nursery age and upwards are welcome. Any child coming to school must be registered at the club on arrival – there is no need to book in advance. Payment must be made on the day (cash only).

**Before the meeting** – evaluate the last parent/teacher meeting targets, as well as academic issues, discuss with your spouse the broader issues, evaluate your own performance as parents, and remember to be positive!

**During the meeting** – bring a notebook or paper to make notes on, review last term's targets, refocus on key issues, set targets for the coming term, restate and record targets.

**After the meeting** – work together with your spouse in helping your child to achieve the targets, implement a follow up strategy, spend time with your child, remember to listen as well as talk.

Remember, an essential key to your child's full personal development is that your child has personalised targets. They must be easy to remember, specific, achievable and able to be evaluated.

**Additional information for Early Years:**

Lower and Upper Nursery parents will be guided through their child's profile with their child's teacher. This will form the basis of the Parent Teacher meetings and Next Steps will be discussed.

During the Spring term, Reception parents are requested to set aside time prior to the appointment to look through the profile on their own. The profiles will be found in sealed envelopes just outside the classroom. Around 15 minutes would be sufficient time to read the contents. Parents are requested to bring the profiles into the class for the appointment when the child's progress will be discussed and Next Steps set.

**Parental Activities Team (PAT)**

A Parental Activities Team exists to support the school in organising key functions and events. Please let Mrs Clarke know if you are able or willing to help with any activities.

**Photographs**

Individual and family photographs (on a sale or return basis) are taken in the Autumn term. Children can be photographed individually or as a family. Class & sports team photographs are taken in the Summer term. This will include a whole school photograph every two years.

**Policies**

A number of school policies are in place, and copies of the updated key policies were sent home in November 2009 and made available to prospective parents. The booklet includes the PACT Charter of Educational Principles and the following policies: Admissions, Anti-Bullying, Behaviour & Discipline, Child Protection, Complaints, Curriculum (School), Curriculum (Early Years), EAL, Equal Opportunities, Health, Safety & Welfare and SEN. Since the issuing of the booklet, some of these policies have been modified. The latest version of all the above policies, and others, is available on the new website ([www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk)). If you would like a copy of any policy not listed above, please speak to Mrs Askew. See Appendix B for a full list of school policies.

**Productions**

The Christmas production is performed by the infants (with juniors sometimes playing supporting roles or singing in the choir). The upper junior production takes place at the end of the Spring term. The lower juniors are involved in a Summer production towards the end of the year. Every few years all of the juniors will perform a musical together. Both of the junior productions have at least 2 performances.

**PSHE (Personal, Social & Health Education)**

A new PSHE programme was introduced at Oakwood in 2009, which is taught across all the year groups alongside our current Character Development curriculum. We believe that this combined programme will enable children to develop their sense of individual and social responsibility and to become more independent and more responsible members of society.

Pupils will be encouraged to play an active and positive role in contributing to the life of the school and the wider community. In so doing we will help them to develop their sense of self-worth to prepare them for adult life.

### **Quarrels**

Falling in and out of friendships is a natural part of growing up, although some children seem to make more of a habit of it than others. Disagreements are usually superficial and short lived, but children are particularly prone to using emotional pressure to achieve their own ends and they can be sharp tongued. It is often better to let them develop resilience and self reliance by sorting out their own troubles, but if matters seem to you to be having a detrimental effect, please make an appointment to see your child's teacher or tutor. Remember, to every problem there is a solution!

### **Queries**

If you have any queries about a school event or matters relating to your child's daily routine or progress, please do not hesitate to approach the school. A quick note in the Reading Record, Homework Diary or by email is often a good way of getting a prompt reply.

### **Reading**

Children should read at home for 15 minutes every day. In the case of infants, they should be heard read every day. Juniors should be heard read at least twice a week. Please make use of the Yellow Reading Record Book or Homework Diary to record progress or make any comments about your child's reading. See pages at the end of this document for a comprehensive list of suitable reading books.

### **Refreshments**

Water is available during lunch. Water fountains in the cloakrooms and the playground provide pupils with access to fresh water throughout the day.

### **Reports**

Reports in the school are issued periodically during the year for all children. Achievement targets, results from assessments, teacher comments and grades in the different subject areas are provided to parents in various formats according to when they are issued. Parents with any concerns about their child's report should speak directly to the class teacher concerned. For Early Years children, the end of year report will contain a summary of a child's progress against the early learning goals and the assessment scales. See section on 'Nursery' for separate information.

### **Residential trip**

An annual residential trip is arranged for children in Year 6 during the Summer term, which provides an excellent fun experience for children to take part in a variety of outdoor and adventure activities, some of which are also linked to the curriculum. The welfare of pupils on residential trips is of paramount importance and all activities are organised in accordance with health & safety regulations and guidelines. Separate details are provided to parents well in advance of the planned trip.

### **Security**

At Oakwood the highest priority is given to the safety of pupils and staff. The back gates are only opened during arrival and departure times, and during these times they are manned by a member of staff. Only members of staff or key people within the organisation have been issued with a key and fob to enter via the front doors. The front entrance is only used to allow access for late children in the mornings and for visitors. Parents should avoid coming into school via the front entrance at lunchtimes or at the end of the day; should they need to visit

the school office they should do so after collecting children via the back entrance. Children are not allowed to open the front doors to anyone, including their parents. Security lighting is also installed around the perimeter of the building. All playground areas are protected by security fencing. A CCTV camera system records images of everyone making use of the front entrance.

### **Secondary schools**

Children move into a secondary school in the September after their 11<sup>th</sup> birthday. From Year 5, parents will receive information on local secondary schools, including open day dates and times, examination requirements, admissions criteria etc. Parents are also invited to discuss secondary transfer issues at the Information Evening held in September and during parent/teacher meetings throughout the year.

### **Senior Management Team (SMT)**

The SMT is the principle body responsible for the management of the school. It has all the powers necessary for deciding on those aspects relating to the life of the school. It works within the Charter of Educational Principles adopted by PACT. The SMT, who meets weekly, is composed of the following people: Head (Ciro Candia), Deputy Head (Debbie Morrison) and Schools Administrator & Head's PA (Carrie Askew).

### **Severe weather protocol**

Whilst we will always make every effort to remain open during periods of severe weather, this may not always be possible. In the case of severe weather, parents are asked to consult the website regularly to check the status of the school ([www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk)). If you do not have access to the internet at home, please ask another parent to advise you. The following alert system will be used:

<b>RED</b> alert	The school is closed. Parents should consult the website the following morning for an update of the situation.
<b>AMBER</b> alert	There is currently insufficient information about the state of the roads, the situation with public transport and the difficulties of staff getting in. Parents are asked to consult the website later for a further update. A staggered arrival & collection system will be in place. Parents should follow general safety guidelines.
<b>GREEN</b> alert	The school is open as usual and children should attend at the normal times.

Additional notes on the above alerts:

We will always endeavour to update the website by around 7am each morning. However in the case of an amber alert, a clear statement about the status of the school will be given by 8am at the latest. Parents are reassured that getting to school late whilst these alerts are in place will not be a problem. Arrival can be between 8.30 & 9.15am and collection between 3 & 3.45pm. Parents are asked not to phone the school to report an absence because of a severe weather situation, but to let your child's class teacher know upon your return. If the school is open we will do everything we can to ensure safe access to the building, however parents are reminded to take all the necessary precautions for ensuring their children's safe journey to school. It may not be possible to park safely in the side roads and so parents are encouraged to either use public transport or to park safely and consider walking part of the way. Please note that the school car park will not be open for drop offs, including those attending breakfast club. The school track suit, cagoule and fleece can all be worn alongside the normal uniform and wellington boots may be necessary if you have some distance to walk.

## Shoes

Girls and boys should wear black outdoor shoes (with laces, buckles or velcro - no boots or shoes with high heels are allowed). In the summer, girls may wear NAVY closed toe sandals if they wish. The school's designated shoe supplier is Best Feet First, which is situated next door to Lester Bowden. However, shoes which meet the school's requirements may be purchased elsewhere.

## Spalding

The Spalding approach to literacy is used in the school from the Upper Nursery. Spalding is a total language arts programme integrating writing, spelling, reading, listening and speaking. This method creates lifelong learners because it is child centered, multi-sensory and develops high level thinking skills. Spalding phonogram cards are available to purchase from the school office. Workshops are arranged periodically for parents to attend.

## Spelling

In addition to the spellings taught in class, children from Year 1 upwards are given lists of words to learn for homework for weekly tests.

## Sports Day

Sports Day for the school and nursery children is held towards the end of the Summer term. In the event of bad weather, sports day will be rescheduled.

## Sports fixtures

Throughout the year sports fixtures are arranged for juniors against other local primary schools. Teams are announced in advance and parents are encouraged to attend. Boys playing football will require football boots, shin pads and black football socks. A kit will be provided which must be washed following the match and returned to school ASAP. Girls involved in netball will need netball skirts (supplied by the school) & white trainers.

## Staff

<b>NAME</b>	<b>TITLE / CLASS / SPECIALISM</b>	<b>SUMMARY OF QUALIFICATIONS</b>	<b>CURRICULUM RESPONSIBILITY</b>
Ciro Candia	Headmaster / Year 6	BA (Hons), PGCE	Maths, Entrance exams, tutor
Debbie Morrison	Deputy Head	Higher Diploma in Education (Early Years & KS1), QTS	SENCO, EAL, CPO, Health & Safety
Caroline Candia	Year 5	BSc (Psychology), PGCE (Primary)	English, Personalised Education (CD/PSHE), tutor
Ellen Teague	Year 4	BA (Hons) History, QTS	History, Religion, tutor
Jean Gardner	Year 3	Primary Cert in Ed, BEd (Hons) & MA Education	Science, tutor
Julia Rafat	Year 2	BA (Eng lit & sociology), PGCE (Primary)	Geography, CPO (Early Years)
Lorna Easthope	Year 1 E	Part 1 Cert in Ed. (sign lang.), Art & Design Dip. (qualifications not on file)	Art

Lisa Martin	Year 1 M	BEd, QTS	DT
Jacqueline Parker	Reception	BEd in PE, QTS, EYPS	PE/Games
Shanida Lobo	Upper Nursery	GNVQ Advanced (Health & Social Care), NNEB	Risk Assessment Co-ordinator
Fiona Lynch	Lower Nursery	NVQ Level 3	
Christopher Woolmer	Director of Music	LRAM, ARCM, Dip RCM, PG Cert.	Music
Louise Newman-Sanders	Music	BSc (MBBS) in Medicine, Grade 8 piano & flute	Early Years Music
Alberto Kurti	Sports	UEFA B licence in football coaching Level 2 goalkeeping NVQ Sport & Leisure	Sports coach
Stephen de la Bedoyere	Latin	Cert in Ed., Cert TESOL	Latin, tutor
Lupe Sedoufio	Spanish	CACHE Level 3 in Childminding	Spanish
Joan Rafice	Support	NVQ Level 3	Junior Support Teacher, Educational Visits Co-ordinator
Sally Gloyne	Tutor		

### Teaching Assistants:

NAME	SUMMARY OF QUALIFICATIONS	RESPONSIBILITIES
Jane Oliver	NVQ Level 3	Teaching Assistant
Lolita Symes	NVQ Level 3	Teaching Assistant
Siobhan Barron	NVQ Level 3	Teaching Assistant (& some Art within the school)
Geraldine Daly	HNC Business Studies	Teaching Assistant
Susan Cully	NVQ Level 2	Teaching Assistant
Val O'Neill	NVQ Level 3	Teaching Assistant (Nursery) (& some assistance in the school)
Leigh Osman	NVQ Level 3	Teaching Assistant (Nursery)

**Administrative, Estates & Supervisory staff:**

<b>NAME</b>	<b>SUMMARY OF QUALIFICATIONS</b>	<b>RESPONSIBILITIES</b>
Carrie Askew	BCom, National Secretarial Diploma	Schools Administrator & Head's PA, SMT, ICT, CPO
Liz Clarke	AICB Bookkeeping	School Secretary
Melanie Goodwin	BA (Econ) (qualifications not on file)	Business Manager (based at Oliver House)
Vanessa Middleton	AAT Intermediate (qualifications not on file)	Finance Manager (based at Oliver House)
Jack White	Locksmith (qualifications not on file)	Site Manager
Bernie Crilly		Caretaker's Assistant
Sandra Palmer		Lunchtime Supervisor
Custodio Rodrigues		Cleaner
Ryan Clarke		Assistant Cleaner

**Peripatetic teachers:**

Miss Penny Parks  
Mrs Gabrielle Lloyd  
Mrs Michino Woolmer  
Miss Henrietta Rowsell  
Mrs Rachel Sokolowski

Nursery Dance  
Speech & Drama  
Piano  
Flute  
Violin

**Priest :**

Fr Frank Calduch

**Stationery**

Pencil cases are required from Year 3 upwards. Essential stationery includes 1 Berol pen (or fountain pen), 1 red pen, 2 HB pencils, assorted colouring pencils (not felt tip pens), pencil sharpener, rubber and a 15cm ruler. From Year 4 upwards, the children will also require a maths set with compass and protractor.

**Swimming**

Children in Years 1 & 2 who are unable to swim a width unaided may register for weekly swimming lessons at Purley Pool during the Summer term (this is a fee paying activity). The regulation swimming costume and cap, supplied by Lester Bowden, must be worn. Towels and costumes should be carried in a suitable swimming bag.

**Telephone**

Pupils are not allowed to make telephone calls for non-urgent matters such as forgotten music books, football boots, PE kits etc.

## **Term dates**

The dates for the 2010/11 academic year are as follows:

Autumn Term	Tue 7/9 – Fri 17/12	(two week half-term 18 – 29/10)
Spring Term	Thur 6/1 – Fri 8/4	(one week half-term 21 – 25/2)
Summer Term	Wed 27/4 – Fri 8/7	(one week half-term 30/5 – 3/6)

## **Tidiness**

Children are expected to be responsible for keeping their possessions and classrooms neat. This includes keeping their bags and blazers on their pegs, and their drawers and desks tidy.

## **Timetables**

Copies of all class timetables are issued at the beginning of each academic year (a copy of your child's timetable is included in the parent's information pack).

## **Times tables**

Children in Year 2 upwards will be tested weekly on their times tables. Please ensure that these are learnt.

## **Toys**

Nursery and infant pupils may bring a small toy to play with at breaktime. These are brought in at the child's own risk, and teachers are not responsible for loss or damage. Juniors are not permitted to bring toys or game cards to school.

## **Travel**

The children mainly travel to sports fixtures in the school minibus and in parents' cars. Although not a legal requirement, for children in the Early Years, the school's booster seats are used in the minibus. Public transport and hired coaches are used as and when appropriate.

## **Tutorials**

Each of the pupils in the juniors is assigned a tutor. The tutor's role is to provide support for the parents in exercising their right and duty to be the "primary educators" of their children. Tutors provide an effective service of personal example, guidance and advice; and they co-ordinate the efforts of all those devoting their efforts to the education of the pupil. Tutorials take place on average every 2 weeks. Children in Years 3 & 4 have between 5 & 10 minutes for their tutorials, and children in Years 5 & 6 have between 10 & 15 minutes for their tutorials. Also children sometimes meet for a group tutorial in order to discuss matters in a wider forum. Individual tutorials are always conducted in open places such as corridors. Oakwood's tutors are Mr Candia, Mr de la Bedoyere, Mrs Candia, Mrs Teague, Miss Gardner and Miss Gloyne.

## **Uniform**

Full school uniform and regulation shoes must always be worn. Uniform must be well looked after especially blazers, caps and berets. Any items which begin to fray or look old should be replaced as soon as possible. Please ensure that washing instructions are followed carefully. The school's uniform suppliers are Lester Bowden, The Old Spread Eagle, High Street, Epsom (Tel 01372-747 475). Purchases can be made in person, by phone and also via their website on [www.lesterbowden.co.uk](http://www.lesterbowden.co.uk) and by clicking on the Schoolwear link. A list of all uniform items is available on the school website and may also be requested from the school office. Should any items need to be returned, a freepost address is available. If you would like to see what second-hand uniform items are in stock, please contact the school office.

**Voluntary help**

We are always pleased to consider offers of help from parents, whether it is sharing their expertise to enhance a classroom project, reading to children in other classes, accompanying a field trip as an extra pair of hands, or assisting with making costumes for productions. All volunteers will be subject to our Safer Recruitment procedures.

**Website**

A wide variety of information is available on the school website, including term dates, copies of newsletters, important diary dates, key policies, parents' handbook, annual Head's Report to Parents and news. The website address is [www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk).

APPENDIX A

# OAKWOOD SCHOOL

## RECOMMENDED BOOKLIST FOR JUNIORS

We would welcome parents' input to keep the list efficient. Please suggest additions and – where necessary – deletions!

KEY            U     Indicates greater suitability for Upper Juniors  
                      L     Indicates greater suitability for Lower Juniors

The following books can be read by the Juniors, or read with them:

Richard Adams	U	Watership Down
Joan Aiken		Go Saddle the Sea
		The Wolves of Willoughby Chase
		Black Hearts in Battersea
		Midnight is a place
		Tale of a one-way Street
	U	A Necklace of Raindrops
		A Kingdom Under the Sea
Louisa May Alcott		Little Women
Nina Bawden	U	Carrie's War
	U	Rebel on a Rock
	U	Keeping Henry
	U	On the Run
		Secret Passage
		Peppermint Pig
Michael Bond	L	Paddington at Large (and several others)
	L	The Tales of Olga da Polga
	L	Olga meets her match
	L	Olga carries on
Anthony Buckeridge		"Jennings" (school series for boys)
Frances Hodgson Burnett	U	The Secret Garden
	U	The Little Princess
	U	The Lost Prince
Betsy Byars	L	The Midnight Fox
		The Two-thousand Pound Goldfish
Lewis Carroll		Alice in Wonderland
Zizou Corder		Lion Boy
Richmal Crompton		Just William (and other stories)
Gillian Cross		The Demon Headmaster (series)
Roald Dahl	L	Charlie and the Chocolate Factory
	L	James and the Giant Peach
	L	Danny Champion of the World
	L	George's Marvellous Medicine
Franklin Dixon		Hardy Boys (adventure series)
Dorothy Edwards	L	My Naughty Little Sister
	L	More Naughty Little Sister Stories
	L	My Naughty Little Sister and Bad Harry

J Meade Falkner	U	Moonfleet
Walter Farley	U	The Black Stallion
	U	The Black Stallion Returns
A Fine		Goggle-Eyes
		Floor Babies
Anne Frank	U	Diary
Elizabeth Goudge		The Little White Horse
Paul Gallico	U	The Snow Goose
	L	The Small Miracle
H R Haggard	U	King Solomon's Mines
George Henty	U	Won by the Sword
	U	Bonnie Prince Charlie
	U	Lion of the North (plus 65 more!)
Russell Hoban	L	The Mouse and His Child
Anne Holm	U	I am David
Laura Ingalls Wilder		Little House in the Big Woods
		Little House on the Prairie
		On the Banks of Plum Creek
J K Jerome	U	Three Men in a Boat
W E Johns		Biggles (series)
Erich Kastner	L	Emil and the Detectives (and others)
Clive King		Stig of the Dump
Dick King-Smith	L	The Sheep-Pig
	L	Martin's Mice
	L	Harry's Mad
Judith Kerr		When Hitler Stole Pink Rabbit
Charles Kingsley	U	The Water Babies
Elizabeth Laird		Red Sky in the Morning
Roger Lancelyn Green		The Tale of Troy
		Robin Hood
Caroline Lawrence	U	Roman Mysteries
	U	The Thieves of Ostia (and others)
C S Lewis		The Chronicles of Narnia
Penelope Lively		The Ghost of Thomas Kempe
Jack London	U	The Call of the Wild
Margaret Machay		Dolphin Boy
M Magorian		Back Home
G Maxwell	U	Ring of Bright Water
Michael Morpurgo	L	Butterfly Lion
	L	Kensuke's Kingdom
	U	Why the Whales came
Jill Murphy	L	The Worst Witch
	L	A Bad Spell For the Worst Witch
E Nesbit	U	Five Children's Stories
William Nicholson	U	The Windsinger
Mary Norton		The Borrowers (series)
		Bedknobs and Broomsticks
Philippa Pearce		The Battle of Bubble and Squeak
		Tom's Midnight Garden
	L	Wings of Courage

Willard Price		Diving Adventure Whale Adventure Lion Adventure (and many others)
Alf Proysen	L	Mrs Pepperpot's Outing
	L	Mrs Pepperpot to the Rescue
	L	Mrs Pepperpot in the Magic Wood
Arthur Ransome	U	Swallows and Amazons (series)
J K Rowling		Harry Potter (series)
Louis Sachar	U	Holes
Felix Salten	U	Bambi
Malcolm Saville		Adventure series : many titles
Ian Serrailier	U	The Clashing Rocks
	U	The Silver Sword
	U	There's no Escape
A Sewell	U	Black Beauty
Dodie Smith	L	The Hundred and One Dalmatians
T Southall		Ash Road
Robert Louis Stevenson		Treasure Island Kidnapped (and others)
Catherine Storr	L	Clever Polly and the Stupid Wolf
Rosemary Sutcliff	U	The Eagle of the Ninth
	U	The Mark of the Horse Lord
	U	Warrior Scarlet
	U	Frontier Wolf
	U	The Outcast
	U	Flame-Coloured Taffeta
Ruth Thomas		The Class went Wild
J R R Tolkien	U	The Hobbit
	U	Farmer Giles of Ham
	U	Lord of the Rings (3 vols.)
Mark Twain	U	The Adventures of Tom Sawyer, Huckleberry Finn and others
Alison Uttley	L	A Traveller in Time
E B White	L	Charlotte's Web
		The Trumpet of the Swan
	L	Stuart Little
T H White	U	The Sword in the Stone
Ursula Moray Williams	L	Adventures of the Little Wooden Horse
	L	The Further Adventures of Gobbolino and the Little Wooden Horse

# OAKWOOD SCHOOL

## RECOMMENDED BOOKLIST FOR INFANTS

The following books can be read by the Infants, or read aloud to them:

Allan Ahlberg	Dinosaur Dreams Funny Bones Each Peach Starting School
Nicholas Allan Giles Andreae & David Wojtowycz	Jesus' Christmas Party Rumble in the Jungle Commotion in the Ocean The Lion who wanted to be Loved The Lighthouse Keeper's Lunch Thomas the Tank Engine Stories
Ronda & David Armitage Rev W Awdry Antonia Barber & Nicola Bayley Hilaire Belloc William Bennett Michael Bond	The Mousehole Cat Matilda (picture book) The Children's Book of Virtues Paddington Thursday Olga da Polga series Voices in the Park A Walk in the Park
Anthony Browne	The Bad Tempered Ladybird The Very Hungry Caterpillar The Mixed-up Chameleon
Eric Carle	Alice in Wonderland Through the Looking Glass
Lewis Carroll	Pinocchio Frightened Fred Songs of Childhood Schnitzel von Krumm's Basketwork Old Possum's Book of Practical Cats Growltiger's last Stand
C Collodi Peta Coplens Walter de la Mare Lynley Dod T S Eliot	The Story About Ping The Snow Lambs The Wind in the Willows The Reluctant Dragon
Marjorie Flack Debi Gliori Kenneth Grahame	An Apple Pie The Birthday Book Marigold Garden Mother Goose Under the Window The Language of Flowers
Kate Greenaway	It's Your Turn, Roger Fairy Tales For Young & Old : The Complete Stories Katie Morag Stories Moses, the Kitten (picture book)
Susanna Gretz The Brothers Grimm Mairi Hedderwick James Herriot	

Jane Hissey	Bear Books
Pat Hutchins	The Door Bell Rang
	Rosie's Walk
	Don't forget the Bacon
Miko Imai	Little Lumpty
Judith Kerr	The Tiger who came to tea
Dick King-Smith	Dinosaur School
Charles Kingsley	The Water Babies
Rudyard Kipling	The Jungle Book
	Just So Stories
Robert L'Estrange	Aesop's Fables
La Fontaine	Fables
Charles Lamb	Beauty and the Beast
Andrew Lang	Mother Goose Fairy Tales
	The Blue Fairy Book
	The Red Fairy Book (others)
	The Arabian Nights
Joyce Lankester Brisley	Milly Molly Mandy (girls)
Edward Lear	The Owl and the Pussycat
Astrid Lindgren	The Children of Noisy Village
Hugh Lofting	The Story of Dr Dolittle
Longfellow	Hiawatha
David McKee	Not now Bernard
A A Milne	Winnie the Pooh (series)
Clement Moore	The Night Before Christmas
Jill Murphy	The Large Family: Five Minutes Peace, All in 1 Piece
	A Piece of Cake, A Quiet Night in
Charles Perrault	Fairy Tales
Beatrix Potter	Peter Rabbit (others)
Alf Proysen	Mrs Pepperpot
John Ruskin	The King of the Golden River
Jane Simmons	Come on Daisy
	Daisy and the Egg
Robert Louis Stevenson	A Child's Garden of Verses
Rosemary Sutcliff	The Minstrel and the Dragon Pup
Julia Sykes & Tim Warnes	I don't want to go to Bed
	I don't want to have a Bath
Theresa Tomlinson & Jane Browne	Little Stowaway
Jill Tomlinson	The Owl who was afraid of the Dark
Martin Waddell	Farmer Duck
E B White	Charlotte's Web
	Stuart Little
	The Trumpet of the Swan
Brian Wildsmith	A Christmas Story
Margery Williams	The Velveteen Rabbit
V A Wilkins	Dave and the Tooth Fairy

## **APPENDIX B : School Policies**

### **Subject Policies:**

- English
- Maths
- Science
- ICT
- DT
- History
- Geography
- PE
- Art & Design
- Music
- RE
- Foreign Languages
- CD/PSHE

### **Curriculum Policies:**

- General Curriculum Policy
- Marking & Feedback
- Assessment
- Monitoring & Evaluation
- Early Years
- Key Skills
- Teaching & Learning
- Homework

### **General Policies:**

- Admissions
- Adult Volunteer Helpers
- Anti-Bullying
- Attendance
- Behaviour & Discipline
- Child Protection
- Communications
- Complaints
- CPD
- Disability Non-Discrimination
- EAL
- Educational & Off-site Visits and Activities
- Equal Opportunities
- Fire Safety & Procedures
- First Aid
- Gifted & Talented Children
- Health, Safety & Welfare
- Human Influenza Pandemic
- Inclusion
- Library
- Minibus
- NQT
- Out of School Care
- Parental Involvement
- Racial Equality
- Record Keeping
- Risk Assessment
- Safer Recruitment
- School Environment
- School Uniform
- SEN
- Teaching Assistants