



# OAKWOOD SCHOOL

## *Parents' Handbook*

**2019-20**

59 Godstone Road, Purley, Surrey, CR8 2AN  
Tel: 020-8668 8080, Fax: 020-8668 2895  
email: [enquiries@oakwoodschool.org.uk](mailto:enquiries@oakwoodschool.org.uk)  
website: [www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk)

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. Although many things will remain the same, this Handbook is updated every year and the latest version is published on the school website. Please let us know if there is anything which you feel has been overlooked.

<b>A</b>	Absence Accidents Accessibility Plan Ad hoc payments Allergies Anti-Bullying Appointments Arrival/Departure Assembly Assessments	<b>E</b>	Extra-curricular Activities	<b>P</b>	Photographs Policies Productions PSHE
<b>B</b>	Badges Bags Behaviour Birthdays Blazers Books/Booklists Breaks	<b>F</b>	Fees Fire Safety First aid Fresh air Friendships	<b>Q</b>	Quarrels Queries
<b>C</b>	Car parking CCTV Celebration of Work Character Development Child welfare Christmas Class couples Class rules Code of Pupil Responsibility Communication Complaints Consent Contact numbers Curriculum	<b>G</b>	Governing body Guided reading	<b>R</b>	Reading Refreshments Reports Residential trip
<b>D</b>	Data protection Discipline & ethos Dogs	<b>H</b>	Hair Head lice Holidays Homework House system House points	<b>S</b>	Security Secondary schools Senior Management Team Severe weather protocol Shoes Spelling Sports day Sports fixtures Staff Stationery Swimming
<b>E</b>	Early Years Educational visits Enrichment	<b>J</b>	Jewellery	<b>T</b>	Telephone Term dates Tidiness Timetables Times Times tables Toys Travel Tutorials
		<b>K</b>	Key parent functions	<b>U</b>	Uniform (inc. games kit)
		<b>L</b>	Late collections Library Lost property Lunch	<b>V</b>	Voluntary help
		<b>M</b>	Medicines Mobile phones Monitors Music curriculum Musical instruments	<b>W</b>	Website
		<b>N</b>	Named items Notice boards Newsletter		
		<b>O</b>	Open Days		
		<b>P</b>	Parent/teacher meetings		

## **Absence**

If a child is unable to attend school due to illness, please phone or email the school on the first day of absence only ([liz.clarke@oakwoodschool.org.uk](mailto:liz.clarke@oakwoodschool.org.uk) or [carrie.askew@oakwoodschool.org.uk](mailto:carrie.askew@oakwoodschool.org.uk)), and also copy in the class teacher. Alternatively, if emailing teachers directly, please copy in the school office as above. If a child is absent and the school does not receive any information by 9.15am, we will make contact with parents in order to determine the reason for the absence. From the second day onwards, no further call is necessary as we will assume that they are still unwell. 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 not return to school for at least 24 hours after the last bout of vomiting or diarrhoea (or 48 hours for children in Early Years). If children have an appointment during the day, parents should preferably send a note or email preferably to the class teacher (copying in the school office) in advance. 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 or injury (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. For Early Years children with a bump to the head, the parent or adult collecting them will be asked to sign the accident book.

## **Accessibility Plan**

The school's current Accessibility Plan 2018-21 provides details about our provision for people within the school community with learning difficulties and/or disabilities. A copy is available from the school office upon request.

## **Ad hoc payments**

Parents are advised that any payments for external clubs, music lessons and other extra-curricular activities may only be made by cheque (or BACS if made available by the teacher concerned). Please be aware that the contracts for these are between the parent and the club provider (and not the school). No 'cash envelopes' may be left in the school office to be passed onto others. Wherever possible, amounts for incidental school purchases will be included on pupil accounts.

## **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. The information is stored securely on a central database, and these details are sent home periodically for parents to check. 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. We ask that all parents consider the needs of other children by only sending in snacks which do not contain nuts (eg. fruit, fresh vegetables, plain digestives/hobnobs/rich tea biscuits or cereal bars). We also ask that children do not bring in any sandwiches with nut-based spreads for lunch. 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 or email can be sent, 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 side gates will be opened at 8.15am and parents may wait in the lower playground with their children. The back doors will be opened at 8.30am when children may be brought into school. Each child should shake hands with the member of staff on the door and say Good Morning. Nursery parents should access their classroom via the Early Years playground or the hall. Junior children should make their way to class independently. Parents may visit the classes if there is an urgent need to speak to their child's teacher, but parents will be expected to leave by 8.50am. We encourage you to use the Reading Record, Homework Diary or email for day to day communications.

The side gates & back doors will be locked at 8.45, after which time all parents and children will need to enter via the front by ringing the doorbell. Parents are able to exit via the front doors once their children have been dropped off. For security reasons, the doors must always be kept closed. Registers are taken promptly at 8.50am, so it is advised that children arrive at least 10 minutes prior to registration. 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 8.45am, other than to pay a visit in the oratory. Children arriving into school later after an appointment must report to the office on arrival. For nursery parents collecting children at 12.30, parents should wait outside the front entrance until the doors are opened by staff. At 3.45pm, all children will line up behind the security fence in the main playground, weather permitting. Parents should collect children from their class lines and take them directly to their cars. The side gate to St. James Road will remain open to allow parents easy access.

Children are not allowed to leave the line until dismissed by a member of staff and when a known adult collects them. Exceptions to this are made by prior arrangement only. For older children who travel home on their own, direct parental permission must be given. It is the parent's responsibility to ensure that the school is fully aware of any collection arrangements which may involve another adult collecting their child. If someone is collecting your child and they are **unknown** to members of staff, please let your child's class teacher know beforehand, preferably via a note in their Homework Diary or Reading Record. In those cases where it is not possible to communicate directly with the class teacher, a phonecall to the office will be acceptable. However please note that once parents have confirmed directly with their child's class teacher the suitability of a known adult (ie. another parent or family member for example) it will not be necessary to inform the school on each occasion when this known adult collects their child. In the case of Early Years children, the password procedure will be followed.

**Wet collection:** In the event of bad weather, Nursery, Reception and Infant children should be collected from their classrooms and Juniors should be collected from the hall (entry is still via the back entrance, however exit will be via the front entrance under supervision).

In the unlikely event that a child is still not collected by 5pm 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 Tuesdays and the infants on Mondays, and whole school assemblies are held on Fridays. At various times during the year, music or class assemblies are held which parents are invited to attend.

### **Assessments**

The Assessment & Reporting cycle clearly outlines the assessment process across the school during the year. Details of children's achievement and any new targets will be reported to parents as outlined in the cycle. See section on 'Early Years' for more information on Nursery and Reception 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. In each junior class there is a weekly secret agent ready to spot who has been living the Character development target in a consistent way during the week. The Agent will present the winner with a gold star they can wear for the next week, which must also be returned at the end of the week. The secret agent changes weekly.

### **Bags**

Nursery children are given a book bag and PE bag when they first start at Oakwood and these are carried forward into the school. In Year 3 children will also receive a rucksack. These are sent home at the end of the year prior and any costs 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. Our Deputy Heads are responsible for all behaviour management issues in the school and EYFS staff oversee the Early Years. 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, please note that we are unable to cut and give out slices of birthday cake in school. This includes pre-cut cakes in serviettes or party bags, and parents are asked not to send in boxes of chocolates or tins of biscuits/sweets for teachers to hand out. If you wish you send in a treat for the class, please provide either individually sealed, store-wrapped cakes (eg. mini rolls) or individual mini bags of sweets (eg. haribos). In this way, treats can be put into children's bags at the end of the day and parents can decide if and when they are eaten.

### **Blazers**

Blazers are required for children in Year 1 upwards. Either the blazer or the school coat must be worn to and from school. In the event of hot weather and at the discretion of the Head, these garments may be dispensed with.

## **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**

School:

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 not containing nuts are also acceptable. Breaktime snacks are kept in the classroom and given out at the beginning of break. Reception snacks are distributed by the children themselves so parents are asked to label all snacks daily in lower case lettering (preferably in a snack box or bag).

Nursery only:

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. The children have a break in the morning and afternoon. Children staying for the afternoon session are encouraged to finish off any left over lunch items.

All children are expected to go outside during breaks. In cold weather, children may wear the school coat or blazer and scarf as well as navy blue or dark green gloves & woollen hat. The infants may also wear their PE tracksuit bottoms in extreme temperatures.

## **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 (ie. from 8.15am – 5.15pm). The only exceptions are in the mornings for those parents making use of the Early Birds Club at 8am and when the car park is made available for an evening function (but only if parking bays are available). 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.

## **CCTV**

For security reasons, the school uses a CCTV system which records images of everyone making use of the front entrance. Recordings are stored on a hard drive in the office. Two members of staff have access to the CCTV images via their phone (as part of our critical incident procedures).

## **Celebration of work evenings (CWEs)**

CWEs are held as per the Assessment & Reporting cycle. During these evenings, children and parents are invited to look through books, artwork etc. This is a wonderful opportunity for children to 'show off' their work. Individual feedback on children's progress and achievement will not be provided during the evening and specific appointments cannot be made. However teachers are available to discuss work in general. Specialist teachers in sport, music and art are also available on this day to meet with junior parents.

## **Character development**

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. Character Development is 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 often contains details about the virtue that the children will be working on, and parents are asked to help their children with these at home.

## **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 Askew is the main Designated Safeguarding Lead (DSL), and Mrs Teague is the designated DSL for the Early Years and Deputy DSL. We aim to provide:

- an ethos in which all children feel safe, secure, valued and respected;
- a place where all children can feel confident to talk openly and be sure of being listened to;
- support for all 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 or a Deputy Head 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 adults 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 & Safeguarding; 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. The E-safety Policy, which includes Acceptable Use Guidelines, covers aspects of internet safety.

## **Christmas**

Christmas comes but once a year – which is just as well as the excitement in school reaches fever pitch! The Early Years & Infant Nativities are performed towards the end of the Autumn term. 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 Year 6 children. The nursery children also have a Christmas party.

## **Class couples**

Class couples exist to welcome new parents into the school and their particular year group and to help uphold the ethos of the school. The school couple oversees all the class couples and supports them in their role. Class couples are assisted by Associate couples. They support the former in promoting formative activities like the FDF family courses, and help with key events throughout the year. The Class couples for this academic year are:

**School couple** – Javier Munoz & Silvia Garayoa

**Nursery** – Stephen & Danielle Davis

**Reception** – Javier Munoz & Silvia Garayoa

**Year 1** – Matthew & Sian Hewitt

**Year 2** – Steven Sadler & Christianne Price

**Year 3** – Paddy & Paula Thompson

**Year 4** – Jose Contreras & Nuria Font

**Year 5** – Dominic & Margaret Schofield

**Year 6** – Mark & Alex Todryk

## **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.

## **Code of Pupil Responsibility**

Pupils at Oakwood:

- wear their uniform with pride because it represents their school; so ties should be well knotted and up, top buttons done up, socks up, shirts tucked in, shoes polished, shirts ironed. Similarly, at sport, pupils ought to appear well prepared by wearing the complete PE kit. Hair styles should not seek to show that a child wants to be regarded as unusual. Hair should be well groomed;
- are courteous, polite and helpful to everyone, greeting teachers and visitors in a respectful way;
- stand up and greet specialists or other teachers when starting a new lesson;
- are in the right place at the right time, and fulfil their duties responsibly;
- begin and end their tasks and activities on time;
- care about their school and leave the playground, classrooms and school as they would like to find them. Cloakrooms should be kept neat and tidy at all times;
- whether at school or at home, they always try to work hard and as well as they are able;
- move around the school and playground in an orderly fashion without pushing or running especially when there are younger children in the vicinity;
- in the playground - are silent immediately on the first whistle: line up in single file in silence and then enter school quietly;
- go into and leave assembly/PE in the hall in silence;
- walk up and down the stairs - on the left hand side, single file;
- leave school promptly, without running through the car park;
- stop what they are doing and look at a teacher when being addressed.

## **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. The majority of parental communication is done via email, so please ensure we have an up to date email address for both parents. Parents should not give their child a teacher's school email address. Any electronic communication should be made between the parent and the teacher. Newsletters are only issued electronically apart from the first one at the beginning of the academic year. 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 Diary in the Nursery, Reading Record in Reception & Infants, and the Homework Diary in the 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 Head initially on an informal basis then put your complaint in writing if necessary. At this stage, if you are still not satisfied with the Head's response, you should write to the Chair of the Governing Body, c/o The Cedars School, Coombe Road, Croydon, CR0 5RD or [chairman@pactschools.org.uk](mailto:chairman@pactschools.org.uk). A hearing panel

will be convened to investigate the complaint. 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.

### **Consent**

Updated consent forms were introduced in September 2018 following the new Data Protection Act and General Data Protection Regulation. One covers the use of Photographs and the other covers areas such as Information and School Trips, Visits and Activities. These forms are completed upon entry to the school or in the event of a change in procedures (such as in this academic year). The same preferences are applied to all siblings, unless otherwise specified by parents. Consent may be changed at any time upon notification to the school.

### **Contact numbers**

We keep a record 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 stored securely on a central database, and these details are sent home periodically for parents to check. Please ensure that the school has a current email address for you, as the majority of communication is sent electronically.

### **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/Computing, design technology, Spanish, CD (Character Development), PSHE (Personal, Social and Health Education) and Latin (Years 5 & 6 only). Reasoning, problem solving and critical thinking also form part of the curriculum time allocations for various age groups. See section on 'Early Years' for separate information. A copy of the Curriculum Policy is available on the school website or on request from Mrs Askew. Curriculum maps for all year groups are available on the school website. These contain information about topics being covered for each curriculum area throughout the year.

### **Data protection**

Please refer to the 'Data Protection Policy' and 'Privacy Notices' on our school website. Our DPL (Data Protection Lead) is Mrs Clarke, and further information is available from her on request in person or by email on [liz.clarke@oakwoodschool.org.uk](mailto:liz.clarke@oakwoodschool.org.uk).

### **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 at one of the assemblies. There is also a merit badge system, where a child from each class is awarded the badge for a week.

### **Dogs**

As much as we recognise that pets are an important part of life for some families and are often included in day-to-day activities such as walking children to and from school, we are concerned that even well-behaved dogs can behave unpredictably when placed in busy, noisy and crowded school environments. Children can also behave unpredictably when in the presence of dogs or when in contact with dogs and this can potentially lead to a child being jumped up at or, in a more severe case, bitten. There are also health and safety concerns with some of our school community suffering from

pet allergies and dog fouling could potentially be an issue. Therefore no dogs are allowed in the playground or in the building (unless used as an aid to visual impairment or disability, or if specifically requested by a teacher as part of their topic eg. pets). If you need to bring your dog to school at drop off or collection they can be tied to the railings located to the far right of the main front door for a short time only. These arrangements will be reviewed periodically.

## **Early Years**

The term Early Years Foundation Stage (EYFS) is used to describe the Nursery and Reception classes. Parents with children in these year groups should read this section alongside additional information provided elsewhere in the Handbook. We are committed to providing high quality education in the Early Years with the partnership and co-operation of parents.

### **a) Curriculum:**

There are 7 areas of learning and development that shape the educational programme in the Early Years: The three prime areas which focus on the earliest experiences and are the foundations for learning: 'Personal, Social and Emotional Development', 'Communication and Language' and 'Physical Development'. Then there are the four specific areas in which the prime skills are applied: 'Literacy', 'Mathematics', 'Expressive Arts and Design' and 'Understanding the World'. All areas are important and interconnected. The characteristics of Effective Learning comprise of 'Playing and Exploring', 'Active Learning', 'Creating' and 'Thinking Creatively'. These characteristics underpin all 7 areas of learning and development and aim to help the child be an effective and motivated learner. Further information regarding the Early Years curriculum can be found on the school website.

### **b) Attendance (Nursery):**

Children normally enter the Nursery in September during the academic year when they turn 4, and providing they are dry (please also refer to the section on 'toilet training'). The minimum attendance policy is as follows:

Autumn term	4 mornings and 1 afternoon (or 5 mornings or 3 full days)
Spring term	4 mornings and 2 afternoons (or 3 full days)
Summer term	4 mornings and 3 afternoons (or 4 full days)

Please note that pupils can attend more than those outlined above. Sessions are allocated on a first come first served basis and are subject to availability. However please bear in mind that, in those cases where sessions are oversubscribed, 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
- b) The particular circumstances of each family will also be considered when making decisions about session allocations.

Depending on the numbers, and at the school's discretion, a few children of lower nursery age may be accommodated in the Nursery. However any 3 year olds who join the class must at least turn 3 in the term they are due to start and can only do so in the Spring term at the earliest. In the likely event of oversubscription, pupils will be allocated these few places according to age only (ie. oldest children will be given priority).

### **c) 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). 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.

### **d) 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). From September 2019, we are also offering 30 hours

funding for children attending full time in the Nursery. For more information, and to find out if you are eligible for this please visit <https://www.childcarechoices.gov.uk/>. This additional funding only applies from the beginning of the term after your child turns 3 until they begin their Reception year. Once your child enters Reception the funding will reduce to the 15 hours. Invoices are credited with the EY Grant. When a child reaches the age of 3, their information is submitted by the school to Croydon Council. Parents need to sign the 'Free Entitlement Parental Agreement' form and provide a copy of the child's birth certificate. This is then kept on file for our records and audit purposes.

**e) Childcare Vouchers:**

We accept childcare vouchers provided by employers towards payment of fees. We are already registered with a number of different providers, however if we need to register with a new provider this can usually be done fairly quickly. For further information please contact the Finance Office on 020-8185 7771 or by email [finance@pactschools.org.uk](mailto:finance@pactschools.org.uk).

**f) Assessment:**

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 teachers to plan effectively. Each child has particular targets to aim towards, which are discussed at the parents' meetings. Reports are also issued at various times during the year.

**g) Tapestry:**

All children attending Early Years at Oakwood have a personal on-line Learning Journey which records photos, observations and comments (in line with the Early Years Foundation Stage) to build up a record of your child's experiences during their time with us. We use Tapestry, a system which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by Early Years staff. Parents will be able to access their child's Foundation Stage Profile via the Tapestry website, and login details will be provided at the beginning of the academic year. For further details about the system please see <http://tapestry.info>.

**h) Key Workers:**

All children in the Early Years are assigned a key worker at the start of the academic year or within. 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. Parents will be informed about their child's Key Worker at the beginning of the academic year and/or if a change is made.

**i) Uniform:**

Please refer to the Uniform List on our website. Nursery children are not required to have the PE shirt with the logo printed and house colour until the summer term, therefore until then they can be purchased anywhere. No blazer, cap or beret is required until Year 1, however all children in the Early Years are required to have the school coat. New Early Years children are given a book bag and PE bag when they first start at Oakwood, and these are carried forward into the school. All bags are available from the school office (costs are added to parents' bills). The school fleece hat and gloves in school colours are desirable items for the winter. Black outdoor shoes should be worn (preferably with Velcro for Early Years children as that not only helps the teachers but enables the children themselves). Please ensure that ALL items are clearly named.

**j) Ratios:**

Parents are assured that the safety of all children in the school is paramount. We follow the EYFS statutory framework with regard to the supervision of Early Years children, in particular the ratio of adults to pupils.

**k) Toileting:**

A child is considered to be toilet trained when they:

- initiate going to the bathroom themselves
- can adjust clothing necessary to use the toilet
- independently ask to go to the toilet when they need to

- wears underwear at all times during the day while awake
- realise when they have had an accident and understand what has happened

In the Nursery, children are frequently reminded to go to the toilet. However if, in the first few weeks after starting at Oakwood, a child has 2-3 accidents within a week then parents may be asked to continue with toilet training at home until their child is capable of this in a school environment. Any Nursery sessions not attended for this reason will be credited.

Staff will help children in the event of a toileting accident at school. Pupils will be treated with courtesy, dignity and respect at all times.

#### **l) Health matters:**

1. Pre-school boosters: In most cases children will not need to be kept off school following these immunisations (unless they are particularly unwell). However it is important that parents notify their child's class teacher when they receive either the MMR or DtaP/IPV/Hib. This is so that staff can be vigilant for any side effects, which between them could include symptoms such as a mild fever, swelling or redness at the site of the injection, vomiting or diarrhoea. We will monitor children for a period of 2 weeks following their immunisation. If any child displays symptoms such as a high temperature or non-blanching rash then we will inform parents immediately.

2. Sickness: A reminder that these arrangements differ from the rest of the school. Children in the Early Years should not return to school for at least 48 hours after the last bout of vomiting or diarrhoea.

#### **m) Sharing information:**

In order to improve links between Early Years providers and ensure that the records about a child are as detailed as possible, parents are asked to inform us if their child is attending another Nursery setting. Also, in order to ensure that there is a two-way flow of information, please give our school details to the other setting.

#### **n) 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 email, 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 their full uniform, and that all items are clearly named; please note that any food cooked at school is sent home for consumption; check your child's book bag daily for school letters and other important information (although most communication is done via email). Miss Marquez is the Early Years Manager and Mrs Lobo is the Deputy Manager. Mrs Newman-Sanders is the nominated Early Years governor.

### **Educational visits**

Pupils visit a number of educational facilities in order to enhance their studies in a range of different subject areas. Visitors are also periodically invited into our school for specific curriculum-related workshops. Parents are provided with details of the trip or workshop before it is due to take place. There are usually two trips per term for the Infants & Juniors, and slightly less for the Early Years. Maximum annual amounts are as follows: £20 (Nursery), £40 (Reception), £60 (Infants) and £80 (Juniors). Various costs including transport and entrance fees will be added to the school account each term, including charges for visitors into school if appropriate. Any children who are absent on the day of a trip or workshop will not be charged for. A copy of the Educational Visits & Activities Policy is available on the school website or on request from the school office.

### **Enrichment**

In order to extend learning opportunities beyond the curriculum and to foster intellectual virtues such as initiative, intellectual curiosity and independent research, an enrichment week takes place every year. This week is not necessarily a continuation of class work but provides pupils with challenges, tasks etc. which may be themed.

### **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.

### **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. All incidental expenses such as bags, ties, school trips and other sundry items (except the £1 girls' bows which are cash only) are added to parents' bills and should be paid immediately. During the holidays, any cheques (made payable to PACT Educational Trust Ltd) can be sent to the Finance Office at The Cedars School, Coombe Road, Lloyd Park, Croydon, CR0 5RD. Should you wish to discuss any matter regarding your school fees, please contact the Finance Office on 020-8185 7771 or by email [finance@pactschools.org.uk](mailto:finance@pactschools.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 the section on 'accidents' for further information. Additional details are contained in the First Aid Policy (a copy of which is available on the website and on request from Mrs Askew).

### **Fresh air**

We believe in fresh air and children are expected to go outside during breaks. In the winter, infants may wear their jumpers/cardigans and blazer or school coat, and if necessary their PE tracksuit bottoms. The juniors may or may not wish to wear their blazer or school coat. Fleeces & duffel coats (which are both optional), scarves, gloves and woollen hats may also be worn (see uniform). In the summer term the school cap may 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.

### **Governing Body**

The PACT Board is the governing body of the school. The directors (ie. governors) and their roles and any specific responsibilities, where applicable, are as follows: Phil Leonard (Acting Chair & Oakwood director), Tony Newman-Sanders (The Cedars director), Jane Phillips, Louise Newman-Sanders (Early Years and The Laurels director), Alexander Alting von Geusau (Fundraising), Mark Stables, Xavier Bosch, Sarah Cassidy and Peter Millington (Oliver House director). The COO is Bernadette Millington.

The full Board meets termly to discuss all strategic matters. These meetings are also attended by the Head. Various sub-committees also exist to support specific areas of the school. Exec meetings take place half-termly, attended by the directors of each school, other directors responsible for particular areas (eg. ethos), the Head, Deputy Heads and COO. These meetings focus on any important operational matters, including finance, marketing, estates etc. and rubber stamp any decisions/proposals made by the SMT in these areas which may have a wider budgetary or external implication. The SMT itself focuses on the every-day running of the school, working within budgets and policies already approved by the Board.

The Proprietor of the school is PACT Educational Trust Ltd and the Chair can be contacted by writing to their registered office address: The Cedars School, Coombe Road, Lloyd Park, Croydon, CR0 5RD or by emailing [chairman@pactschools.org.uk](mailto:chairman@pactschools.org.uk).

### **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 either school colour hairbands (ie. dark green, navy blue or white) or natural hair colour hairbands (eg. black, brown). 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 parents find eggs or live lice on their 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. Even for children attending independent schools, parents are obliged to have them in full time education from the age of 5. Heads across the country are required to authorise any 'out of the ordinary' absences (for example which are not related to sickness etc). It has always been the school's policy not to authorise absences for holidays taken during term time, regardless of the amount of notice given. If the number of unauthorised days taken by any family exceeds reasonable limits, we are obliged to inform our local council. This is not to make life difficult for parents but as a school we are obliged to work within certain parameters. Some holidays may be authorised on religious grounds, however parents should make a formal request to the Head in writing at least one month in advance.

### **Homework**

All ages from Reception upwards will have homework on various days of the week (except Fridays for the younger children) in order to establish a good homework habit. In Reception there will be a maximum of 15 minutes homework 2 or 3 times a week (which may be reading). In Years 1 & 2 this will be for a maximum of 30 minutes, 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. These timings include the learning of daily spellings and timestables. Children in Years 4 – 6 will have homework covering a range of subjects, with at least one maths and one English homework per week. They should also be encouraged to do 15 minutes

personal reading on top of their homework and should be heard reading at least twice a week at home. All children from Reception to Year 4 should be heard reading at home each evening. Years 5 & 6 may also have weekend and holiday homework where appropriate, and on occasion this could include Year 4 children. Whilst this structure exists, it is not inflexible and will be addressed to each child's individual needs.

### **House system**

All children are allocated to a house when they first start at Oakwood, and classes are divided into four houses: Austen (Blue) – Mrs Candia, Scott (Red) – Miss Rafat, More (Yellow) – Mrs Teague, Brunel (Green) – Miss Marquez. All members of the teaching staff, including TAs but excluding the Head, are allocated to a house. House Captains are appointed from Year 6. Siblings are allocated to the same house. Your class teacher or office staff will tell you which house your child is in.

### **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 an assembly. The house trophy is awarded to the winning house at Prizegiving.

### **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 traditional gold or silver round stud earrings are permitted in school (no pearls or coloured stones), 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 (this applies to juniors only). If junior children cannot remove their own earrings then they should use a plaster on each ear. Although plasters can be provided by the school, children are encouraged to bring in their own. If pupils fail to comply with these health and safety rules they may not be permitted to take part in PE lessons. Religious medals attached to a chain should be worn discreetly underneath blouses, shirts or tunics. However, these must be taken off for PE lessons and left in the 'jewellery box' with the class teacher. Teachers are not permitted to remove any jewellery, including stud earrings, chains etc. Children may wear a sensible wrist watch to school and an 'SOS/Medical Alert' tag if required by a medical condition. No other bracelets are permitted except for religious reasons and upon request. Parents are responsible for informing the class teacher as to whether or not their child should wear glasses during PE lessons.

### **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.

### **Late collections**

Parents are asked to collect their children promptly at the end of the day. Any pupils who are not collected by 4pm will be taken to the After School Club until their parents collect them or whilst a member of staff tries to telephone the parents. The same applies to Nursery children not collected by 12.30pm and those children attending extra-curricular clubs eg. sports and drama. A late collection fee will be made for children having to make use of this service. The fee will be £5 for up to 15 minutes and £10 thereafter.

## **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 will either be donated to second hand uniform or disposed of after a few months. Parents may look for any lost property items in the hall kitchen.

## **Lunch**

Children may either bring a packed lunch into school or receive hot meals from Lunchmunch4kidz (LM4K) at a cost of £3-65 per meal per day. Hot meals are available daily, and parents need to sign up directly by emailing [admin@lunchmunch4kidz.co.uk](mailto:admin@lunchmunch4kidz.co.uk) (for a minimum of 3 consecutive days and with at least 2 days notice). Please note that snacks for morning break still need to be provided by parents. Lunches will vary from a jacket potato, a crispy toastie, a puff pastry, a pasta pot, portion pots of crispy vegetables and fruits. Alternatives are also available on request. All meals are suitable for vegetarians. A 'treat' is provided on a Wednesday, such as mini muffins, strawberries and cream, chocolate brownies. Additional items can be requested with the lunch as paid extras. A detailed menu is published on the school website. Meals are delivered to school daily just before lunchtime, utensils are provided and all containers are completely compostable. Payments are made on a monthly or termly basis, in advance. A month's notice is required in writing if a parent does not wish to continue with the lunch service. LM4K are unable to amend payments if a child is ill or away on holiday. However if children are attending a school trip which includes having lunch off-site, parents will need to provide a packed lunch on that day. A credit will then be applied the following month. Unfortunately LM4K are unable to cater for children with any intolerances or allergies at present. As they cannot guarantee a nut free environment, children with nut allergies are discouraged from participating.

For children bringing packed lunches, all lunchboxes are kept in (or just outside) the classrooms. Lunch starts in the hall at 12.30 (for Early Years & Infants) and 12.40pm (for juniors). 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 for all children. Parents are asked to provide eating utensils if required, and wherever possible not to provide items which the children can't open themselves. Yoghurts provided with a spoon are permitted, however please avoid Frubes if possible. Please also see the section on 'Allergies'. Children will be allocated places and moved around periodically. Early Years children eat lunch in the hall at the same time as the infants. Reception children sit at tables with other infants, and Nursery children remain as a group on their own tables. Lunch finishes at 12.55pm for all children, and after these times they play outside until 1.40pm. 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 is 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. 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 and other medicines 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 prescribed medicines in the school (parents of nursery children should see the class teacher). Medicines will be given once a day at lunchtime, provided that a request is made in writing on the first day using the medicine's book. However this only applies to prescribed medicines, for example anti-biotics or anti-histamines such as Piriton for children with allergies. All medicines must be in-date, labelled and in the original container (exceptions can be made for insulin). Calpol or cough medicines will not be given at school; parents should administer these at home. Children are not allowed to bring in any type of medicine to self administer, even if they are in Year 5 or 6, as other children risk having access to these medicines. However juniors are permitted to take their own throat lozenges if necessary and these should be kept in their school bags. Parents are asked to let their child's class teacher know if they have administered any medicine before coming into school. Where regular medication is required (eg. Piriton), once-off verbal permission should be gained from parents prior to administering (written permission is required for Early Years children). Parents are responsible for ensuring that an asthma pump is available for use in school if it is required, and it 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. Parents whose children have been prescribed with an epipen should ensure that at least one is available in school (although two is preferable). Any expired medication needs to be replaced by parents in good time. Parents of children with a long-term medical condition should firstly consult with the Head. Further details about the administering of medicines can be found in the school's First Aid policy which is available on request from Mrs Askew.

### **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 request to the class teacher for consideration. The phone will then be kept by the class teacher or stored in the school office for 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, helping to resolve disputes in the playground and many other jobs!

### **Music curriculum**

Various instruments are taught in Years 4-6 as part of the music curriculum. Year 4 & 5 have recorder and Year 6 have ukulele (both once a week). With regard to the recorder, each child will be provided with a good quality instrument from the Netherlands, together with a music book. Even if your child has already got a recorder, it is important that everyone has the same make and model. A one-off sum (around £16) will be added to your account at the beginning of the school year in Year 4 (or Year 5 for new children). Please let us know if your child will be using an older sibling's recorder so that you are not charged. With regard to the ukulele, as well as being tremendous fun this will emphasise the understanding of homophonic music, and the ability to harmonise and add chords to a melody line. A one-off sum (around £24) will be added to your account at the beginning of the school year in Year 6. The children are expected to practise regularly and bring their instruments to lessons every week (which they will then keep at the end of the year). Please note that all replacements, if available, will be charged for.

### **Musical instruments**

Various peripatetic teachers come in during school time to teach children different musical instruments, usually from Year 2 upwards (apart from Suzuki violin which begins in the Nursery). Instruments currently taught include piano, flute, guitar and violin. For further information please contact the Director of Music on [christopher.woolmer@oakwoodschool.org.uk](mailto:christopher.woolmer@oakwoodschool.org.uk). All music books and instrument cases should be clearly named. Parents are invoiced directly by the peripatetic teacher for these lessons. The Oakwood band is led by Mr Moore (our guitar teacher) and they rehearse during

lunchtime once a week . Any junior pupils wishing to join the band should contact the Director of Music in the first instance.

### **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 or Mrs Clarke. Additional information is also written periodically on whiteboards at the back entrance or outside. The TV screen near the front doors will also contain reminders about special events, photographs and other notices.

### **Newsletter**

A full-colour newsletter is produced every 2 weeks and emailed 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)). Please ensure that you receive your copy!

### **Open Days**

Open Days are held at various times throughout the year (either during a normal school day or on a Saturday morning). Information is sent out beforehand with all the necessary details. Support at the Open Days is greatly appreciated. The only children who usually attend are some representatives from Year 6.

### **Parent/teacher meetings (PTMs)**

The meetings between parents, teachers and tutors take place according to the 'Assessment & Reporting Cycle'. These meetings are at the heart of the school's relationship with parents, and ideally both parents should attend. Teachers are available on 2 evenings, and 15 minute slots are available for meetings with both class teachers and tutors. If your child's teacher is also their tutor, then one 15 minute slot should be sufficient. At the beginning of each term, parents will be informed of all the parent/teacher meeting dates according to which teachers will be available on which days. All bookings are then made by parents via the school website using our online Parents Evening Booking System (PEBS). Due to the demands on teachers' time, please note that any missed appointments may not be able to 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 is run in the hall by a member of staff on various evenings. 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.

**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.

## **Photographs**

Individual and family photographs are taken in the Autumn term. Children can be photographed on their own (upon request) or as a family. Sports team photographs are taken in the Spring or Summer term. A whole school photograph is taken every three years in the Summer term, alternating with class photographs.

When taking photographs of your child at various school functions (eg. productions, sports day etc) parents are asked not to load those which contain other children onto any social networking sites. Parents are not permitted to take any personal photographs if helping on a school trip.

## **Policies**

A number of school policies are in place, and copies of these are available on request from the office. Key policies are as follows: Admissions, Anti-Bullying, Behaviour & Discipline, Child Protection & Safeguarding, Complaints, Curriculum (School), Curriculum (Early Years), EAL, Equal Opportunities, Health, Safety & Welfare and SPEN. The latest version of all the above policies, and others, is available on the school website ([www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk)). See Appendix B for a full list of all the current school policies.

## **Productions**

The Christmas production is performed by the infants; 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. Both of the junior productions have at least 2 performances.

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

The PSHE programme is taught across all year groups alongside the 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 are issued at various times during the year according to the Assessment & Reporting cycle (available on request). 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 and the year group. Parents with any concerns about their child's report should speak directly to the class teacher concerned.

## **Residential trip**

An annual residential trip is arranged for pupils 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 may also be 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 or other people they may recognise. 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 4, parents will receive a variety of 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 with the class teacher. Annual meetings with the Head are also held with Year 4, 5 & 6 parents. Additional information and guidance can be found on the school website.

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

The SMT, which meets weekly, 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 is composed of the following people: Head (Ciro Candia), Deputy Head Ethos (Ellen Teague), Deputy Head Academic (Aaron Murphy) and Head of Administration and Compliance (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. Our text messaging service may also be used to keep parents informed.

Our normal protocol for severe weather is outlined below (also available on the school website):

<b>RED</b>	The school is closed. Parents will be notified when the school re-opens.
<b>AMBER</b>	There is currently insufficient information about the state of the roads, the situation with public transport and the difficulties of staff getting in. However whilst the school will open at the normal time, children may arrive after 8.50am without being marked late, or collected before 3.45pm – depending on the situation. More details will be made available via email or our text messaging service. There is no need to inform the school if a child is going to be late. Before and after school clubs may be cancelled, but parents will be advised accordingly.
<b>GREEN</b>	The school is open as usual and children should attend at the normal times.

Additional notes on the above alerts:

Any decisions about school closures will be made as soon as possible, preferably the evening before. However this might not always be possible as some information might not be available at that point. We will always endeavour to update the website by around 7.30am 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. When sending updates via email or text, morning messages will be sent by 8am and afternoon messages by 2.30pm. Parents are reassured that getting to school late whilst these alerts are in place will not be a problem. If there is still an amber alert in place then arrival can be between 8.30 & 9.15am and collection between 3 & 3.45pm (or earlier depending on the weather conditions). **Parents are asked not to phone or email the school to report an absence because of a severe weather situation, but to let your child's class teacher know upon your return. There is also no need to email the school with details about your child's absence.** Before and after school clubs may be cancelled, so please keep checking the website (and your emails/texts) during the day for further information.

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 the Early Birds club if it is running. The school track suit and any wellington boots may also be worn if needed.

### **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.

### **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 is held towards the end of the Summer term at The Cedars School, Coombe Road, Lloyd Park, Croydon, CR0 5RD. 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. Home matches are played at

The Cedars School (address above). Please refer to the Uniform List on the school website for a full list of kit required.

### **Staff**

The list of current staff members are below, and details of any relevant qualifications are on the school website.

<b>Name</b>	<b>Class</b>	<b>Extra responsibilities &amp; Specialist subjects</b>
Mr Candia		Headmaster, tutor
Mrs Teague	Year 6	Deputy Head (Ethos), English, tutor
Mr Murphy	Year 5	Deputy Head (Academic), Maths, tutor
Mrs Lobo	Nursery	Deputy EY Manager, Risk Assessment Co-ordinator
Miss Marquez	Reception	EY Manager, Spanish, tutor
Miss Rafat	Year 1	History, SDP Co-ordinator, tutor
Mrs Galbraith	Year 2	School council
Mrs Chapman	Year 2	School council
Mrs Clarke	Year 2	Science (on maternity leave until Spring 2020)
Mrs Candia	Year 3	Religion, tutor
Miss Truett	Year 4	Geography, tutor
Miss Gardner		Director of Ethos, Character Development, tutor
Mr Woolmer		Director of Music, tutor
Mrs Easthope		Art & DT, tutor
Mr Kurti		Director of Sports
Mrs Watson		Sports Coach
Mrs Kuc		Support Teacher
Mrs Rhodes		SENCO
Mrs Faulkner		Learning Support Assistant
Miss Blanco		Girls' tutor
Mrs Williams		Speech & Drama
Mrs Woolmer		Piano
Miss Simmonds		Flute
Mrs Butterworth		Violin
Mr Moore		Guitar & Band
Mrs Newman Sanders		Early Years Music

### **Teaching Assistants:**

Mrs O'Neill, Mrs Symes, Mrs Oliver, Mrs Barron, Mrs Daly

### **Non-teaching Staff:**

Mrs Askew	Head of Admin & Compliance, PA to Head, DSL
Mrs Clarke	School Secretary
Mrs Palmer	Lunchtime Supervisor
Fr George	Chaplain
Mr Watson	Caretaker
Mr Crilly	Assistant Caretaker

## **Stationery**

In the infants, all writing materials are provided for by the school. In the juniors, pupils are expected to have their own stationery. A pencil case is therefore required from Year 3 upwards. This is stored in each child's tray, so it should be soft and slim so as not to take up too much space. Essential stationery includes a maximum of 10 assorted colouring pencils (not felt tip pens), Berol pen, small pencil sharpener, small rubber and 15cm ruler. A blue ball-point pen is optional. The use of biro, for some lessons, is up to the discretion of the teacher. Writing pencils and other items will be provided by the school. From Year 4 upwards, children will also require a maths set with compass and protractor. Year 6 pupils are also expected to have a geometry set and a basic calculator.

## **Swimming**

Children in Years 1 & 2 who are unable to swim a width unaided may register for swimming lessons throughout the year at the Hayes School (this is a fee paying activity). The regulation swimming costume, supplied by Stevensons, and a dark green, navy or black swimming cap 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 2019-20 academic year are as follows:

### **Autumn Term 2019**

Wed 4/9 – Fri 13/12 (two week half-term 21/10 – 1/11)

### **Spring Term 2020**

Wed 8/1 – Fri 3/4 (half-term 17-21/2)

### **Summer Term 2020**

Wed 22/4 – Tues 7/7 (half-term 25-29/5)

Dates for each academic year are usually set in the Autumn term and are advised to parents and published on the website once finalised.

## **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.

## **Times**

School begins at 8.30am and finishes at 3.45pm (with the Nursery morning session finishing at 12.30pm).

## **Timetables**

Copies of all class timetables are made available on the school website at the beginning of each academic year.

## **Times tables**

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

## **Toys**

Early Years and infant pupils may bring a small toy to play with at breaktime, but they must be suitable and in good condition. 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 on trips and to sports fixtures in the school minibuses and staff vehicles. Although not a legal requirement, booster seats are available for children in the Early Years & Infants. 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 usually conducted in open places such as corridors. Our current tutors are named in the staff list.

## **Uniform**

The full uniform list is on the school website. Our uniform suppliers are Stevensons in Epsom, Tel 01372-747 475. Purchases can be made in person, by phone and also via their website at [www.stevensons.co.uk](http://www.stevensons.co.uk) and by clicking on the Schoolwear link. Second hand uniform can be purchased via one of our parents, Paula Thompson, on [paddypaula@me.com](mailto:paddypaula@me.com). Full school uniform and regulation shoes must always be worn and all items clearly labelled. Uniform must be well looked after especially blazers, coats, caps and berets. Any items which begin to fray or look old should be replaced as soon as possible. Please ensure that all washing instructions are followed carefully. PE kit should be brought in on Monday and taken home for washing on a Friday. Details of additional games kit required in Year 3 is included in the uniform list. Art overalls should be taken home for washing at half term and at the end of term. Please note that at the end of after school sports clubs, pupils should leave wearing their uniform rather than their sports kit. This is to ensure that pupils do not leave anything behind or accidentally take items belonging to someone else.

## **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 are subject to our Safer Recruitment procedures, and our Parent Volunteer Guidance must be followed.

## **Website ([www.oakwoodschool.org.uk](http://www.oakwoodschool.org.uk))**

A wide variety of information is available on the school website, including term dates, copies of newsletters, important diary dates, key policies, parents' handbook, news and more.

## 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 Jesus' Christmas Party
Nicholas Allan Giles Andreae & David Wojtowycz	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 Pinocchio Frightened Fred Songs of Childhood Schnitzel von Krumm's Basketwork Old Possum's Book of Practical Cats Growltiger's last Stand
Lewis Carroll	The Story About Ping The Snow Lambs The Wind in the Willows The Reluctant Dragon
C Collodi Peta Coplens Walter de la Mare Lynley Dod T S Eliot	An Apple Pie The Birthday Book Marigold Garden Mother Goose Under the Window The Language of Flowers It's Your Turn, Roger
Marjorie Flack Debi Giori Kenneth Grahame	Fairy Tales For Young & Old : The Complete Stories
Kate Greenaway	
Susanna Gretz The Brothers Grimm	

Mairi Hedderwick  
James Herriot  
Jane Hissey  
Pat Hutchins

Miko Imai  
Judith Kerr  
Dick King-Smith  
Charles Kingsley  
Rudyard Kipling

Robert L'Estrange  
La Fontaine  
Charles Lamb  
Andrew Lang

Joyce Lankester Brisley  
Edward Lear  
Astrid Lindgren  
Hugh Lofting  
Longfellow  
David McKee  
A A Milne  
Clement Moore  
Jill Murphy

Charles Perrault  
Beatrix Potter  
Alf Proysen  
John Ruskin  
Jane Simmons

Robert Louis Stevenson  
Rosemary Sutcliff  
Julia Sykes & Tim Warnes

Theresa Tomlinson &  
Jane Browne  
Jill Tomlinson  
Martin Waddell  
E B White

Brian Wildsmith  
Margery Williams  
V A Wilkins

Katie Morag Stories  
Moses, the Kitten (picture book)  
Bear Books  
The Door Bell Rang  
Rosie's Walk  
Don't forget the Bacon  
Little Lumpty  
The Tiger who came to tea  
Dinosaur School  
The Water Babies  
The Jungle Book  
Just So Stories  
Aesop's Fables  
Fables  
Beauty and the Beast  
Mother Goose Fairy Tales  
The Blue Fairy Book  
The Red Fairy Book (others)  
The Arabian Nights  
Milly Molly Mandy (girls)  
The Owl and the Pussycat  
The Children of Noisy Village  
The Story of Dr Dolittle  
Hiawatha  
Not now Bernard  
Winnie the Pooh (series)  
The Night Before Christmas  
The Large Family: Five Minutes Peace, All in 1 Piece  
A Piece of Cake, A Quiet Night in  
Fairy Tales  
Peter Rabbit (others)  
Mrs Pepperpot  
The King of the Golden River  
Come on Daisy  
Daisy and the Egg  
A Child's Garden of Verses  
The Minstrel and the Dragon Pup  
I don't want to go to Bed  
I don't want to have a Bath  
  
Little Stowaway  
The Owl who was afraid of the Dark  
Farmer Duck  
Charlotte's Web  
Stuart Little  
The Trumpet of the Swan  
A Christmas Story  
The Velveteen Rabbit  
Dave and the Tooth Fairy

## **APPENDIX B : School Policies**

### **Subject Policies:**

- English
- Mathematics
- Science
- ICT/Computing
- DT
- Humanities
- PE
- Art & Design
- Music
- RE
- Foreign Languages
- SMSC (inc. CD/PSHE)

### **Curriculum Policies:**

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

### **General Policies:**

- Accessibility Plan
- Admissions
- Adult Volunteer Helpers
- Anti-Bullying
- Behaviour & Discipline
- Child Protection & Safeguarding
- Complaints
- Critical Incident
- Data Protection
- EAL
- Educational & Off-site Visits and Activities
- Equal Opportunities
- E-safety
- Fire Safety & Procedures
- First Aid
- Health, Safety & Welfare
- Minibus
- Out of School Care
- Preventing Extremism & Radicalisation
- Risk Assessment
- Records Retention
- Safer Recruitment
- SPEN
- Staff Code of Conduct
- Whistle Blowing