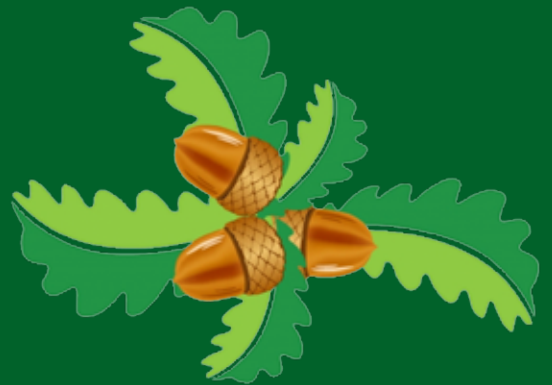




Oakdale Primary School

Parent Handbook:

taking you step-by-step
through starting school



Learning together to achieve excellence



Welcome to Oakdale Primary School

Ms I Wrigley, Headteacher, says...

I look forward to meeting you and introducing you to our lovely school. We are proud to have friendly and caring staff, well-behaved children and very supportive parents. Welcome to our Oakdale family!

We need some information from you

Could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01733 566237, and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about and page 15 has term dates.

Step 1

STEP 1: Data Collection Form Oakdale Primary School

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle Name(s):			
Date of Birth:		Gender:	
Address:			
Post Code:		Main Telephone:	

Please complete the information below and return to the school office. See overleaf for guidance.

Please give details of all parents/carers who have parental responsibility and any other contacts you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted. These numbers are very important because if your child becomes ill during the day we need to be able to contact you or someone acting for you who are able to collect your child. Please give at least two contacts.

Priority No.	Full Name & Relationship	Phone number/Mobile/Email	National Insurance Number of Parent / Guardians
Previous School or Playgroup:		Address & Telephone Number:	

Parental Consent - Please tick to confirm your permission (See notes attached)

☐ Photography ☐ Local Visits ☐ Internet Access

Do you have access to the internet at home?: (Please Circle)

Yes No

Do you have parents in the Armed forces?: (Please Circle)

Yes No

Travel Arrangements

☐ Bicycle ☐ Train ☐ Car/Van ☐ Walk ☐ Taxi ☐ Public Bus ☐ Car Share

Please tick the appropriate choice

Meal Arrangement

☐ Free School Meal ☐ Paid School Meal ☐ Sandwiches ☐ Home ☐ Other

Please tick the appropriate choice

Dietary Needs:

Medical Practice:

Telephone:

Address:

Please tear here

Has a Statement of Special Education Needs been issued? :					
Medical Condition(s) & Allergies including food allergies					
Ethnicity:		Religion:			
Home Language:		First Language:			
Position of Child in Family (Please Circle)	1 2 3 4 5				
Other children in the Family:					
Name:		DOB:		School:	
Name:		DOB:		School:	
Name:		DOB:		School:	
Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DSCF.					
Signature:			Date:		

Parental Consent

Photography
In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

Local Visits
Whilst your child is at our school he/she will be going on a variety of local visits in connection with their work. By ticking the box you give your child permission to take part in these visits. This covers visits where the children will be walking. EG: Sports events at Stanground Academy. All children will be supervised fully by the required number of adults.

If any visit entails a coach journey then you will be sent a separate permission slip.

Internet
Children will be accessing the Internet to assist with learning. They will not be allowed to access the Internet without permission from staff and will always be supervised by a member of staff. All children will follow the rules for responsible internet use.

E-safety is extremely important to us, therefore we ask you to share these rules that will keep us safe and help us be fair to others and sign the agreement to show you understand and will agree with our guidelines.

As a child I will...

- Keep my computer password safe and not change it.
- Only use the computer programme or app my teachers ask me to use.
- Always ask my teacher if I can use a memory stick or CD ROMs from outside school.
- Always work on my own work and not touch other children’s work.
- Only use the computers for school work or homework.
- Always ask an adult before using the internet.
- Always be polite and responsible when I type something to someone.
- Never give my home address, telephone number or photograph to someone.
- Always tell an adult if I see any unpleasant material or messages sent to me.
- Understand that the school may check my computer files and may look at the internet sites I visit.
- Understand that if I do not follow these rules, I will not be allowed to use the internet or any of the school’s computing equipment.

Pupil Name
Signed (Child’s signature)

As a parent I will:

- Not publish any of my child’s observations, including Tapestry observations, photographs or videos on any social media site.
- Use social media responsibly by discussing concerns with the school in the first instance.
- Keep any login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.

I agree to the guidelines:

Print Name
Signed Date

Step 1

Step 2

Please tear here

CONSENT TO PHOTOGRAPHS FOR LOCAL NEWSPAPER
AND PHOTOGRAPHS/FILMING FOR SCHOOL WEBSITE

We would like to take advantage of the opportunity to post photographs of the pupils’ activities in school for parents to view on the website or occasionally in the local press. We do not publish children’s names alongside pictures.

In order to do this we require your permission.

Please ensure that all responses, positive or negative, are recorded.

I consent / do not consent * to my child being photographed/filmed to appear on the school’s website or newsletter.

I consent / do not consent * to my child being photographed to appear in the local newspapers.

Print Name	
Signed (Person with Parental Responsibility)	Date

STEP 4: Parents’, Carers’ and Visitors’ Code of Conduct
Oakdale Primary School

At Oakdale Primary School we are very fortunate to have supportive parents and carers. Our parents recognise that educating children is a process between home and school and understand the importance of working together to equip children with the necessary skills for adulthood.

The purpose of this code is to remind parents and visitors about expected conduct to ensure a safe and positive environment for our children.

OUR SCHOOL VALUES ARE:

Care: We care for ourselves, each other and the environment.

Respect: We respect each other’s views, cultures, religions and rights.

Collaboration: We learn together.

Aspiration: We aspire to be the best we can be.

Challenge: We aim to think creatively and face challenges with a positive attitude.

WHAT YOU CAN EXPECT FROM SCHOOL:

Our school staff and pupils aim to support these values in their day to day behaviour. All Staff are held to account through the Staff Code of Conduct. The behaviour of staff should always be of the highest standard, setting a good example by all they do, always being mindful of the public face of the school and maintaining confidentiality at all times, especially when using social networking sites.

OUR EXPECTATIONS OF PARENTS:

- Supporting the respectful ethos of the school by setting a good example in their own speech and behaviour towards all members of the school community.
- Working together with school staff for the benefit of the pupils. This includes approaching the school in the first instance to resolve any issues or concerns and to discuss and clarify events to bring about a positive resolution.
- Reinforcing the school’s policy on behaviour.
- Respecting the learning environment, following rules and procedures for pupils’ safety, including parking considerately.

In order to support a peaceful, respectful and safe school environment, the school will not accept:

- Disruptive behaviour which interferes with the operation of a classroom, office or school grounds.
- Using language which causes offense.
- Threatening harm or use of physical aggression to another adult or child; this includes approaching someone else’s child to chastise them and physical punishment of your own child on school premises.
- Abusive, threatening, malicious or inflammatory emails, phone or social network messages or posts towards the school or school staff.

Oakdale Primary School considers the negative use of social media as unacceptable, not in the best interests of the children or school community and is contradictory to our practice in educating pupils about e-safety.

Any of the above behaviours could result in the offender’s permission to enter the school being withdrawn and legal action being taken against the offender. In the event that any pupil or parent is found to be posting libellous or defamatory comments on social media sites they will be reported to the abuse section of the site. Social networking sites have clear rules about the content which can be published and they provide robust mechanisms to report content or activity which breaches this.

We trust that Parents and Carers will assist the school in implementation of the Code of Conduct.

Thank you for your continuing support.

PARENTS’, CARERS’ AND VISITORS’ CODE OF CONDUCT

I have read and agree the Parents’ Code and Visitors Code of Conduct.

Signed

Child’s name

Date

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils’ readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you’re in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra [£1,320 for your child’s primary school]/[£935 for your child’s secondary school], to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child’s school as soon as possible.

ABOUT YOUR CHILD/CHILDREN

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

- If you receive any of the benefits listed below, please place an X in this box.
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

☐

Yes

☐

No

☐

Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

☐

Yes

☐

No

☐

Unsure

If you’re not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box. ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Signature of parent/guardian:Date:.....

Thank you for completing this form and helping to make sure your child’s school is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child’s school will receive each year.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Changes to free school meal eligibility under Universal Credit

The eligibility criteria for free school meals have been changed. This letter explains the changes and how they might affect you.

What are the new eligibility criteria?

Children are entitled to receive free school meals if they or their parents or guardians receive any of the benefits below.

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

I do not currently claim free school meals – what does this mean for me?

If you think you might be eligible for free school meals, submit a claim to your school or local authority. Your school should have a form you can use. The information you provide will be used to check if you are in receipt of a qualifying benefit and, if you are on Universal Credit, that your earnings do not exceed the threshold. If you claim Universal Credit, your earnings will be assessed from up to three of your last Universal Credit assessment periods.

I am currently claiming free school meals – what does this mean for me?

If you are eligible, your school will be notified. Your child will receive free school meals and the school will receive extra funding. This extra funding is used in various ways, such as extra teaching, educational day trips, residential visits and assistance with school uniform. For more information on how the extra funding is used please visit our school website.

I am currently claiming free school meals – what does this mean for me?

Most people will not be affected by the new criteria. If you’re currently claiming free school meals, do not meet the new criteria, your child will continue to receive free school meals until the end of the Universal Credit rollout period. This will apply even if your earnings rise above the new threshold or if you stop being entitled to Universal Credit.

The rollout period is currently scheduled to end in March 2022.

Once Universal Credit is fully rolled out, your child will keep their free school meal until the end of their current phase of education, i.e. primary or secondary.

Where can I get more information?

If you need any further information, please speak to a member of school staff or the local authority. You can also visit the free school meal website: <https://www.gov.uk/apply-free-school-meals>

BEHAVIOUR TRAFFIC LIGHTS GUIDANCE TO BE USED IN CONJUNCTION WITH BEHAVIOUR AND ANTI-BULLYING POLICY	
Sparkly behaviours: <ul style="list-style-type: none">Exceptional behaviour and demonstrating school values	Process: <ul style="list-style-type: none">On sparkly three times a week= automatic golden ticket prize.
Green light behaviours: <ul style="list-style-type: none">Following expectation of rules and good behaviour	Process and Potential Sanction: <ul style="list-style-type: none">Potential to move to sparkly with continued good behaviour
Yellow light behaviours: <ul style="list-style-type: none">One example of disruptive behaviourDisrespecting adults or other childrenIgnoring warningsUnsafe behaviour	Process and Potential Sanction: <ul style="list-style-type: none">Issue warningExplainGive time for reflection/apology
Amber light behaviours: <ul style="list-style-type: none">Ongoing disruptive behaviourAggression towards other childrenDeliberate defiance of an adultDeliberate damage to propertyInappropriate behaviour affecting another child's learning/wellbeing – repeated/ongoing	Process and Sanction <ul style="list-style-type: none">Investigate and record incident (lunchtime incident-record on slips, pass to relevant staff and file)Inform Phase Leader or DeputyMiss playtime/lunchtimeIf incidents occur in class, child to be removed from activity, preferably in same room. Children may be sent to another class on some occasions.Miss collective 'treat'Call to parents if necessary – e.g. fightingInstigate behaviour plan
Red light behaviours: <ul style="list-style-type: none">Repeated amber light behaviours even with behaviour plan or support strategiesUnprovoked violenceRepeated incidents of fighting	Process and Sanction: <ul style="list-style-type: none">Record incident- record witness viewsVisit to HeadteacherInternal or external exclusion for a fixed period

What are our school times?

- 8.50am - 3.30pm.
- Lunch time - 12.30pm – 1.30pm.

Arrivals and departures

Doors open at 8.35am when Reception children come in and go to their classes accompanied by a parent/carer. Children can be left in the class at this time as a teacher will be present. Parents are expected to leave by 8.50am when a bell is rung. Doors to school will be closed and if children arrive after this time parent/carer will need to sign in and give reasons for being late. Doors and gates at school are locked during the day.

At the end of the day parents are asked to wait for their child on the playground. When the teacher sees you she/he will send your child out to meet you. Children in Years 5 and 6 can walk home, but we need a signed consent form.

Uniform

Oakdale Primary School students wear their uniform with pride. Our uniform shows that we are part of the Oakdale Primary School community. We have the highest expectations from our students with regards to school uniform and appearance, and strongly believe that our high standards promote positive behaviour, support effective teaching and learning and contribute to the ethos of the school.

- Oakdale Royal Blue sweatshirt/cardigan.
- White polo shirt (with logo if preferred).
- Black/ grey tailored trousers/ skirt/ shorts.
- Grey pinafore.
- Black/ grey/ white socks plain/ grey tights.
- Black shoes (no trainers).

Optional: During the summer months children may choose to wear a blue/white checked dress.

P.E. Kit

All children will be expected to change for PE and will require an indoor and outdoor PE kit. Children can bring in a draw string PE bag and not a rucksack.

- Indoor: Blue T-shirt and shorts.
- Outdoor: Plain black/ navy tracksuits for winter and hooded sweatshirt with school logo.

Communication

We use Parentmail to communicate with parents. In addition to this, pupils are provided with reading diaries and Reception pupils have a red communication book. We pride ourselves as being an open, caring and friendly school. Staff are available before school and afterschool. Any concerns can be escalated to the Phase Leaders- Mrs Britton (KS1) and Miss Smith (KS2).

Communication:

- Curriculum overview (half termly)
- Newsletter
- Annual calendar (July)

We also upload general communication to the school website.

We invite parents into school each term for a class assembly or production. Following these there is an opportunity to visit your child's class and take part in an activity with them. We also offer regular parents information events e.g. Maths Mingles. At the start of every academic year we hold start of year presentations (Reception parents have a meeting in the summer term prior to their child starting school). Content includes the curriculum, expectations and residential trip details. Parent consultation evenings are held in the Autumn and Spring terms, appointments are booked online. Annual reports are sent home at the end of the academic year and an open evening following this.

Purchase of uniform

Uniform items are available from Total Clothing online at <https://www.totalclothingshop.co.uk/odp>

Telephone: 01733 394758
Showroom: No 9 Botolph Trading Estate, Oundle Road, Peterborough, PE2 9QP

Labeling of uniform

All items of uniform and P.E. kit must be clearly labelled with the pupil's name.

Food in school

Free school meals

All children in Reception, Years 1 and 2 receive a universal free school meal. Older children may also be entitled to a free meal if the family is in receipt of certain benefits. If you believe your child may qualify for this, please enquire in confidence at the school office.

Menus

Menus are available on our ParentPay account, where parents can pre-order their children's meals weeks in advance.

These must be ordered by midnight the Wednesday before the following week.

Packed lunches, drinks and snacks

Children may prefer to bring a packed lunch into school, and we request parents to provide healthy, nutritious food and discourage sweets, chocolate and crisps. Fizzy drinks are not allowed to be brought into school. Please ensure that drinks are in non-breakable containers and that lunch boxes are marked with your child's name. Free fruit is provided for KS1 daily. We run a school tuck shop at play times and children are permitted to bring a healthy snack into school at play times. Children should bring in a named water bottle daily.

Wraparound Care

Oakdale Care Club

We run a Before School and After School Care Club (which are also open during the school holidays), all of the half terms (February, May and October), Easter and the first 4 weeks of the Summer holidays. We are not open during the Christmas holiday. If you would like your child to attend either before, or after school, then please read through the Care Club Booklet on the parents' section of our website for all the information you need. Alternatively, come into school and speak to either Mrs. Letts (Care Club Manager) or Mrs. Haynes (Deputy Care Club Manager).

Timings of the clubs are:

- 7.45am-8.50am (Term Time only).
- 3.30pm-6.00pm (Term Time only).
- 7.45am- 6.00pm (Holidays).

In the morning session we provide breakfast of which the children can choose from cereals or toast. For the evenings we have a weekly snack menu which changes on a 4 weekly rota. This can be viewed on the wall just outside the Care Club. Fresh fruit is available daily. Morning Session £3.50 Afternoon £7.00 (£6.50 Siblings). Holiday Charges £3.50per hour (£3.00 Siblings) £20.00 all day session (£18.00 siblings).

House System

All pupils will be allocated to a house team upon entry to school. Siblings will be in the same house.

Aspire	Respect
Challenge	Collaborate

Pupils will be awarded house points for:

- Good behaviour
- Effort
- Positive learning behaviours
- Good outcomes/progress
- Manners
- Demonstrating British Values

Tokens (house points) will be kept in classrooms and sorted into the school collection tubes every Friday. The house with the most tokens at the end of each term will have a dress down day, wearing their house colour, the following term.

Aims and Objectives

At Oakdale we aim to reward and praise children for their good efforts. This happens in a variety of ways.

This system has been agreed using feedback from the School Council and feedback from Teachers.

Marble in a Jar

A class award. A marble will be awarded to the class for collective good behaviour. E.g. Assemblies, class effort, good behaviour on trips etc.

The class may choose their own reward once their jar is full:

- Afternoon with play equipment on the field/playground
- Film afternoon
- Golden time
- Creative play
- ICT equipment

Oakdale Primary School Rewards and Sanctions Policy 2017

Roles and Responsibilities

This policy is in place to ensure consistency in approach across the school. It works in conjunction with the Behaviour and Anti-Bullying Policy.

Staff are expected to follow the policy.

Informing Parents

Behaviour files, used to log behaviour concerns in each class, will be monitored every half term. Pupils without any incidents recorded will receive a letter home to parents informing them about their child/ren's consistently good behaviour.

Teachers are expected to collate this information and provide a list of children to the office by Friday on the penultimate week of the half term. Letters will be sent out via the office.

Four Tier Classroom system

All classes will agree their class rules. In addition to this a class display will be used to move children up/down according to their choices.

Challenge

Golden Tickets

Aspire

Care

Collaboration

Respect

Pupils have the opportunity to receive a golden ticket when they demonstrate school values. Their ticket is entered into a prize draw to be drawn at the end of the week. A child is able to achieve multiple entries during a week, increasing their chance of winning.

Pupils may select a prize from the class prize box.



Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Oakdale Primary School is committed to providing an education of the highest quality for all of its pupils and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. This is based upon the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. If your child is absent you must:

- Contact us as soon as possible on the first day of absence.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Call into school and report to reception, who will arrange for a member of staff to speak with you.

If your child is absent we will:

- Telephone, text or email you on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with us.
- Take legal action if there are persistent absences, which may be in the form of Penalty Notices issued to each parent/carer for each child.

Telephone numbers

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have your contact numbers at all times. Help us to help you and your child by making sure we always have an up to date number – if we do not then something important may be missed. There will be regular checks on telephone numbers throughout the year.

Leave of absence and holidays in term time

Taking leave of absence without exceptional circumstance in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child’s education. There is no automatic entitlement in law to time off in school time to go on holiday. All applications for leave of absence must be made in advance. In making a decision about whether to authorise this leave the school will consider the circumstances of each application individually. It is important that you understand that we may only authorise such absences in exceptional circumstances. Any period of leave taken without the agreement of the school (with at least four weeks’ notice) and/or different from that agreed by the school will be classed as unauthorised and may attract sanctions such as a Penalty Notice per parent/carer per child.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be

collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Medication in school

For children who require medication during the school day, our ‘Supporting Pupils at School with Medical Conditions’ policy requires parents to bring medication to the school office, in the original container, which should be clearly labelled, and within its expiry date. It is the responsibility of the parent to ensure that medications held are within their expiry date. It is also the responsibility of the parents to retrieve any medication from the office at the end of the school day. Medications are stored in the fridge or medicine cabinet in the school staff room where they are also dispensed and logged in the Administering Medication to Children book.

Mobile phones

Mobile phones should not be brought into school.

Hair, jewellery and make up

For health and safety reasons we do not allow children to wear jewellery. The exceptions to this rule are stud earrings or sleepers in pierced ears, and small objects of religious significance. Children are required to remove any items or tape over earrings, with plasters provided by home, during P.E. lessons to prevent them from causing injury. Please note: Teachers are not permitted to remove earrings and the children are responsible for keeping their belongings safe. No other body piercings are allowed.

Hair bands/bows should not be too large e.g. JoJo bows. Extreme hairstyles are not appropriate for school and children should not have decorative patterns cut into their hair or have hair coloured or dyed. Make up and nail varnish should not be worn to school.

Helping to support children’s learning at home

Homework focusses on key skills: Children should read at home at least five times a week and record comments in their diaries three times a week. Spellings and number tasks (e.g. times tables) will be handed out weekly along with an alternating literacy/numeracy task linked to work in school. The recommended time spent on homework is one hour a week.

Diaries will have an overview of the homework expectation added along with a stamp page at the back of the booklet. At the end of the term, those who have completed all weekly tasks will be entered into a prize draw.

Internet safety

The safety of children is of paramount importance to everybody at Oakdale Primary School. We have very good provision at school and the children tell us that they feel safe in school. We have regular e-safety weeks and lessons to help the children further develop their own understanding of how to stay safe in an increasing online and electronic world. You may have heard of CEOP, the Child Exploitation and Online Protection Centre, and

Frequently Asked Questions

they have produced a series of videos and games that will inform our provision in school. They have also produced some excellent parent resources which you can access via www.thinkyouknow.co.uk. The resources are organised into specific age bands as certain content is inappropriate for certain aged children. Please look at these resources and talk to your child about e-safety.

A further useful resource is NSPCC Net Aware. This provides information about chat sites and how to support your children to stay safe online:

- <http://www.netaware.org.uk/>
- <https://www.nspcc.org.uk/what-we-do/about-us/partners/nspcc-o2-online-safety-partnership/>

If you have any questions about any of the issues around e-safety, then feel free to pop into school for a chat at any time.

Issues concerning children’s welfare

If you have any worries about your child please inform your child’s teacher in the first instance who will arrange to make an appointment if necessary to fully discuss any issues. All concerns will be taken seriously and a range of possible actions will follow, such as investigating, monitoring or putting in support. Most issues can be resolved very quickly by following this process.

If you have any Safeguarding concerns our Safeguarding Lead is : Mrs K. Britton (Deputy Head)

Clubs and activities

Oakdale offers an outstanding range of Extra Curricular Clubs, including:

- | | |
|-----------------|----------------|
| • Choir. | • Tennis. |
| • Cheerleading. | • Maths. |
| • Colouring. | • Football. |
| • Cricket. | • Rounders. |
| • Athletics. | • Tae Kwon Do. |
| • Italian Art. | • Book Club. |
| • Table Tennis. | • Multisports. |

Please ask at the school office for details of dates and availability details of these will be sent out each term.

Enrichment programme – visits and visitors

At Oakdale Primary School we offer a range of activities to further enrich the children’s education. Parents are informed of events at the beginning of each term and kept updated regularly. Recent examples include:

- Visits to Cathedral, Victorian Toy Museum, Sundown Adventure Park and Ferry Meadows.
- Years 5 and 6 residential to Caythorpe.
- Years 3 and 4 residential to How Hill.
- Roald Dahl dress-up day.

Special Educational Needs and inclusion

As a small school we pride ourselves on knowing all of our children individually and take account of every child’s learning preferences and needs. We differentiate work to support and challenge children as appropriate and have high aspirations

for all. Some children need extra support because they find it harder to learn than the majority of other children or young people of the same age, and access Special Educational Needs support (SEN). We have produced a document called our ‘School Information Report’ which is a legal requirement and is updated annually following discussion with parents and our SEN Governor. It illustrates the approach to SEN provision in our school, and you can find it on our website under the About Us/ SEN and Inclusion menu.

Charging policy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils’ education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents’/carers’ financial means. We will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of an emergency closure we will contact parents by text message and via Parentmail, for which parents register when their child starts school.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message, parentmail or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Parental involvement

At Oakdale Primary School we are very fortunate to have supportive parents and carers. Our parents recognise that educating children is a process between home and school and understand the importance of working together to equip children with the necessary skills for adulthood.

The purpose of this code is to remind parents and visitors about expected conduct to ensure a safe and positive environment for our children.

OUR SCHOOL VALUES ARE:

- Care: We care for ourselves, each other and the environment.
- Respect: We respect each other's views, cultures, religions and rights.
- Collaboration: We learn together.
- Aspiration: We aspire to be the best we can be.
- Challenge: We aim to think creatively and face challenges with a positive attitude.

WHAT YOU CAN EXPECT FROM SCHOOL:

Our school staff and pupils aim to support these values in their day to day behaviour. All Staff are held to account through the Staff Code of Conduct. The behaviour of staff should always be of the highest standard, setting a good example by all they do, always being mindful of the public face of the school and maintaining confidentiality at all times, especially when using social networking sites.

OUR EXPECTATIONS OF PARENTS:

- Supporting the respectful ethos of the school by setting a good example in their own speech and behaviour towards all members of the school community.
- Working together with school staff for the benefit of the pupils. This includes approaching the school in the first

instance to resolve any issues or concerns and to discuss and clarify events to bring about a positive resolution.

- Reinforcing the school's policy on behaviour.
- Respecting the learning environment, following rules and procedures for pupils' safety, including parking considerately.

In order to support a peaceful, respectful and safe school environment, the school will not accept:

- Disruptive behaviour which interferes with the operation of a classroom, office or school grounds.
- Using language which causes offense.
- Threatening harm or use of physical aggression to another adult or child; this includes approaching someone else's child to chastise them and physical punishment of your own child on school premises.
- Abusive, threatening, malicious or inflammatory emails, phone or social network messages or posts towards the school or school staff.

Oakdale Primary School considers the negative use of social media as unacceptable, not in the best interests of the children or school community and is contradictory to our practice in educating pupils about e-safety.

Any of the above behaviours could result in the offender's permission to enter the school being withdrawn and legal action being taken against the offender. In the event that any pupil or parent is found to be posting libellous or defamatory comments on social media sites they will be reported to the abuse section of the site. Social networking sites have clear rules about the content which can be published and they provide robust mechanisms to report content or activity which breaches this.

We trust that Parents and Carers will assist the school in implementation of the Code of Conduct.

Thank you for your continuing support.

Autumn Term 2018

6th September to 19th December 2018
Half term 22nd to 26th October 2018

Spring Term 2019

3rd January to 5th April 2019
Half term 18th to 22nd February 2019

Summer Term 2019

24th April to 24th July 2019
Half term 27th May to 31st May 2019

Inset Days

5th September 2018, 2nd Jan 2019 & 23rd April 2019 the remaining two days are to be confirmed.



Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Behaviour.
- E-safety.
- SRE.
- Attendance.
- Equality.
- Safeguarding.
- Health and Safety.

A full list of our policies can be found on our website www.oakdale.peterborough.sch.uk under the About Us/School Policies menu.





Oakdale Primary School

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Learning together to achieve excellence