



Parent Handbook: taking you step-by-step through starting school

Oakfield Community Primary School

Where learning, laughter, challenge and community responsibility are encouraged and celebrated!





Step 1

Please tear here

STEP 1: Admission Form

Oakfield Community Primary School

For Office Use Only: Admission Date: []/[]/[] Year: Class: Birth Cert seen: [] YES [] NO

UPN:

CHILD'S DETAILS:

Surname Any Previous Surname(s).....

First Name

Middle Name(s)

Date of Birth []/[]/[]

Gender [] BOY [] GIRL

Address

Town

County

Postcode

Home Phone Number

To which Local Authority do you pay your Council Tax? Please tick one

[] Dartford Borough Council [] Bexley London Borough [] another Local Authority

If "another", please state which one

Is child living with both parents? [] YES [] NO

If not, please state the name of the person(s) with whom the child is living and relationship to the child

.....

EMERGENCY CONTACT INFORMATION

Please give the names of people we can contact in an emergency and the order in which we should contact them:

Contact 1

Title:	Forename:	Surname:	
Postcode:		House Number/Name:	
Street:		Town/City:	
Mother		Other Relative	
Father		Neighbour	
Step Parent		Other Contact	
Foster Parent		Guardian	
Grandparent		Social Worker	

Please tick **one** telephone number as the **Main Day Time** number for use in emergency

Home Telephone No.		Main	
Mobile No.		Main	
Work No.		Main	
Other No.		Main	

Jason Pearn,
Head of School, says...

We are delighted that your child will be starting with us at Oakfield Community Primary School. We look forward to working in close partnership with you, to ensure your child has the best possible start to school life.

To help us with this, could you please follow the steps in this Parent/Carer Handbook, and hand in your completed forms to the school office.

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 01322 220831 and we will be happy to help!

Policies and term dates

Details of some important policies you need to know about, along side our term dates, are on pages 12-15.

Contact 2

Title:	Forename:	Surname:	
Postcode:		House Number/Name:	
Street:		Town/City:	
Mother		Other Relative	
Father		Neighbour	
Step Parent		Other Contact	
Foster Parent		Guardian	
Grandparent		Social Worker	

*Please tick **one** telephone number as the **Main Day Time number** for use in emergency*

Home Telephone No.		Main	
Mobile No.		Main	
Work No.		Main	
Other No.		Main	

Contact 3

Title:	Forename:	Surname:	
Postcode:		House Number/Name:	
Street:		Town/City:	
Mother		Other Relative	
Father		Neighbour	
Step Parent		Other Contact	
Foster Parent		Guardian	
Grandparent		Social Worker	

*Please tick **one** telephone number as the **Main Day Time number** for use in emergency*

Home Telephone No.		Main	
Mobile No.		Main	
Work No.		Main	
Other No.		Main	

Contact 4

Title:	Forename:	Surname:	
Postcode:		House Number/Name:	
Street:		Town/City:	
Mother		Other Relative	
Father		Neighbour	
Step Parent		Other Contact	
Foster Parent		Guardian	
Grandparent		Social Worker	

*Please tick **one** telephone number as the **Main Day Time number** for use in emergency*

Home Telephone No.		Main	
Mobile No.		Main	
Work No.		Main	
Other No.		Main	

DIETARY NEEDS

It is important that we know any food allergies or intolerances that your child has, as they sometimes take part in food tasting activities. We also need to know about religious dietary rules that your child observes. Please select and tick any of the following that apply.

Category	Tick	Please give further details
Artificial Colouring Allergy		
Gluten Free		
Kosher Foods Only		
No Dairy Produce		
No Nuts		
No Pork		
Ramadan		
Seafood or Fish Allergy		
Vegetarian		
Other – please specify		
Other – please specify		

SPECIAL HEALTH OR EDUCATIONAL NEEDS

Category	Tick	Please give further details
Autistic		
Behavioural & Social		
Delicate		
Dyslexic		
Emotional Difficulties		
Haemophiliac		
Language Difficulties		
Physical Disability		
Partially Hearing		
Partially Sighted		
Speech		
Other Conditions		

MEDICAL INFORMATION

Give the name of the doctor and the surgery where your child is registered.

Doctor's Name
Name of Surgery
Surgery Address
Surgery Phone Number
Medical Conditions

If your child attends a hospital or a clinic for specialist treatment or therapy, please give as much detail as possible in the **Further Information** section below.

Name of the Doctor, Consultant or Therapist who treats your child
Name of hospital or clinic

STEP 4: Admission Form

Oakfield Community Primary School

Address of hospital or clinic

Further information about your child’s health and welfare that you think we need to know

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EMERGENCY MEDICAL TREATMENT PERMISSION

Would you please complete the slip below, giving permission for medical treatment for your child, in the event of the school not being able to contact you.

Should the need arise, I agree to the person in charge giving permission, on my behalf, for any medical treatment or anaesthetic

(Please tick box) ☐ Yes ☐ No

Signed Date / /

HERITAGE INFORMATION

The school is required by Kent County Council and the Department for Education and Skills to collect ethnic data and to monitor the educational progress of pupils from ethnic minority groups for the purposes of ensuring that all children achieve. Please complete the additional attached by selecting and ticking the description that most accurately describes your child’s ethnicity. We also need to know about **all** the languages spoken in your home.

PLEASE TICK THE LANGUAGES SPOKEN IN YOUR HOME BY YOUR CHILD AND OTHER ADULTS, I.E. PARENTS, GRANDPARENTS ETC.

Category	Adult	Child	Category	Adult	Child
Bengali			Cantonese		
Gudjarathi			Mandarin		
Hindu			Tamil		
Panjabi			Thai		
Urdu			Afrikaans		
English			Igbo		
French			Shona		
Greek			Yoruba		
Italian			Kosovan		
Portuguese			Roma		
Spanish			Turkish		
Another Language, please add below					

YOUR CHILD’S RELIGION

Religious Faith Group	Tick		Tick
Buddhist		Other Religion	
Christian		No Religion	
Hindu			
Jewish			
Muslim			
Sikh			

STEP 5: Admission Form

Oakfield Community Primary School

YOUR CHILD’S ETHNICITY

Ethnicity	Tick	Ethnicity	Tick
English		Scottish	
Welsh		Other White British	
Irish		Traveller of Irish Heritage	
Albanian		Bosnian-Herzegovinian	
Croatian		Greek	
Greek Cypriot		Gypsy Roma	
Kosovan		Portuguese	
Turkish		Turkish Cypriot	
White Eastern European		White Western European	
White Other		Asian	
Indian		Pakistani	
Bangladeshi		African Asian	
Nepali		Sri Lankan Sinhalese	
Caribbean		African	
Any other black background		Chinese	
Afghan		Arab other	
Egyptian		Filipino	
Iranian		Iraqi	
Japanese		Kurdish	
Latin/South/Central American		Lebanese	
Malay		Thai	
Vietnamese		Any other ethnic group	
Sri Lankan Tamil		Sri Lankan Other	
Other Asian		White and Black Caribbean	
White and Black African		White and Pakistani	
White and Indian		White and any other Asian background	
Asian and any other ethnic group		Black and any other ethnic group	
Chinese and any other ethnic group		White and any other ethnic group	
Other mixed background		Unwilling for ethnicity to be recorded	

If ethnicity is not in the list above, please write it here

COURT ORDERS

If the pupil is subject to any Court Orders please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school under the pupil's position. A copy of any Court Orders will need to be provided.

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STEP 6: Admission Form

Oakfield Community Primary School

Please complete the following sections as fully as possible. We know that meal and travel choices may change in the future and we can amend our records at a later date, if choices change.

TRAVEL INFORMATION

Please select and tick the type of travel to school your child uses mainly

Category	Tick
Walk	
Cycle	
Car/Van	
Car Share (with a child/children from a different household)	
Public Service Bus	
Bus (type not known)	
Taxi	
Train	
Other	

MID-DAY MEAL CHOICE

Please select and tick the meal type that your child will mostly have at school (tick only one). Free school meals are available for every child in Reception, Y1 & Y2 through the government’s “Universal Free School Meal” initiative. Please tick “Universal Free School Meal” if your child would like to take up this offer, and they are in Reception, Y1 or Y2.

Catergory	Tick	Note
Universal Free School Meal		Parents must apply online for free school meals. Parents can apply by visiting http://www.kent.gov.uk/education-and-children/schools/free-school-meals . Please contact the school office if you require help.
Free School Meal		
School Meal		
Brings Packed Lunch		

TRIPS TO THE LOCAL ENVIRONMENT

Regularly we take the children out into the local environment as part of their learning.

I agree to my child taking part in the trip to the local area, as part of their education.

Signed

Please print name

Date / /

PRE-SCHOOL EDUCATION

If your child has attended a playgroup or pre-school would you please give further details

Name and Address of the Pre School or Nursery	
Pre-School Phone Number	

STEP 6: Admission Form

Oakfield Community Primary School

Name of the Supervisor or Headteacher	
Name of your child’s Key Worker	
How many days a week did your child attend their Pre-school or Nursery? Was this full-time or part-time	

School Currently Attended with Telephone Number

Name and Address of School currently attending	
Telephone Number	

EXCLUSIONS – It is important that you give full details of any fixed term or permanent exclusions.

Has your child ever been excluded from a previous school? If so, it will not prevent your child from being admitted to this school, but we will need to meet to make special arrangements with you, to ensure that your child is given adequate support, both at home and at school to enable him or her to have a fresh start.

School Name and Address	
Reasons for Exclusion(s)	

Particulars of your child’s brothers, sisters and other children living in the family home.

Names of your other children	Dates of Birth	School or Pre-school
	/ /	
	/ /	
	/ /	
	/ /	

I give permission for my child’s photographs to be used (please tick box) ☐ Yes ☐ No

The following policy on selecting and publishing photographs will apply with immediate effect:

- Photographs selected will show children and the school to advantage. Images chosen will show children dressed in correct school uniform. When photographs show pupils taking part in a non-uniform activity only images that show them dressed modestly and age-appropriate will be chosen.
- Photographs selected will only show positive images of children, behaving sensibly and modestly, happily engrossed in their work or at play.
- Photographs will be published without full names or age-related captions, in order to protect the identity of children and adults.

Most schools seek the general consent of parents to include images of their children on their website.

- By ticking yes, parents consent to this school publishing on its website photographs of their child that have been selected carefully by the school’s Webmaster, in line with the policy stated above.
- Parents may withhold consent for photographs of their child to be published on the website, in the first instance by ticking no or at any time in the future, by writing to the Headteacher.

Data Protection Act 1984

Information supplied will be held in a secure computer system, which is registered with the Data Protection Registrar, and will be used for the purpose of School Administration for your child’s current and future schools. Information may be disclosed to authorised persons for statutory and administrative purposes only

Signed

Date / /

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																									
First Name																									
SURNAME																									
Form / Class																									

First Name																									
SURNAME																									
Form / Class																									

Parent/Carer Details																									
Title																									
SURNAME																									
Ermail Address																									
Mobile Number																									
Relationship to Child																									
Primary Contact	[]																								

Title																									
SURNAME																									
Ermail Address																									
Mobile Number																									
Relationship to Child																									
Primary Contact	[]																								

Additional Sibling Details (if required)																									
Child First Name																									
Child SURNAME																									
Form/Class																									

Additional Email Address																									
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Parent/Carer signature																									
Signed																									
																									Date:[] [] / [] [] / [] []

“They are all very friendly. You can tell they are engaged and interested in the children. They are there to talk to when you drop the children off and they speak to every child as they arrive to make sure they are comfortable.” **Leigh and Daniel Santamaria live at New Ash Green with their daughters, Carmen, aged six, and Stella, aged four.**

Key information

What are our school times?

Nursery

Morning session: 8.30am to 11.30am
Afternoon session: 12.30pm to 3.30pm

All pupils from Reception to Year 6

Doors open 8:30am

Registration 8:50am

Lunches are at staggered times

School ends between 3:10pm and 3:30pm depending on age group.

Breakfast club

Breakfast club operates during term time between 7.30am and 8.30am. Children are able to enjoy some quiet time and a healthy breakfast before the school day begins. The cost of breakfast club is £1.50 per child per day.

After-school club

The Hideout is an after-school care club, which runs from 3:15pm to 6pm every day and costs £6.50 per child, or £10 for late bookings made after midday on Monday. During the club, children are able to take part in a wide range of activities including art, Lego, board games, computer games, iPads, TV and many more. The children will also have a healthy light meal before they leave. Please contact the office if you would like your child to attend.

Arrivals and departures

The school gates open at 8.30am and registration is at 8.50am. When bringing children to school please note that, for safety reasons, no vehicles should be driven into the school grounds by parents, carers or relatives of the children unless the child is registered as disabled. We also ask that bicycles and scooters should not be ridden on the school grounds at the beginning and end of the day when the paths are busy. Dogs are not allowed in school, either on or off lead. Smoking is prohibited on the premises, both inside and out.

Uniform

All children should wear school uniform, as listed below:

- Grey skirt/trousers
- White blouse/shirt/polo t-shirt
- Purple sweater
- White/grey socks
- Black shoes
- Summer- check purple/white dress/grey shorts

Sweatshirts can be purchased from the main reception area, along with book bags and summer caps. Jeans and tracksuit bottoms are not considered suitable for school and should not be worn. For safety reasons sensible, low-heeled shoes with backs are insisted upon.

P.E. kit

- Trainers for outside activities
- Plimsolls for indoor activities
- Black shorts
- Tracksuit

The school will provide your child with a T-shirt in their designated team colour. PE kit needs to be in school from Monday to Friday every week, including the first week back after school holidays for children in Year 1 to Year 6.

Lost property

If an item of clothing is mislaid at school please inform the class teacher as soon as possible so that your child can be helped to find it. Any unnamed property is collected in a lost property box in the care suite. Any unclaimed property at the end of term is disposed of through Bag2School Charity or sold as second-hand uniform, following reminders to parents.

Food in school

School meals

Principals Catering provides healthy cooked meals for the school, with vegetarian options. Children may bring a packed lunch if they wish.

Free school meals

The government is funding schools in England to provide every child in Reception, Year 1 and Year 2 with a free nutritious meal at lunchtime. It is vital that parents register for free school meals even if their child does not require them or the child is entitled to a government-funded lunch.

Paying for school meals

After Year 2, parents need to pay for school meals. To continue receiving free school meals, families need to be in receipt of Income Support, Income Based Job Seeker’s Allowance, Child Tax Credit and Annual Income of less than £16,190. Application can be made at the school office or online and decisions are usually notified immediately.

All school meals must be paid for on Monday for that week. The money should be sent in a named envelope, these are available at the main reception area. The cost of a school lunch is currently £2.15 per day.

Healthy snacks and drinks

A range of options are available for all pupils to receive free or paid for milk and fruit, depending on the age of the child. The office will be pleased to provide further information. Fresh drinking water is available all day at school and pupils are encouraged to purchase a water bottle to keep in school for use during the day.

Sweets, chocolate, chewing gum, etc. are not permitted in school.



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

If your child is away for any reason please telephone the school by 8.30am on the first day. The class teacher or school office will also require a letter with your child on return. If we do not receive this then we would have to indicate the absence as unauthorised. If absence falls below 95% then we will request a meeting to support an improvement in the situation. If this is unsuccessful then our Educational Welfare Officer or SEASS will become involved with the possibility of penalty notices and/or prosecution resulting in fines/community service.

Poor attendance

The Government has stated that once a child's attendance figure reaches 85% they are classed as persistently absent. This is equal to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence. A copy of our attendance policy is available on the school website.

Punctuality

It is important that children arrive on time. If they are persistently late then the matter will be discussed with parents. If the situation does not improve then this may involve our Family Support Team, SEAAS (South Eastern Attendance Advisory Service) or the Educational Welfare Officer. If there is a reason for the lateness then please let the office know, especially if your child has a medical appointment.

Illness

If a child is taken ill or is injured whilst at school he/she will be put in the care of a staff member who is first aid trained. The seriousness of the condition will be assessed and the staff member will act accordingly, either by treating the injury, or in a more serious case, contacting the parents. It is therefore essential that we have a current emergency contact number.

If your child has a contagious infection, please report this to the school office. All information will be treated with confidentiality.

Holidays

Children will only be allowed term time leave for extenuating circumstances, at the discretion of the Executive Headteacher. All other leave will be unauthorised and may incur a fine. Any request for term time leave must be put in writing to the Executive Headteacher and any travel should not be booked until you have received written permission.

Jewellery

Jewellery is not appropriate for health and safety reasons and should not be worn for school, unless for religious reasons. Small stud earrings can be worn, but children need to remove them for PE. The school does not accept any responsibility for damaged or lost jewellery. Children may wear a watch but the school similarly does not accept any responsibility for damage or loss.

Mobile phones

Any mobile phones must be presented to the school office first thing in the morning and will be kept safe until the end of the school day.

Clubs and activities

At Oakfield Community Primary School we are very proud to have been awarded "Advanced Status" for Extended Services, and we are one of only a handful of schools that have achieved this award across the county. We offer an extensive range of out of school learning opportunities. Clubs may include:

- Football
- Construction
- Thinking skills
- International Film Club
- Arts and crafts
- Debating
- Streetdance
- Cheerleading
- Photography.

A timetable of available clubs will be sent home at the end of each term. Parents will need to complete and return a club leaflet indicating their child's preferences. If your child's application is successful, you will be notified. Spaces are limited, but we try to ensure that places are allocated fairly.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

Homework

The staff and governors of this school recognise that the effective use of homework can enhance the overall level of achievement of our pupils. It is considered a valuable experience for all children to undertake a reasonable amount of additional work at home on a regular basis. It is also expected that children read every night and this is recorded in the child's planner.

Special Educational Needs

The school has an Inclusion Manager and an Inclusion Assistant who coordinates the provision for those children in school with special educational needs. In liaison with a range of outside professionals, parents and teachers the Inclusion Manager ensures that children receive the support they require to make progress and achieve their best. Full details of the school's core offer for SEN can be found at www.oakfield-dartford.co.uk

Access

Children with a physical disability are fully supported in accessing all parts of the school.

Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Frequently Asked Questions

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

Emergency arrangements

As many teaching staff do not live near the school, it is possible that when road conditions are difficult they may be unable to reach school on time. If there is bad weather, please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them. Announcements will be made on the school website, via ParentMail, Facebook, on the Kent Closures website and on local radio.

Medicine in school

Only prescribed medicine can be administered in accordance with the DfE guidelines, and as agreed by the Governing Body. The relevant permission form is available from the office and needs to be completed and signed by the parent.



Working with parents

Parental involvement

Our school is well established in the community and has a reputation for good quality, education. We enjoy a great deal of parental interest and support. This is borne out by the day-to-day co-operation of parents with school routines, good levels of communication through children's daily planners, popularity of school events and very high attendances at parent/teacher consultations.

Voluntary helpers

Many parents give practical help in school, working with a particular teacher and class, performing a variety of jobs such as listening to the children read or helping them with craft work etc. If you would like to help in school then please get in touch with the class teacher or the school office in order for Disclosure and Barring Service (DBS – formerly known as CRB) check to be completed.

Oakfield Parent Association

Parents play a vital role in raising much needed funds for the pupils through the Oakfield Parent Association (OPA). Having recently been re-established, a small group of parents, big on enthusiasm and commitment run a series of events throughout the year which provide another source of fun for our Oakfield families.

Do you want to join the OPA?

If you are interested in joining the Oakfield Parent Association please contact the school office for further information or email: oakfieldpa@gmail.com

The Home School Agreement

WE believe that in order to provide the best possible opportunities for your child we must work in partnership - the school, parent or carer and pupil all working together.

In order for this partnership to be effective we have a home-school agreement. This three-way contract needs your signature and is printed in your child's contact book.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work's address (if appropriate) but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

ParentMail texting and email services

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

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.

High standards

At Oakfield Community Primary School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.oakfield-dartford.co.uk and click on 'Key Information' and 'Policies' to read some of our policies.



Step 1



Step 2



Step 3



Key policies

Some of the Galaxy Federation's key policies are:

- Parent conduct policy
- Asthma care
- Charges Remissions
- Computing
- Data protection
- Finance
- Special Educational Needs (SEND)
- Anti-bullying
- Charging and remissions
- E-safety
- Photo policy

- TERM ONE - 7/9/15 to 23/10/15
- TERM TWO - 2/11/15 to 18/12/15
- TERM THREE - 6/1/16 to 12/2/16
- TERM FOUR- 22/2/16 to 24/3/16
- TERM FIVE - 11/4/16 to 27/5/16
- TERM SIX- 7/6/16 to 22/7/16

- INSET days
- 3, 4 September 2015
- 4, 5 January 2016
- 6 June 2016

“Nicholas Grey, who is in Year Six, lives with his parents just outside Dartford. Nicholas has special needs as a consequence of a genetic condition. His father says: “As a result of this he has had to have a below knee amputation of his right leg and now gets around in a wheelchair. This has obviously caused the school to have to make adjustments and they have done lots of things to enable him to be included in the everyday life of the school... They have all been absolutely incredible and have made an amazing amount of adaptations to the school routine to help him since he started at Oakfield at the age of seven.”





"I thought Oakfield was a brilliant school from day one... Robert recently went on a trip and was apprehensive about staying away from home but we encouraged him to go because we thought he would enjoy it. The staff did everything they could to make him feel comfortable while he was away and also texted us with updates which was reassuring." **Lisa and Arlind Cana live in west Dartford with their ten-year-old twins, Robert and Rebecca.**

