



# Hazel Oak School

## Family Handbook:

taking you step-by-step through starting school







**Debbie Jenkins**  
**Headteacher, says...**

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

To help us with this, could you please follow the steps in this Family Handbook, and hand in your completed forms to the School Office.

**Answering your questions**

You will find key information on pages 11- 14. If you have any questions that are not answered here, please contact the School Office on 0121 744 4162 and we will be happy to help!

**Term Dates**

Our term dates can be found on page 15.

Step 1

Please tear here

**STEP 1: ADMISSION FORM**  
Hazel Oak School

Pupil Details

Surname .....First name .....

Other Names ..... Chosen Name .....

Gender ☐ BOY ☐ GIRL      Date of Birth  /  /

Address .....

.....

Postcode .....Home Telephone No. ....

Number of Siblings .....Child's position in Family (e.g. 1st of 3).....

Name of Parent(s) / Carer(s) .....

Previous School .....

**Contact Names and Addresses**

Please give details of those people who have legal responsibility for this pupil and anyone else who could be contacted should an emergency arise when you are unavailable. You may use the Contact Priority 1-4 to indicate the preferred order in which people should be contacted in an emergency. Relationship should be shown e.g. Parent, Aunt Etc.

Contact Priority	Contact Priority
Surname Title	Surname Title
First name	First name
Work Telephone No	Work Telephone No
Mobile:	Mobile:
Home Tel:	Home Tel:
Home Address	Home Address
Postcode	Postcode
Email	Email
Relationship to child	Relationship to child
Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>
Court Order for Child?	Court Order for Child?

Contact Priority	Contact Priority
Surname Title	Surname Title
First name	First name
Work Telephone No	Work Telephone No
Mobile:	Mobile:
Home Tel:	Home Tel:
Home Address	Home Address
Postcode	Postcode
Email	Email
Relationship to child	Relationship to child
Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>
Court Order for Child?	Court Order for Child?

If you wish to provide information about additional contacts please use a separate sheet of paper.



STEP 2: ADMISSION FORM

Hazel Oak School

Medical Information

Name of Doctor

Address of Doctor

Telephone number

Pupil's Medical Conditions

Does your child have a current Care Plan for their medical needs? Yes ☐ No ☐

Dietary requirements

Allergies/foods they cannot eat

Any other information/preferences

Dinner Arrangements – Please tick the appropriate box

School Dinner ☐ Packed Lunch ☐ Home ☐ Other ☐

Travel Arrangements – Please tick the appropriate box

Bicycle ☐ Public transport ☐ Car ☐ Walk ☐ Local Authority transport ☐

Ethnic Origin – Please tick the box that is applicable

MIXED

☐ White and Black Caribbean☐ White and Black African☐ White and Asian☐ Any other mixed background

WHITE

☐ British☐ Irish☐ Traveller of Irish Heritage☐ Gypsy Roma☐ Any other White background

ASIAN or ASIAN BRITISH

☐ Indian☐ Pakistani☐ Bangladeshi☐ Any other Asian background

Religion – Please tick which box is applicable

Christian

Hindu

Jewish

Methodist

Muslim

No Religion

Sikh

Roman Catholic

United Reform Church

Other (please state)

Home Language – Please tick which box is applicable

Urdu

Bengali

Cantonese

English

Greek

Gujarati

Hindi

Italian

Polish

Punjabi

Portuguese

Spanish

Other (please state)

Is there anything else you think we need to know? (Any information will be treated in the strictest confidence – continue on a separate sheet if necessary)

Signature

Parent / Carer

Date:

Your name (in block capitals):

Step 2

Step 3

STEP 3: CONSENT FOR USE OF IMAGES AND VIDEOS

Hazel Oak School

From time to time we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce as well as our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media to take photographs or film footage which may appear in local or national newspapers, or on television news programmes.

To comply with the Data Protection Act we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please complete, sign and return this form, which will be kept on file. If your circumstances or wishes change, please inform the school so that our records can be updated.

Name of Child

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on display boards?

Please tick: Yes ☐ No ☐

May we use your child's image on our website?

Please tick: Yes ☐ No ☐

Are you happy for your child to appear in the media?

Please tick: Yes ☐ No ☐

Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.

I have read and understood this form and give consent for images to be used as indicated above.

Signature

Parent / Carer

Date:

Your name (in block capitals):



Please tear here

STEP 4: CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Hazel Oak School

Pupil Name.....

Please sign and date the form below if you are happy for your child to:

- Take part in school trips and other activities that take place off school premises; and
- Be given first aid or urgent medical treatment during any school trip or activity.

Please note the following:

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day,

We will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written consent will not be requested from you for the majority of off-site activities offered by the school – for example, year group visits to local amenities – as these are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical Information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Signature  
Parent / Carer

Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

Your name (in block capitals):



Step 4

Step 5

STEP 5: MEDICATION IN SCHOOL

Hazel Oak School

Our procedures have been revised in accordance with ‘THE ADMINISTRATION OF MEDICINES IN SCHOOLS’ (5th Edition, December 2013), Solihull NHS Care Trust. This means that:

1. Medicine can only be given in school if it has been prescribed by a doctor and you have given consent.
2. Any medicine sent in to school **must** be in its original container and be labelled with:
  - Your child’s name
  - Name and strength of medicine
  - Dose or amount to be given
  - Any other special instructions e.g. to be taken with with food
  - Please note - a label saying “give as directed” is not acceptable; you can show this letter to your doctor or pharmacist if necessary.
  - Any medication which is only required to be administered up to three times a day should not be sent in to school.
3. Medicine can only be given if we have a signed consent form. Please ensure you complete the relevant details including:
  - The name of the medicine
  - The dose to be given – include strength and number of tablets e.g. 1 x 2mg
  - When the medicine needs to be given. Medicines are administered at lunchtimes to avoid disruption to learning so please explain this to your doctor.
  - How the medicine needs to be given e.g. with water, diluted, from a spoon
4. Please do not send in any over the counter medicines including cough and cold remedies, lozenges, skin creams, eye drops.
5. Paracetamol can only be administered if a supply is sent into school, clearly labelled with your child’s name, and with a completed consent form. We are not able to administer either paracetamol or ibuprofen to any pupil under 16 unless this has been prescribed by a doctor.
6. The school reserves the right to refuse to administer medication if these procedures have not been followed.

Consent forms are available from the School Office.



Please tear here



Privacy Notice - Data Protection Act 1998

We collect, use and store information about our pupils and may receive information about your child from their previous school. This information helps us to:

- Support our pupils' teaching and learning;
- Follow and report on our pupils' progress;
- Provide the right care and support for our pupils; and
- Understand how well our school is doing as a whole.

The information we keep includes contact details, assessment marks and results, attendance records, other information such as ethnic group or religion, special educational needs and any relevant medical information.

**We are required to take care of all information and we take this responsibility seriously.**

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about your child, please contact the School Office.

If you want more information about how the LA stores and uses this data, please contact:

**Education Information Management Services**

Solihull Metropolitan Borough Council  
Council House  
Solihull  
West Midlands  
B91 9QU

Tel: 0121 704 8313  
Email: [eims@solihull.gov.uk](mailto:eims@solihull.gov.uk)

For more information about how the DfE stores and uses this data, you can visit the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Please contact the DfE if you would like a printed copy of the information:

**Public Communications Unit**

Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Tel: 0370 000 2288  
Website: <https://www.gov.uk/government/organisations/department-for-education>



Step 6

Step 7

This form should to be returned to the school office at least two weeks before the requested absence.

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil	Class
Date of birth	
Please detail below the exceptional circumstances as to why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach your supporting evidence)  .....  .....  .....	
Address.....	
Leave of absence from date:..... to date .....	
Number of schools days that your child will be absent from school .....	

Signature Parent / Carer	Date: [ ]/[ ]/[ ]
Your name (in block capitals):	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

**For School Use:**

Previous requests for leave of absence [ ] Yes [ ] No	Attendance .....%
Evidence provided for exceptional circumstance [ ] Yes [ ] No	
Arrange to meet with Parent/Carer [ ] Yes [ ] No	Date and time .....
Authorised [ ] Unauthorised [ ] By Headteacher	

Please tear here

We use Parentpay for all payments to school including school meals, tuck shop and school trips.

We will issue an individual activation letter once your child is on the school roll, which will enable you to activate your account online. If you have other children at other schools, you can merge the accounts.

If you do not have access to a computer, we can issue you with a payment card for school meals, which you can take to a local PayPoint. We can help find the nearest one to you. We can also issue bar-coded letters for other payment items such as trips etc. which you can then take to a PayPoint to pay for these items. We recommend that you set up a balance alert, which will send a message to you when your balance falls below a set amount. We suggest setting the amount to cover the cost of school meals for a week (currently £9.50 Lower School, £10 Upper School)

Parentpay is also used for correspondence; we can quickly send letters and messages via email and in more urgent situations we can send text messages. Please ensure that you register your email address on Parentpay when you activate your account.

If you have any questions about this service please do not hesitate to contact the School Office.

CHILD PROTECTION POLICY - INFORMATION FOR PARENTS AND CARERS

Hazel Oak School

The Staff and Governors of Hazel Oak School are committed to establishing and maintaining an environment where children feel secure, are happy to talk, and are listened to. To achieve this we work closely with Parents and Social Care. Our Child Protection policy is written with support from the LA and reviewed each year. The key points of our policy are below; should you wish to receive a full copy please contact the School Office.

If you have any Child Protection concerns please ask to speak to one of our Designated Members of Staff (DMS)

These are: **Mrs Jenkins (Head Teacher) and Mrs Davies (Deputy Head Teacher)**

Training

All staff are provided with Child Protection Training every 3 years.

DMS are trained every two years.

Governors are given regular updates on their safeguarding responsibilities and are provided with regular training.

Disclosure

Following a disclosure from a pupil, staff are required to:

- a. Make time for pupils to talk privately, take seriously any disclosures and reassure the pupil making them
- b. Listen to the children and young people but do not make promises about keeping information confidential as a referral may need to be made
- c. Refrain from asking leading questions
- d. Record information
- e. Report information to the school DMS as soon as possible
- f. Ensure confidentiality is kept.

Responding

Following a report, the DMS will take the appropriate action in accordance with guidelines. This may involve an initial discussion with the parent or carer. However, there may be times when, as part of our safeguarding role we have a duty to report concerns to the Social Care Duty and Referral team (DART).

Supporting the Pupil

We acknowledge disclosing sensitive information can be difficult and very stressful for pupils. Support will be given in the context of the agreed Child Protection Plan. Ongoing support will also be given through the curriculum and the school ethos of valuing pupils.

Key Information

What are our school times?

**8.50am:** Pupils assemble on the school playground

**9am:** Start of school day

**10.15am to 10.30am:** Morning break

**12.00pm to 1.00pm:** Lunch break

**2pm to 2.15pm:** Lower school afternoon break

**3.30 pm:** End of school day

Arrivals and departures

Families who are bringing pupils to school should escort their children onto the playground in the mornings where they will be supervised by school staff from 8.50am. Please wait on the playground to collect your child at the end of the school day. Please let us know if your child will be travelling to and from school independently.

Transport

Many of our pupils are transported to and from school via Local Authority transport. Each morning, pupils are escorted onto the school playground by their taxi guide and supervised until school staff come on duty at 8.50am. At the end of the day pupils are registered in designated classrooms and are escorted to their minibus/taxi by a guide. To find out if your child is eligible for transport you are advised to contact the Local Authority – email: schooltransport@solihull.gov.uk or telephone 0121 704 6173.

Families who bring their child to school by car are asked to park considerately on Hazeloak Road. There are two designated bays in the school car park for drivers displaying a blue badge.

Uniform

A uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of their community. We ask that all clothing has your child’s name on it to ensure that any items that are mislaid can be returned.

Girls:

- Black blazer (Upper School only)
- Grey or black skirt / trousers
- White blouse (Upper School)
- White polo shirt (Lower School)
- Plain green cardigan/V neck jumper or school sweatshirt
- School tie (Upper School only)
- Dark coloured sensible shoes
- Grey or white socks / tights
- Summer (optional) – green and white check dress

Boys:

- Black blazer (Upper School only)
- Grey or black trousers
- White shirt (Upper School)
- White polo shirt (Lower School)
- Plain green V neck jumper/ or school sweatshirt
- School tie (Upper School only)
- Dark coloured sensible shoes
- Grey socks

Sixth form pupils wear black trousers, black polo shirt, school hoodie and dark coloured shoes.

Trainers may not be worn as school shoes.

P.E. Kit

- Plain white T-shirt
- Plain black shorts
- Black Jogging bottoms and fleece/ tracksuit (for outdoor activities)
- White P. E. Socks
- Trainers
- Swimming trunks / costume
- Named PE bag

Food in school

School meals

A midday meal is available for all children. Each day there is a choice of main course and dessert available. Lunch is served in two sittings, with Lower School eating first. In addition to lunchtime supervisors, school staff also supervise at lunchtimes.

Free school meals

All children from Reception to Year 2 are provided with a free school meal. Packed lunches for these pupils are only permitted in exceptional circumstances and with the written agreement of the Head Teacher. From Year 3 upwards, some children may be entitled to free school meals if their families meet the criteria. Further information on free school meals and eligibility can be obtained from the School Office.

Healthy snacks and drinks

Under the Fruit in School scheme children in Key Stage 1 are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day. Milk is available for all children up to the year in which they are seven (Year 2). Those children who are entitled to free school meals will also be entitled to milk free of charge. Pupils who do not receive free milk are able to purchase it through the ‘Cool Milk’ scheme. Please speak to a member of the office staff for details. The school operates a healthy tuck shop at morning break where pupils can purchase snacks and drinks

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





# Key information

## Absence

Regular attendance at Hazel Oak School enables pupils to make good progress. Pupils who achieve 100% attendance are recognised and rewarded.

### Medical Appointments

Please make every effort to arrange routine medical appointments such as doctor or dentist out of school time or in school holidays.

### Illness

We recognise that there will be occasions when children are ill, but please let us know as soon as possible if they are unable to attend school. Dial the school number and leave a message on our absence reporting line (0121 744 4162 – Option 1). Any absences that cause concern will be referred to the Local Authority Education Welfare Officer.

If your child has suffered from diarrhoea and vomiting (D&V), we follow guidance from the Health Protection Agency which recommends that pupils are absent from school for 48 hours from the last episode of D&V.

## Holidays

In line with Government Policy, we do not permit any leave of absence during term time unless there are exceptional circumstances. Where leave of absence is required in such circumstances e.g. family funeral, please complete the Leave of Absence request form on page 9

## Jewellery

Pupils may only wear a watch, one stud earring in each ear and any items necessary to the pupil's religion. Body piercings are not appropriate for school.



## Mobile phones

Pupils are not permitted to have mobile phones in school. Pupils who travel to school independently can bring a mobile phone but they must leave their phone with the School Office and collect it at the end of the day.

## Clubs and activities

Hazel Oak School offers a wealth of in-school and after school clubs for pupils to enjoy. These include:

- Special Olympics
- Dance
- Lego
- Gardening
- Sensory
- Minecraft
- Homework

All pupils have the chance to participate in school productions and we provide opportunities to showcase everyone's talents. Events include 'Hazel Oak's Got Talent' and 'Hoffstock', our Hazel Oak Fun Festival.

## Homework

A wide range of homework activities will be set, and will depend on the subject, age and ability of the pupil.

In Key Stage 1 pupils start with regular reading with their families as well as related activities to support reading e.g. phonics and spellings. In Key Stage 2 they will be also be completing occasional homework in areas relating to the challenge curriculum as well as weekly spellings and daily reading. Online English and Maths activities are also available.

In Key stages 3 and 4, in collaboration with families, pupils are given the choice of 'traditional', formal homework i.e. paper copies of activities, or the use of online resources, including Study ladder and MyMaths, which can be accessed at any given time.

All pupils are encouraged to select reading material from home or the school library (for pleasure) and spellings are set each week.

Pupils studying GCSEs will be given additional homework to support their learning.

## HOW Team

Our Hazel Oak Wellbeing (HOW) Team is made up of a team of professionals who are available to provide additional support to pupils in areas of emotional health and well-being, mindfulness, independence, coaching, social skills and healthy relationships, including sex and relationships education. School staff make in-house referrals to the team, but if you think there is an area in which your child may need additional support, please contact the school.

## Business and Enterprise

As part of the school's Business and Enterprise status we offer vocational accreditation and are dedicated to providing real-life, work-related learning opportunities. We have strong community links and every pupil is able to participate in the setting up and running of their own class business. These experiences also contribute to the development of the pupils' functional, personal and social skills. The pupils run 'Oak Branches', an upcycling shop which is open for special events for families to visit and make purchases for those special occasions.

## 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 that you will contact the school.

# Key information

Where there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall, the event may have to be cancelled. Pupils whose parents have not contributed to the cost of an activity will not be treated less favourably than those who have.

## Emergency arrangements

In the event of an unplanned school closure such as severe bad weather, information about this will be put on our school website, Facebook page and Twitter feed. These details can be found on the back page of this Handbook. We will also send out a notice on ParentPay and contact our local radio stations - WM, Heart and Free.

## Medicine in school

If your child needs medication to be administered daily, a consent form must be completed - forms are available from the School Office. We are unable to administer any medication without signed parental consent. Medication that is administered in school is stored in a secure cupboard in the medical room and is administered by members of the senior leadership team. Asthma inhalers are either carried by pupils, or stored in classrooms.

We are unable to administer 'over the counter' remedies such as cough medicines, throat lozenges, eye drops or aspirin and ask that you do not send anything of this nature in to school.



# Working with Families

We value our relationship with families, which enables us to work together to achieve the very best for your child. You are welcome in school, especially for organised events, but if you would like to speak to a member of staff, please phone or email first to make sure that the member of staff is available, or to arrange a meeting. We use home-school books in Lower School to keep you regularly informed about how your child is getting on. In Upper school, pupils are encouraged to use Student Planners.

We welcome feedback directly to staff, the office, via home-school books or letters and phone calls, as well as at more formal meetings such as Parents' Evenings, annual reviews and parent questionnaires. We also welcome feedback through the Ofsted ParentView website.

## Annual reviews

Annual reviews are very important as they give everyone the chance to make sure that your child is getting the support they require, in the right environment.

Your child's Statement of Special Educational Needs or Education, Health and Care Plan is reviewed every year. You will be invited to attend a meeting with your child's class teacher/form tutor and any other professionals who may be involved in your child's education, health and wellbeing. You will have the opportunity to make a written/verbal report and your child will be asked to do the same. These meetings are very important and so we ask that you make every effort to attend.

## Recognising achievements

Recognising all of our pupils' many achievements is an important part of the work we do at Hazel Oak. We have weekly awards assemblies and additional reward systems throughout school.

Our termly and yearly awards are designed to recognise achievement across a range of areas, whether academic, sporting, creative or social. These trophies are awarded at special assemblies at the end

of each term. Families of winners will be invited to these assemblies although we ask you to keep it secret so we can surprise the winners on the day!

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, families and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

## Contacting Families

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that we have a phone number for your place of work as well as 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.

### Phone calls

In an emergency, or where the message is urgent, please phone the school and leave a message with the office staff who will bring this to the attention of the appropriate member of staff in school. Phone calls will only be put through to an individual if they are available at the time. If you wish to speak to a key member of staff, leave your name and number and the member of staff will call you back as soon as possible. This may be at the end of the school day due to their class commitments.

### Visits during the school day

Parents are very welcome in school, especially for organized events. At other times, if you need to speak to us, we ask that you phone ahead to make mutually convenient arrangements.

### Complaints Procedure

Class staff will answer queries and concerns in the first instance, but we also have a Complaints Policy which can be used if you feel your issue has not been resolved. This is available on the school website or you can request a copy from the School Office.



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.

Families need policies

Policies are also useful to Families. For example, a prospective parents might wish to view a school's behaviour policy or teaching and learning policy, before deciding whether the school is appropriate for their child's needs and abilities.

High standards

At Hazel Oak 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.hazel-oak.co.uk](http://www.hazel-oak.co.uk) and click on 'About Us' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Anti-bullying
- Attendance
- Behaviour
- Charging and remissions
- Child Protection
- Curriculum
- E-safety
- Homework
- Medicines in school
- Equal opportunities
- SEN information report

Autumn Term

Monday 7th September 2015 to Friday 23rd October 2015  
Half term - Monday 26th October 2015 to Friday 30th October 2015  
Monday 2nd November 2015 to Friday 18th December 2015

Spring Term

Monday 4th January 2016 to Friday 12th February 2016  
Half term - Monday 15th February 2016 to Friday 19th February 2016  
Monday 22nd February 2016 to Wednesday 23rd March 2016

Summer Term

Monday 11th April 2016 to Friday 27th May 2016  
Half term - Monday 30th May 2016 to Friday 3rd June, 2016  
Monday 6th June 2016 to Friday 22nd July 2016.

There will also be five additional closure (training) dates and parents will be notified of these.







Hazeloak Road, Shirley, Solihull, West Midlands, B90 2AZ

Tel: 0121 744 4162 - Fax: 0121 733 8861 - Email: [office@hazel-oak.solihull.sch.uk](mailto:office@hazel-oak.solihull.sch.uk)

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[www.hazel-oak.co.uk](http://www.hazel-oak.co.uk)