



Parent Handbook

Taking you step-by-step through starting school

Ready Respectful Safe



Headteacher, Gemma Bailey says...

I am extremely proud to welcome you to our wonderful school. We are a short stay school for students not in mainstream education.

Re-engaging students

Our primary aim is to reintegrate our students into mainstream education as soon as we are able to. We are a short stay provision, where students get the opportunity to rediscover a love of learning and to experience real success in a school environment. Students' time with us at Oakfield Lodge will vary, dependent on the needs of the individual. Our success hinges on finding every student their 'forever school'.

Potential

The Oakfield Lodge School team strive to provide a supportive and positive learning experience. The mixture of academic and practical learning ensures that students can thrive and achieve their potential.

Progress

My priority as Head Teacher is to ensure that Oakfield Lodge School is a place where every child can achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. Our core purpose is to ensure that all children learn and make good progress, experiencing the highest quality teaching and learning within a happy, safe and secure environment.

We need some information from you

Before your child starts at Oakfield Lodge we will need some information from you. Could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school office following your initial home visit from me.

Answering your questions

On page 11 is Key Information and pages 12-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01270 685 626 and we will be happy to help.

Policies and term dates

On page 15 are details of some important policies you need to know about, and see our term dates on the back page.

Getting to know you and your child

I am very proud of the staff and students at our school and I look forward to getting to know you and your child and working together. Please do not hesitate to get in touch if you have any queries, concerns or if there is anything I can do to help and support you with your child's learning and school life.

Step 1

STEP 1: Student Data Form Oakfield Lodge School

Surname (as on birth certificate)		Forename(s)	
Male		Female	
Student's Address (including post code) :		Preferred First Name	
		Date of Birth	
		Contact telephone Number	

Parental Responsibility and Emergency Contacts

- 1 Please indicate all persons who have parental responsibility i.e. those parents entitled to be consulted about their child's education as we will send any school information out to them
- 2 Please place contacts in the order you wish them to be contacted in an emergency.
- 3 The primary email address will be used by the school's In Touch email system to communicate

Contact 1		
Name		
Home Address		
Telephone No	Home:	Work:
Mobile No		
Email address MUST INCLUDE		
Relationship to student		Parental responsibility Yes/No
Contact 2		
Name		
Home Address		
Telephone No	Home:	Work:
Mobile No		
Email address MUST INCLUDE		
Relationship to student		Parental responsibility Yes/No

Please tear here

Contact 3		
Name		
Home Address		
Telephone No	Home:	Work:
Mobile No		
Email address MUST INCLUDE		
Relationship to student		Parental responsibility Yes/No

Previous School Address
Doctor :
Address: Telephone No;
Medical Information : Does your child have any problems with the following: (please circle) Vision, Hearing, Co-ordination, Asthma, Hayfever, Eczema, Epilepsy, Diabetes, Severe Allergies, Other. Do they receive any treatment? If yes, please state. Other medical information which would help us to support your child: Does your child require Medication in the school day please contact Oakfield Lodge School to complete a separate form: YES/ NO I confirm that I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. I confirm that details of all medical conditions and information are accurate to the best of my knowledge. Yes/No Special Educational Needs: Please give details of any specific difficulties your son/daughter experiences with learning. Also include any information about EAL.

Step 1

Step 1

Parental Disclosure: Please provide any details that would help the school support you in relation to your child's education eg. If you need support completing documentation.

How will your child travel to school

Walk		Taxi		Car		Bus		Bicycle			
Dietary Requirements:											
Vegetarian Vegan					Allergies				Other information:		
Home Language				Ethnicity				Religion			
Can your child swim more that 25m? Yes/No											
YEAR 10/11 ONLY - Consent for CV to be stored by work experience Yes/No							Consent for information to be shared with external services Yes/No				
YEAR 10/11 ONLY - I confirm that information about my son/daughter may be shared with Changing Education in relation to the provision of careers advice and work experience placements. Yes/No											
I give my consent for photographs and videos taken at school events to be used for marketing purposes for Oakfield Lodge School and for external event sponsors and uploaded to the school web page and social media Yes/No											
I give my permission for my son/daughter to be transported by car or minibus to external provision and trips Yes/No											
I understand that at times my son/daughter may be unsupervised when on some school trips and that adult behaviour is expected at all times Yes/No											
I understand that some visits may end early and I confirm that my son/daughter can be dropped off at home Yes/No											

Signed _____ Name _____

Date _____

Please tear here

The school/centre will not give your child medicine unless you complete and sign this form, and the school or centre has a policy that the staff can administer medicine.

Name of school/centre	Oakfield Lodge School
Name of child	
Date of birth	
Year group/ From group	
Medical condition or illness	
Medicine	
Name/type of medication	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects the centre should be aware of?	
Can the medication be self-administered	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medication personally to Oakfield Lodge School.	
I give provision if required for my son or daughter to have paracetamol if required	Yes/No

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/centre staff administering medication in accordance with the school/centre policy. I will inform the school/centre immediately, in writing, if there is any change in dosage or frequency of the medication or medicine is stopped.

Signature(s)_____

Date_____

Step 2

Step 2

Record of medicine administered to an individual child

Name of School/centre	
Name of child	
Date of medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medication	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff Signature_____

Parent Signature_____

Date			
Time given			
Dose given			
Amount left			
Member of staff name			
Staff Initials			

Date			
Time given			
Dose given			
Amount left			
Member of staff name			
Staff Initials			

Please tear here

Medication Sign in Form

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Medication sign in date	
Type of medication	
Staff signature	
Parent Signature	

Step 2





Key information

What are our school times?

- Registration 9.00 – 9.15
- Period 1 9.15 – 10.15
- Period 2 10.15 – 11.15
- Break 11.15 – 11.30
- Period 3 11.30 – 12.30
- Lunch 12.30 – 1.00
- Registration 1.00 – 1.10
- Period 4 1.10 – 3.00

Uniform

All students at Oakfield Lodge School are expected to wear Oakfield Lodge polo shirts these can be purchased from our school Office.

Our uniform helps to generate a sense of school identity without placing a financial burden on parents and carers.

Students should wear trousers and footwear suitable for outdoor activities with the school polo shirt.

Jewellery and other valuables

In the interests of safety, children should only wear small, discreet jewellery to school as large jewellery can be dangerous if worn during games/PE/sports. Students will therefore be asked to remove any jewellery/accessories that could pose risks before they engage in games, sports etc. Mobile phones are not allowed, and valuable items should not be brought into school as we can accept no responsibility for any student's valuables which are lost at school.

Confiscation of inappropriate items

All students undergo daily search procedures on arrival at school. This process enables the school to have a calm and orderly start to the day. It also ensures that students are safe and focused on learning during the school day. Staff receive regular training in relation to searching from the police.

General power to discipline

The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. Once an item is confiscated, the member of staff will keep the property safe. The confiscated item will be returned later with a reminder about why the property was confiscated. Staff also have the power to search without consent for prohibited items, including:

- Knives, weapons.
- Stolen items.
- Cigarettes, lighters, matches (incl lighter fuel and propellants).
- Drugs, alcohol.
- Fireworks.
- Pornographic material.
- Any article that could be used to commit an offence, damage property or cause injury to self or another person.
- Any item banned by the school rules (e.g., mobile phones).

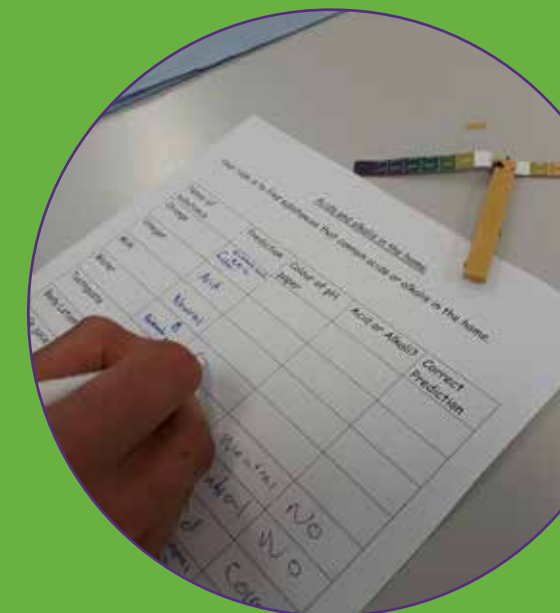
Where appropriate, items may be handed to the police. The Headteacher will decide whether it is appropriate to involve other outside agencies eg Children's Social Care.

Food in school

School lunches are provided free of charge at Oakfield Lodge. We are committed to healthy eating and strive to provide fresh and exciting menus for your child.

Break-time and drinks

Children do not need to bring any snacks or drinks with them as we provide healthy options on site. Chewing gum, sweets, nuts, chocolate bars and fizzy drinks are not allowed.



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!

Attendance

At Oakfield Lodge School we have aspirational attendance targets and very clear guidelines in place to maximise attendance at Oakfield Lodge School. Regular attendance and punctuality are essential if students are to make good progress at school and to gain the appropriate skills to equip them for life. We ensure that our most vulnerable students are given the same opportunities, by providing extra support in some cases.

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Students educated off site

Students who are educated off site are expected to attend on time. Attendance at offsite providers is closely monitored by the Attendance Officer.

Students who do not attend regularly will be referred to the Local Authority Education Welfare Officer and may be at risk of prosecution.

Supporting full attendance

The school initiates quick and early intervention when a problem is identified. The school also recognises that many students come to us with a history of poor school attendance, or may have had a lengthy period out of school. The school therefore works with the students to encourage good attendance but does accept that for some students this may be a long process. Full attendance for some students may not be realistic although their attitude to school, their commitment to work, to make progress, to be socially acceptable, to make realistic plans for their future, may be one of the best experiences of their school career.

The school accepts also the need to constantly review the curriculum at all Key Stages. The school aims to motivate students so that they wish to attend and benefit from a curriculum which is enriched, diverse and relevant to their own individual needs. Students are encouraged to develop the habit of regular and punctual attendance and learn to be responsible and reliable. Staff encourage good attendance and punctuality and liaise with parents and other agencies where appropriate. In addition, good attendance and punctuality are seen as achievements in their own right and are recognised as such by all.

Acknowledging good attendance

Staff constantly praise and offer positive encouragement to students who are regularly punctual and have good attendance. This is also rewarded for students with attendance over 90% each term, with a voucher and a certificate which is presented in assembly. Parents' are also informed of this by text message.

Punctuality

Members of staff are on duty each morning to greet students on arrival. Lateness is noted and is discussed with individual students. If it is considered necessary, and then parents are informed. The school understands the need for on-going communication with parents/ carers and students regarding this policy, particularly those new to the school.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home and report the infectious disease to the school immediately. Please consult your doctor regarding the period of exclusion. Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

Report your child's absence

If your child has to be absent from school due to illness, please telephone the school on each morning of absence before 9.00am. If we have received no explanation for an absence, we will telephone parents/carers to ascertain the reason for absence. Please contact the school for every day of illness. A doctor's Certificate may be required in certain cases. If contact is unable to be made, our Attendance Officer will then attempt to make contact on day 3 of absence including a 'cold call' visit to the family home. When there are concerns relating to the student's safety, the school may request a 'safe and well' police check to be undertaken.

If your child becomes ill during the day, they should not contact you directly, but should go to the Main Officeto discuss their particular problem.

Medical appointments

Appointments with the doctor, dentist or hospital should, whenever possible, be arranged outside school hours or during school holidays. If an appointment is essential during school hours, an appointment card or a note from you should be shown to the Form Tutor before the date of the appointment. The student, where possible, should be in school before and after any appointments to minimise the number of lessons missed.

Holidays

Headteachers can no longer authorise absence for holidays in term time except in very exceptional circumstances. It should be remembered that this is a Government-led directive.

Request for absence

If you are considering leave within term time, please put the request in writing and addressed for the attention of the Headteacher stating the exceptional circumstances. This should be completed by the parents/carers with whom the child normally resides. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances. Financial penalties can also be imposed if holidays are taken during term without the consent of the Headteacher.

Promoting positive behaviour

We continually strive to achieve a calm, purposeful learning atmosphere, presenting clear boundaries of what is acceptable and non-acceptable behaviour. Rewards are used throughout the school to recognise good learning behaviours and a positive contribution to the school community. Much of the positive behaviour in school is created by encouraging all students to develop the intrinsic desire to improve.

All students may reasonably expect:

- To be treated with respect and to treat others with respect.
- To be treated with understanding and compassion as individuals, receiving impartial counselling and guidance.
- To be treated as responsible partners in their own education.
- To enjoy the benefits of equal opportunity and equal access to learning experiences.

- To be prepared for a full life in their communities, through the whole curriculum, skills and experience of the School.
- To acquire an understanding of their cultural heritage and to consider their role in its maintenance and development.
- To have an education that will equip them for entry into the World of Work and give them a basis for further education and training.
- To receive regular reports on progress.
- That the school, in turn, will expect their regular attendance, positive attitudes to learning and their wholehearted involvement in all aspects of the life of the school as a community.

Anti Bullying

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students are encouraged to report the incidents and are reassured that they will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. Every year, in addition to every day school practice, the school will have an anti-bullying week to raise the profile of bullying.

Rewards

The rewards scheme is designed to encourage a safe learning environment for students to work in. Students are awarded points in each lesson for being focused on their learning, and being 'Ready, Respectful and Safe'. A weekly Reward assembly is held on a Friday. Students are rewarded for attendance, good citizenship and effort and progress in subject areas.

A Star of the Week reward is also given out to the student with the highest weekly points.

Parents and carers

We ask that parents and carers work in partnership with the staff in maintaining high standards of behaviour both inside and outside our school. Our staff endeavour to develop positive relationships with both parents/carers through regular communication.

Internet safety

Our E-Safety policy encompasses the use of new technologies, internet and electronic communications such as Learning Platforms, mobile phones, Video Conferencing, collaboration tools and personal publishing. We educate students about the benefits and risks of using technology and provide safeguards and awareness for users to enable them to control their online experience. Our school Internet access is designed expressly for student use and will include filtering appropriate to the age of students. Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Students will be taught how to keep information private on social network sites and the importance of this.

Enlisting parents' support

We ask for parents' support on this policy and provide advice to parents on our website under the Safeguarding section which includes other useful links about safeguarding children.

Charging policy

The Governing Body reserves the right to make a charge in the following circumstances:

- The full cost to each student of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Individual/Group Instrumental Tuition outside of that provided through the Wider Opportunities schemes.
- Deliberate Damage of school property.

The school may also ask parents / carers for a voluntary contribution towards the cost of some activities which take place during school hours including school trips or external visitors to the school such as theatre productions or animal groups. Students of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Form Teacher as soon as possible. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, we will provide parents with a copy of the school's complaints procedure.

Curriculum

Our school provides an alternative education for students whose mainstream learning has ended as a result of permanent exclusion. On occasion, the exclusion can be the result of a serious 'one-off' misdemeanor, but more often, it is as a result of persistent non-compliance, often accompanied by serious social, emotional and behavioural barriers to learning. Many students have literacy levels below national averages (which often accounts for disengagement with learning) and/or learning delayed in other subjects as a result of poor attendance at school.

Thus, literacy skills, attendance and behavioural, social and emotional needs are at the forefront of the vulnerabilities of students who attend our school. These, therefore, form the main focus of work to close gaps in progress and achievement and prepare students to re-integrate either back into a mainstream secondary school or into an appropriate special school. The student will be invited to an introductory meeting at our school to plan an appropriate integration package with a member of the Senior Leadership Team.

Learning experiences at Oakfield Lodge School include:

- Individual and group investigation
- Problem solving
- Scientific activities
- Debate, discussion, role play and presentations
- Application of ICT
- Team-based activities.
- Design and technology
- Field work and educational visits
- Physical education
- Questioning and reflecting

Preparation for Adulthood

The school curriculum places a huge emphasis on Preparation for Adulthood (PFA). PFA activities are available to students on a daily basis. These activities focus on;

- Being a good citizen
- Team work
- Relationship building
- Improving social skills
- Improving behaviour choices

Frequently asked questions

The Classroom: a positive learning environment

All staff at Oakfield Lodge School maintain the highest standards in the learning environment, fostering inspiration with peripheral, affirming messages. We are committed to:

- Engage learning by student ownership.
- Raising expectations.
- Encouraging independence.
- Celebrating success – individual, group and whole-class.

Our space

As part of our alternative curriculum, students are able to access an outdoor education program offering skills and team building that would not be accessible in the class room. Our Space is an outdoor, woodland-based provision based on the principles and ethos of Forest School and aimed at boosting confidence, resilience, self-esteem and emotional well-being through positive interaction with the natural woodland environment.

Other enrichment activities

We have also introduced several enrichment activities at Oakfield Lodge School. This has proved very popular with both students and staff alike. Students have had the opportunity to take part in activities including:

- Catering
- Football
- Fishing
- Boxing

Year 11

In Year 11, a return to high school is generally deemed inappropriate for a variety of reasons. In this Year group, a deep and rich educational package will be followed, which seeks to secure a positive grounding for age 16 and beyond. This includes motivational work placements, vocational learning , Outdoor Education, GCSE and other accredited academic courses in the Core subjects.

Special Educational Needs

It is our aim that all students are given the chance to access appropriate learning opportunities in an inclusive manner. Our priority is the provision of high-quality class teaching, which is differentiated to meet the needs of individual learners. All students are screened on entry via a range of baseline assessment tools including academic, social emotional and behavioural indicators.

Creative and extensive support strategies

Class based support includes the presence of trained Teaching Assistants, high Teacher-Student ratios and bespoke intervention sessions. Our school has a wide range of intervention programmes available to support students who require support which goes beyond class based approaches. Some of these intervention approaches are publications and/or commercially-available computer packages of support, such as MyMaths. Other bespoke/personalised approaches are based on best practice, for example, social skills groups and one-to-one emotional literacy sessions.

Additional levels of support

Where additional levels of support are required, a Personalised Support Plan is created, outlining provision available to each student and is available to parents. Parents are fully involved in the planning of their child's support and have regular opportunities to discuss their child's progress at Form Tutor Review Meetings. Every effort is made to ensure that the opinions, thoughts and feelings of our students play an integral part of any plans made about their education and are sought at a level which is accessible and meaningful to the individual.

Children with disabilities will have full access to school trips, social events and residential trips.

When an Education, Health and Care plan is agreed the student would be supported to transfer to an appropriate placement.

The Hive

The Hive is available for students who need extra support or who are having particular difficulties. The Hive has been devised based on the nurture principals, bespoke support plans are created for those students who find school and interacting with other very challenging. Our specialist team will use Boxall profiles to measure the progress of students and use these to create individual reducing anger or anxiety management plans (RAMPs).

Visyon

We work closely with Visyon and have a trained counselor available on a weekly basis for students to access. We will signpost this service to students who would benefit from additional emotional support. Group or individual sessions are available, as is a 'drop-in' service for all students. Please contact your child's Form Tutor if you think they would benefit from this service.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather we will advise you via a text message. Details will also be available on the local radio and the school website.

Health and welfare

Non-prescriptive medication

The school will only hold supplies of Paracetamol, which will only be administered after verbal or written permission from the parent/guardian.

Short term medical needs

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day.

Long term medical needs

Students with long term medical needs will have an Individual Healthcare Plan, including medical administration guidelines, drawn up on their arrival.

Prescribed medication

Medicines should only be taken into school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration. Medication must be handed in at the school office. Medicines will not be administered in school unless parents have signed the relevant documentation

Illness at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

Working with parents

Parental involvement

Parent/Carer engagement

We work extensively with parents/carers and families to forge a partnership of shared commitment to improving their child's educational attainment. We know that this is the best way to ensure that your child fulfils their potential during the time that they are with us. We offer many opportunities for parents/carers to come into school and are looking at how we might extend these opportunities further.

Parent meetings

A robust structure of regular progress review meetings, attended by the student, parent and other appropriate personnel, is well established at Oakfield Lodge School, in which academic, personal and social progress is reviewed and analysed to ensure continued success no matter how long their child has attended the school.

School reports

Formal monitoring takes place each half term, in the form of data collection of subject levels. This information is shared with parents. Annual school reports are also sent to parents during the summer term.

News

In order to keep you up to speed with the developments at the school, we produce a weekly newsletter. The newsletter can be accessed via the home page of our website. The newsletter is our key communication with you as parents so please keep an eye on it as the weeks go by. Our newsletters will ensure you keep you up to date with school information, activities and upcoming events.

Governance

The Management Committee of Oakfield Lodge School (OLS) is the equivalent of the Governing Body of a maintained school. The Governing Body has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement including setting targets for student achievement, managing the school's finances, making sure the curriculum is balanced and broadly based, appointing staff and reviewing staff performance and pay.

Policies

High standards

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 contact the school office or visit the school website:

Key policies

Some of our key policies are:

- Accessibility
- Safeguarding
- Equality
- Behaviour
- Attendance
- E-Safety
- Complaints
- Anti- Bullying



Our Aims

At Oakfield Lodge School, we aim to provide a caring, supportive and stimulating environment with high quality teaching, through which we aim to foster:

- An enquiring mind which wants to learn every day
- Independent learners who are confident, flexible and able to cooperate with others as they learn
- Imagination and creative expression through a wide range of media
- Conscientious young citizens of our multi-cultural society who are tolerant and respect others' values
- Pride in achievement and a desire to succeed
- Effective links between learning at Oakfield Lodge School, the home and the community, which promote aspiration and high expectations
- High levels of literacy, numeracy and other cross-curricular skills
- Equality of opportunity for all



2019/2020 Academic Year Term Dates

Autumn Term 2019

Tuesday 3 September to Friday 20 December 2019
Half Term: Monday 28 October to Friday 1 November 2019

Spring Term 2020

Monday 6 January to Friday 3 April 2020
Half Term: Monday 17 February to Friday 21 February 2020

Summer Term 2020

Monday 20 April to Thursday 23 July 2020
Bank Holiday: Friday 8 May 2020 **Half Term:** Monday 25 May to Friday 29 May 2020

Inset Days for 2019 – 2020

Monday 2 September 2019 - Friday 27 September 2019 - Friday 25 October 2019
Friday 26 June 2020 - Monday 29 June 2020

Oakfield Lodge School

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