



Parent Handbook

taking you step-by-step
through starting school



Ipswich Primary Academies Trust

We are a member of Ipswich Primary Academies Trust. Initially centred in Ipswich, the Trust is a group of Suffolk schools aiming to make a real difference to education in our local area. Bringing together our skills and expertise, as well as learning from the best practice nationwide, our vision is to create a hub of outstanding practice in teaching and learning, and provide real opportunities for children in Suffolk...that help them to achieve the best outcomes possible!

Mr Palmer and Mr Pentreath, joint Headteachers, say

It's great news that your son/daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01473 684994 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to The Oaks Primary School, and we look forward to getting to know you and your child.

Step 1

STEP 1: Pupil Information Form

The Oaks Primary School

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

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

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

Priority No.	Name & Relationship	Contact Details	Address
1	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
2	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
3	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
Previous School or Playgroup:		Address & Telephone Number:	

Do you have access to the internet at home: (Please Circle)	Yes	No
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Travel Arrangements
<input type="checkbox"/> Bicycle <input type="checkbox"/> Train <input type="checkbox"/> Car/Van <input type="checkbox"/> Walk <input type="checkbox"/> Taxi <input type="checkbox"/> Public Bus <input type="checkbox"/> Car Share
Please tick the appropriate choice

Meal Arrangements	
<input type="checkbox"/> Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Sandwiches <input type="checkbox"/> Home <input type="checkbox"/>	
Please tick the appropriate choice	
Dietary Needs:	

Medical Practice:		Telephone:	
Address:			
Child's NHS Number:			

Please tear here

Medical Condition(s) & Allergies (including food allergies)

Has a Statement of Special Educational Needs or Education, Health and Care Plan been issued?:

Position of Child in Family (Please Circle)

12345

Other children in the Family:

Name:		DOB:		School:	
Name:		DOB:		School:	
Name:		DOB:		School:	

Ethnic Group:		Religion:	
Home Language:		First Language:	

☐ I do not wish an ethnic background category to be recorded.

Parental Permissions

Please see parental consents on opposite page. In the event you do not want to give permission please tick the appropriate boxes below:

☐ I do not wish photographs of our child to be used for publicity purposes

☐ I do not wish our child to participate in local trips/visits

☐ I do not wish our child to have a routine health assessment

We will discuss your concerns with you on an individual basis.

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:

Date:

Photography

Photographs of our children are regularly taken by teaching staff for use within the classroom and school to aid and support learning. However in order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

Please tick the box opposite if you do not wish photographs of your child to be used for publicity purposes.

School Trips/Visits

Whilst your child is at our school he/she will be going on a variety of local trips/visits in connection with their work. All children will be supervised fully by the required number of adults.

The trips and activities covered by this consent include:

- Off-site sporting fixtures outside the school day
- All off-site activities for nursery schools

The school will send you information about each activity or trip 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.

Please tick the box opposite if you do not want your child to participate in locals trips/visits as part of their learning.

Health Assessment

During your child’s time in school a member of the school nursing team will see your child for a routine assessment of vision, height and weight (hearing will only be tested if a concern is indicated). You will be informed of the results of this assessment. Please tick the box opposite if you do not want your child to have a routine health assessment.

Home School Agreement

We believe in partnership between home and school. We have a home school agreement which begins with our vision and our aims. This home school agreement is designed to encourage and boost the partnership between home and school. Children progress at a better rate when school and home work together and share the same objectives.

Together we will...

- “be the best we can be”
- encourage children to keep to the school rules
- support children’s learning to help them achieve their best
- discuss any issues in a supportive way knowing that all parties have the children’s best interests at heart



“Jervel gets a lot of enjoyment from the sporting opportunities available. The sports clubs are incredibly popular but the school tries to ensure that everyone gets an opportunity to participate. There’s a real variety of sports and other clubs available, so there’s something for everyone to enjoy.

“My girls’ love of sport certainly started at The Oaks. I think it’s a really positive ethos to have within a school and I’m pleased to see a focus on promoting healthy living in children at this young age.”

Colin Youngs lives in Ipswich with his three children, Lermæ 16, Lonarra, 13 and Jervel, eight in Year 3.

Please complete this form and return it to the school so that we know who is authorised to collect your child. We will not allow any unauthorised person, or a child under 16 years of age, to collect your child. If this arrangement has changed, even for one day, and someone not named on this form is collecting your child for you, then please tell the teacher beforehand. Let us know verbally or by letter or, in an emergency, by telephone. We will not let a child be collected until we have spoken to you.

At home time whoever is collecting your child must go to his/her teacher and wait for the child to be handed over. Thank you for your co-operation.

Name of Child:

Collected by:			
1	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:
2	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:
3	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:

Free School Meals – frequently asked questions

What evidence of benefits should I send with my application?

You don’t need to send proof with your application form (see overleaf).

We’ll check your entitlement via the Government’s secure benefits database.

To do this we need your:

- surname
- date of birth
- National Insurance number or National Asylum Seeker Service reference number

The online check will only identify whether you are entitled to free school meals, no other information is revealed.

If the check indicates that you aren’t eligible, this doesn’t necessarily mean that your children aren’t entitled to free school meals. We’ll contact you and request proof of a qualifying benefit in order for us to carry out a manual assessment.

How often will I need to apply for free school meals?

As long as you remain eligible, this is an ongoing entitlement and you don’t have to apply again.

However, we’ll carry out regular audit checks and if at any time we cannot confirm that you are eligible, we’ll ask you to provide evidence of a qualifying benefit.

Can I claim for more than one child on one application form?

Yes, you can apply for all your children in the same application.

How are free school meals paid for?

No money exchanges hands between the Council and the claimant. Once your application has been successful we’ll notify your child’s school that they are entitled to free school meals and confirm the date this entitlement commences.

Please be aware that your child/children can have a free meal at school up to the value of the current rate, any cost over the current rate will need to be paid for. Details of the rates can be obtained direct from the school.

Will my child receive tokens or any evidence they are entitled to free school meals?

Not always, every school is different. Once your application has been confirmed as successful contact the school to see how they run the scheme.

Who is informed that my child is receiving free school meals?

We aim to keep this confidential between the claimant, school and local authority.

What do I do if my circumstances change?

Tell us when there are changes to your personal circumstances such as:

- if you start work and come off benefit
- if the type of benefit you receive changes
- if you change address
- if your child changes school

Please contact Suffolk County Council on **0345 606 6067** as quickly as possible to notify us about any of the changes mentioned above.

Application Form for Free School Meals



Important: Please fill in **all** sections. This information is needed to check your eligibility for Free School Meals. Missing information may lead to delays in processing your application.

1

Details about the person in receipt of a qualifying benefit

Mr/Mrs/ Miss/Ms	Legal Surname	First Name	Date of birth	National Insurance Number Or NASS reference									

2

Your address

Address: _____

Postcode: _____ Telephone number(s): _____

Email: _____ Relationship to child(ren): _____

3

Details of all dependent children for whom you wish to claim Free School Meals

Legal Surname	First Name	Date of birth	School

4

Which benefit do you receive? (Please tick box below)
If you receive **any** of these benefits then you would be entitled to Free School Meals

1. Income Support		5. Support under Part VI of the Immigration & Asylum Act 1999	
2. Income based Jobseeker's Allowance		6. Guaranteed Element of Pension Credit	
3. Employment & Support Allowance (income related)		7. 28 Day Working Tax Credit run on	
4. Child Tax Credit (without Working Tax Credit) & an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190			

5

Declaration: I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.

Your signature: _____ Date: _____

I agree that Suffolk County Council will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and continuing, entitlement.



Post completed forms to your area office address shown on the final page of this application

Step 3

Step 3

Please note:
You do not need to send evidence of benefits with this application, if we need evidence at a later date we will contact you.

- How do I qualify?**
If you receive **any** of these benefits then you will be entitled to Free School Meals:
- Income Support (IS)
 - Employment and Support Allowance (income related)
 - Child Tax Credit (**without Working Tax Credit**) and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
 - Income based Jobseeker's Allowance (IBJSA)
 - Guaranteed Element of State Pension Credit
 - Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed or now work less hours per week, but are still receiving Working Tax Credits as a 28 day run on, you may be entitled to Free School Meals.

- How do I apply?**
- Fill out the form overleaf, including the declaration at the bottom.
 - Take the completed form to your child's school office.
 - We will enter your details onto the online system and it will tell us if you are entitled or not.
 - We will send you a letter with our decision.
 - If the online checking system confirms your entitlement we will inform the school and your children will be able to receive Free School Meals.
 - If the online checking system cannot confirm your entitlement and if you still believe that you are eligible, we will need you to send us evidence that you are in receipt of a qualifying benefit.

Important

You no longer need to reapply. Once we have your details on record we will carry out regular checks to see if you are still entitled to Free School Meals for your children. If our checks have not been successful in confirming your entitlement we will contact you.

In order to perform these checks we need up to date details. It is therefore essential for you to tell us of any changes in benefit or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals for your children.

Vision Statement – Striving for excellence

We strive for excellence:

In our achievements so that all children at The Oaks make good or outstanding progress while they are at the school. As learners we are self-motivated, curious and tenacious with the confidence to ‘have a go’ and never give up. As families and as a community we provide a welcoming environment and share responsibility with families to develop and support our community. In our relationships with others we have consistently high expectations of, and care for, each other. We are polite, tolerant and respectful at all times. As staff and governors we share collective responsibility for every learner and are united in our enthusiasm for learning. In our lives we have high aspirations for ourselves and others, remaining positive in times of challenge and taking pride in each other’s successes. We want to be the best we can be.

School

The Learning Environment

Our school will:

Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum. Ensure that our learning environment is stimulating and challenging. Celebrate your child’s academic and personal achievements. Provide the scaffolding needed to enable your child to achieve their full potential. Care for your child’s safety and well-being by observation and listening to them.

A Healthy, Happy Community

Our school will:

Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need. Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them. Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support and scaffold them in their areas for development. Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days. Be very happy to welcome you if you would like to contribute to our school’s broader curriculum. We recognise that the community of The Oaks holds a wealth of talent, experience, diversity and enthusiasm from which our school could richly benefit.

Homework

The school will:

Set differentiated and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.

Parents/Carers

The Learning Environment

I as a parent/carers will:

Make sure that my child will arrive at school by 8.45 am. Make sure that my child is wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week. Endeavour to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.

A Healthy, Happy Community

I as a parent/carers will:

Let the school know of any concerns or worries that may be affecting my child’s learning, behaviour or ability to do homework, as this can then be resolved quickly. Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community. Attend meetings with my child’s teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning. Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child. Encourage a positive attitude towards my child’s education and our school. If I have any concerns, I will come and discuss them with you as it is much healthier to work out solutions and move on. Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.

Homework

I as a Parent/Carer will:

Support the school by making sure that homework tasks are completed and returned on time. A child who hasn’t completed their homework is often an unhappy, worried one! Use my talents and experiences to enhance my child’s learning at home – your child will benefit greatly from what you can show them, discuss with them and teach them. Pupils - I, as a Pupil of The Oaks Community Primary School, will: Respect other children’s culture, race, feelings, beliefs and values. Accept responsibility for the things that I do. Be responsible for my school and home work. Ask for help if I need it and try my best in all that do. Ensure that I take home all school letters. Follow the school’s behaviour policy: We treat each other with respect We keep our hands and feet to ourselves We help each other to learn We walk in the corridors We follow instructions We listen to each other We keep the school clean and tidy

Key information

The School Day

- 8:30am - school gates open for the start of the school day. Children make their way to their classroom, hang their coats and bags up and settle in.
- 8:45am - registration closes. Children attending school after this time will be marked as late.
- 8:45am to 10:15am - morning lessons.
- 10:15am to 10:30am - break time.
- 10:30am to 12:00 - morning lessons continue. Children in Year R, 1, and 2 go to lunch at 11:50am.
- 12.00-12.50pm - children in Year 3, 4, 5 and 6 go to lunch.
- 12:50pm to 2:50pm - afternoon lessons.
- 2:50pm - school finishes. Please be ready to collect your child outside their classroom.

The front gate and external doors will close promptly at 8.45am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as ‘late.’

Wraparound Clubs

Breakfast Club

We have a Breakfast Club which runs from 7.45am each morning. This facility provides a really good start to the day for those parents trying to balance home and work arrangements. The cost is currently £1 per day per child, or free for children whose parents/carers are in receipt of the following:

- Income Support
- Income based Jobseeker’s Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, as long as you do not receive a Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment.

After School Club

Our After School Club is run by school support staff from Monday to Friday – 2.50pm – 5.45pm. All staff hold current First Aid and Safeguarding certificates. The caretaker locks the school at 6.00pm so it is important your child is collected promptly by 5.45pm. Spaces are limited and booking is required in advance. Booking forms are available from the school office.

The cost is currently £6.00 per session per day, payable on the day or on a weekly basis. If your employer contributes towards the cost of your childcare provision, please indicate this on the application form. This will allow us time to set up the required payment provision.

During term time the emphasis is based on providing a relaxed and comfortable period of time at the end of the school day. There are books and board games, as well as art and craft and sporting activities in the school playground. Light refreshments are available at the start of every session. Typical snack-time foods include toast, crumpets, crackers, crisps etc. An evening meal is not provided.

Uniform

We expect to see all children in a school uniform. This ensures children look smart which in turn, encourages them to take pride in their school and approach learning in the right frame of mind. A school uniform helps promote a sense of belonging and community. School uniform, PE kit, swimming hats and book bags can be purchased from the school office. An order form is available on our website: <http://www.theoaksprimary.co.uk/uniform/>. Our uniform consists of:

Girls

- Yellow polo shirt
- Grey or black trousers
- Grey skirt
- In summer a burgundy or red gingham dress can be worn
- Burgundy sweatshirt with the school logo

Boys

- Yellow polo shirt
- Grey or black trousers
- Burgundy sweatshirt with the school logo

Footwear

- Black shoes (plain, flat heels for girls, formal style). Trainers may be worn, but they should be all black with black laces and no coloured logos.
- Plain dark or white socks. Please note sports socks are for PE/ Games

For P.E. and games

- Black or burgundy shorts
- Plain white t-shirt
- Trainers or plimsolls specifically for PE
- A suitable tracksuit for outdoor PE in the winter

Clothing recommended for swimming

- Girls - one piece swimming costume and swimming hat
- Boys - swimming trunks and swimming hat.

Art Overalls

- Children are required to wear an apron or an old shirt during activities such as painting, to avoid spoiling clothes

Please ensure all clothing is labelled with your child’s name.

Jewellery, Watches and Hairstyles

Only watches and one pair of stud earrings are allowed. Children should remove these for PE, or if they are unable to remove them independently, please ensure they are removed before attending school. Newly pierced ears should have the studs covered during PE with surgical tape provided from home.

Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items, as they are not covered by insurance.

We request hairstyles are sensible and appropriate for school. We do not allow unnatural hair colourants or shaved designs.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook meals on-site preparing a different meal every day for three weeks. Children have a choice of a pick and mix buffet style lunch or a hot school meal. A vegetarian option is also available.

Free school meals

All children in EYFS and Years 1 and 2 (Key Stage 1) can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seekers allowance
- child tax credit

...or be asylum seekers or refugees.

For more information, please contact the school office. Application forms can be downloaded from our website at <http://www.theoaksprimary.co.uk/school-dinners/> All applications are treated confidentially.

Dinner money

The cost of a school meal for children in Key Stage 2 is currently £2.20. This is payable on a daily or weekly basis.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the **Healthy Lunchbox Treats section** If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. No glass containers for drinks and no fizzy drinks please.

Nut allergies

We have children in school who suffer from an extreme allergic reaction to nuts. Therefore we request parents do not put items containing nuts into their child’s packed lunches or breaktime snacks. Those children who have a known nut allergy must supply the school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Breaktime snacks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child’s class teacher is made aware so that an alternative fruit may be provided that day.

Years 3, 4, 5 and 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children may bring in a named water bottle from home.

Frequently Asked Questions

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

Absence

At The Oaks Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

If your child is unwell

If your child is unable to attend school please notify the school office, either by telephone or by email by 9.00am on the first morning of absence. A written note is also required if your child is unable to take part in PE. You can email the office using the following email address: admin@theoaksprimary.co.uk or telephone 01473 684994

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents in advance. If you do need to go away in an emergency, this will require written confirmation.

Request for absence

The Government and Local Authority have now put in place procedures regarding absence during term time. A request for leave of absence must be applied for in writing, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Clubs and activities

A variety of after school clubs have been organised for our children to support or extend learning opportunities and provide for the needs of Talented and Gifted children. Examples include:

- Football
- Chess
- Rap Club
- Choir
- Performing Poetry
- Hip Hop
- Computer Club
- Recorder
- Playmaker Award
- Cricket
- Tennis
- Cookery
- Netball
- Robot Programming
- Basketball
- Yoga
- Guitar
- Athletics
- Gardening

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and visits linked to the curriculum.

Special Educational Needs

The Oaks Primary School celebrates the differences between all of our children and young people and values the contribution which every member of our school makes to the school community and our community as a whole. We recognise that good quality teaching for all is vital to unlocking their potential.

Policy

The Special Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy, resources are allocated to pupils after identifying need and determining priorities.

Additional support

Children progress at different rates and every effort is made within the school to cater for this. Children who have Special Educational Needs may receive additional advice and support from the local authority's Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly. Access to our full SEN policy is available via our website and is labelled 'Inclusion Policy'. Please visit the school website <http://www.theoaksprimary.co.uk/> where you will find the policy under 'Key Information' in the menu on the left hand side.

Charging policy

The school has a charging policy in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be obtained from the school office or by visiting our website <http://www.theoaksprimary.co.uk/>. The policy is located under 'Key Information' and 'Policies' in the left and menu.

Frequently Asked Questions

Emergency arrangements

In the event of the school being closed due to severe weather, please listen to one of the radio stations listed below or check their websites:

BBC Radio Suffolk - www.bbc.co.uk/95.5FM, 95.9FM, 103.9FM and 104.6FM (timed updates at 10 minutes past and 20 minutes to each hour.)

Heart FM - www.heart.co.uk - 97.1FM, 96.4FM

or

<http://www.suffolk.gov.uk/children-families-and-learning/schools/school-closures/>

If you have a mobile telephone, you will receive a text message from school. If your number has recently changed, it is important you inform the office of your new number.

Collecting your child

If a school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible (within an hour). If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. nominate an adult to collect your child in your absence and organise this beforehand, as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

Medicine in school

The school will only accept personalised medication that is in date, labelled and provided in the original container as dispensed by a pharmacist. It must include instructions for dosage, storage and administration.

A medicine administration disclaimer form must be completed by parents. Non-prescription medication may be given by parents throughout the school day.

Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents on a regular basis.

Emergency Inhalers.

Two emergency inhalers are kept in our school office to be used only in the event of a pupil displaying symptoms of asthma and if their inhaler is not available or is unusable. One will be taken on school trips to cover such emergencies. Consent will be requested from parents/guardian. A letter will be sent home if the emergency inhaler has been used stating the amount given.

Working with parents

Parental involvement within school

The school recognises the value of parental involvement and parents are welcome to help in school. Regular helpers are required to apply for 'Criminal Record' clearance. Please speak to the School Office for further information.

Communication with parents

We have an open door policy at The Oaks Primary School where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

Parents' Evenings

Parents' Evenings are held three times during the school year, once during each term, where we invite parents into the school to discuss children's progress. Parents are provided with a written report towards the end of the school year.

Parents' Forum

Parents' Forum meetings are open to all parents and are an opportunity for you to help shape the work of the school. We work proactively to invite and welcome new people to these meetings. Dates for the meetings are publicised in the school newsletter and further information about the Parents' Forum can be obtained by speaking to staff in the school office.

Newsletters

We feel it is important that you are kept up to date with school events and write monthly newsletters for parents; these can be found on our website. Please do make sure you read these as important dates and events will be included.

Homework

Parental involvement is not confined to school. Children are learning all the time and their parents are partners in education with the school. We provide homework, according to the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. A copy of our Home School Agreement is on page 10.

Contacting Parents

If it is necessary for a child to be sent home from school due to an accident or illness, please ensure we have at least two current contact numbers. 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.

Emergency texting system

We 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. 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 The Oaks Primary School we believe policies are vitally important as they 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 and ask for a copy of a policy, or go online to

<http://www.theoaksprimary.co.uk/> and visit ‘Key information’ and ‘policies’ in the left hand menu..

Step 1



Step 2



Key policies

Some of our key policies are:

- Behaviour Policy
- Early Years Policy
- Complaints Policy
- Freedom of Information
- Home School Agreement
- Medical Policy
- Charging and Remissions Policy
- On-line Safety Policy
- Equality Policy
- Safeguarding Policy
- Social Networking Policy
- Health and Safety Policy



Autumn

Starts

Teacher training days (children not in school):
Thursday 1 September 2016
Friday 2 September 2016

Children return to school:
Monday 5th September 2016

Half term

Teacher training day (children not in school):
Friday 21st October 2016

Children finish for half-term:
Thursday 20th October 2016

Children return to school:
Monday 31st October 2016

Ends for Christmas holiday
Tuesday 20th December 2016

Spring Term

Starts

Teacher training day
(children not in school)
Wednesday 4th January 2017

Children return to school:
Thursday 5th January 2017

Half term

School finishes for half-term:
Friday 10th February 2017

Children return to school:
Monday 20th February 2017

Ends for Easter holiday
Friday 31st March 2017

Children return to school:
Tuesday 18th April 2017

Summer Term

Half term

Children finish for half-term:
Friday 26th May 2017

Children return to school:
Monday 5th June 2017

Ends for summer holiday
Thursday 20th July 2017

Teacher training day (children not in school)
Friday 21st July 2017



“My children really love going to school, which I think says a lot about The Oaks. They speak very positively about their teachers at the end of the day and they have strong relationships with them and with their friends. It’s somewhere they wake up on a morning and they want to go! As a mum, that’s very reassuring.”

Anna and Jarek Chmielewski live in Ipswich with their children Roksana, 10 in Year 5, Oliver, 7 in Year 2 and Nathan, one.

At The Oaks we are Striving for Excellence...

... in our achievements

So that all children at The Oaks make good or outstanding progress while they are at the school.

... as learners

We are self-motivated, curious and tenacious with the confidence to 'have a go' and never give up.

... as families and a community

We provide a welcoming environment and share responsibility with families to develop and support our community.

... in our relationships with others

We have consistently high expectations of and care for each other. We are polite, tolerant and respectful at all times.

... as staff and governors

We share collective responsibility for every learner and are united in our enthusiasm for learning.

... in our lives

We have high aspirations for ourselves and others, remaining positive in times of challenge and taking pride in each other's successes. We want to be the best we can be.

"The Oaks Primary School is friendly, warm and welcoming with approachable staff who actively listen to, and value, both children and their parents. We believe The Oaks Primary School is helping our boys grow into confident, self-assured children; and as well as providing a good education, it's also teaching them important life skills in preparation for the next steps in their education."

Emily Collison lives in Ipswich with her partner Adam Bradshaw and their children, Benjamin, 10 in Year 5 and Oliver, 7 in Year 2.



"It's an excellent school with kind, caring staff who nurture the children. There is no judgement from anyone; they're approachable and understanding and I think it all helps to make for a very welcoming and accepting environment making it a lovely place to be."

Kharis and John Lee Sheppard live in Ipswich with their children, Myah-Leigh, 12, Nevaeh-Jean, 8 in Year 4, Tarran-John, six, Year 2, and Elissa-Karis, five, Year 1, Persia-Faith, one.



The Oaks Primary School
Aster Road - Ipswich - Suffolk
United Kingdom - IP2 0NR

Telephone: 01473 684994

Fax: 01473 684994

Email:

admin@theoaksprimary.co.uk

Any member of our office staff is happy to help you with any queries or questions you may have or direct you to the relevant member of staff.

Headteachers:

Mr P Palmer

Mr J Pentreath

Mrs Gentry - School Secretary

Mrs Parker - Headteachers' PA

Mrs Warrie - Business Manager



Striving for Excellence