

Oakfield Junior



Curiosity, Confidence, Cooperation, Caring and Courage

'From Small Acorns to Mighty Oaks'



OAKFIELD JUNIOR SCHOOL

Prospectus 2017-18

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Welcome

Dear Parents and Carers,

Thank you for your interest in Oakfield Junior School. I am very pleased to be able to share with you all the great things about our school and I hope you will enjoy playing a part in its continued success.

The purpose of this booklet is to introduce ourselves and try to answer some of the questions you may have about your child starting school. Throughout the booklet we will try to give you a taste of what it is like to be a pupil at Oakfield Junior School and what the school has to offer your child. We are very proud of our school ethos, which is commented on by everyone who visits. We have approachable, professional and committed staff; dedicated and effective governors; supportive and caring parents and the loveliest children.

We strongly believe that it is important that we work together in partnership with parents and carers. We aim to bring the two worlds of home and school together to form one whole learning experience with your child at the centre. We will endeavour at all times to keep parents and carers informed and we welcome your questions and comments. We are always delighted to receive visitors, so do come and see us. Choosing the right school for your child is one of the most important decisions you will make and we are happy to share the high quality learning that characterises our school.

Do call the school office to arrange a time to visit. We will be delighted to show you our school. I look forward to welcoming you and your child to Oakfield Junior School.

Mrs. Debbie Willemse
Headteacher
B.PrimEd. NPQH



School Details

ADDRESS:

Bell Lane
Fetcham
Surrey
KT20 5SB

TELEPHONE:

01372 374781

FACSIMILE:

01372 361049

E-MAIL:

info@oakfield.surrey.sch.uk

WEBSITE ADDRESS:

www.oakfieldjunior.com

HEADTEACHER:

Mrs Debbie Willemse

ASSISTANT HEADTEACHERS:

Mr James Treen
Mr Gary Myers

YEAR GROUP LEADERS:

Yr3 Mrs Katie Holden
Yr4 Mr James Treen
Yr5 Mrs Cheryl Martin
Yr6 Mrs Rachael Cole

CHAIRPERSON
OF GOVERNORS

Mrs Yolynnda Delugar

SCHOOL HOURS:

8.55 a.m. – 3.15p.m.

AREA EDUCATION
OFFICE (S.E.):

Surrey County Council
East Area Office
Consort House
5-7 Queensway,
Redhill
Surrey
RH2 7JA

PUPILS ON ROLL:

248



Vision & Strategic Aims

Vision

For all learners to have **courage** to embrace new experiences with **confidence**; work **co-operatively**, whilst respecting and **caring** for others; be **curious** about the whole world and enjoy learning for life.

Strategic Aims

Priority 1: To further improve effectiveness of Leadership and Management

To empower all to become effective leaders maximising performance and self-esteem;
To recruit, develop, value and retain outstanding staff and governors who work well collaboratively as a team to ensure outstanding teaching and leadership.

Priority 2: To further improve the quality of Teaching, Learning and Assessment

To ensure the vast majority of teaching is outstanding;
To embrace creativity, technology and innovation and equip children with the behaviours and attitudes necessary for success in a changing world;
To provide a rich, broad and stimulating curriculum that promotes healthy living.

Priority 3: To further improve Personal Development, Behaviour and Welfare of our children

To provide a safe and inclusive learning environment;
To embed the '5C values' by adopting, employing and celebrating these in all aspects of life;
To provide a curriculum which inspires a 'love of learning', love of life and which contributes well to pupils' behaviour and welfare, including their physical, mental and personal well-being and where we are valued as individuals.



Strategic Aims

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Priority 4: To further improve the outcomes for all our children

We aim for all children to achieve outstanding outcomes through high expectations and aspirations.

To promote outstanding outcomes by being accountable for pupil achievements (attainment & progress)

Priority 5: To further improve the environment and resources

To ensure financial sustainability for the school;

To develop learning areas and resources in order to ensure a stimulating and engaging environment.

Priority 6: To further develop our partnerships with the Wider Community

To be viewed as a place of educational excellence within the community that creates a culture that enables all stakeholders to excel;

To value and develop effective partnerships with all stakeholders: learners, parents, staff, governors and the community;

To celebrate all stakeholders spiritual, moral, social and cultural development;

To develop a culture where adults all work together and all take responsibility for the learning of all children.



Learners Aims

Learners Aims

During our pupils learning journey at Oakfield our aim is for them to individually grow from ‘small acorns to mighty oaks’ and so we wish our learners to develop the following qualities to prepare them for a world they will encounter when they leave.

Curiosity

To be curious, interested learners who seek out and use new information to develop, consolidate and deepen their knowledge, understanding and skills.

To be creative, open minded individuals who enjoy problem solving.

Confidence

To feel safe and listened to and know how to keep themselves and others safe;

To become responsible, independent and resilient;

To thrive in lessons and take up opportunities to learn through extra-curricular activities;

To actively engage in their own learning, be organised and ready to learn;

To make substantial and sustained progress, developing excellent knowledge, understanding and skills.

To be exceptionally well prepared for the next stage of their education.

Co-operation

To capitalise on opportunities to use feedback, written or oral, to improve;

To be confident, self-assured learners who work collaboratively;

Caring

To be reliable, thoughtful, caring and active citizens who contribute positively to our community;

To take pride in all aspects of their work, be proud of their achievements and of their school;

To be well balanced, happy individuals who make good choices and are self-disciplined and respectful of others.

Courage

To hold high expectations of themselves, others and challenge themselves;

To love the challenge of learning, develop the capacity to learn from mistakes and become critical thinkers;

To have an excellent attitude to learning which has a strong, positive impact on their progress.



School & Curriculum Organisation

We are a two form junior school. We vary the way we teach our children according to what we want to achieve. For example they may be taught in a class, as part of a small group, individually, as a set, year group or as a whole school.

Children in Years 3 to 6 continue to follow the Primary National Curriculum, which in this phase includes the addition of a Modern Foreign Language.

The organisation of the curriculum gives us a systematic approach to the teaching of the key skills and provides the basis for English and Mathematics, as well as the application of Computing. These subjects are taught discretely and also form a natural part of the learning that your child will undertake in other subjects. Science a core subject and the other foundation subjects are taught through carefully planned topics to create strong links so that knowledge and skills can be used across the curriculum.

Core subjects:

- English
- Mathematics
- Science
- Computing
- Religious Education

Foundation Subjects:

- Humanities (History and Geography)
- Design and Technology
- Art
- Music
- Physical Education
- PSHCE
- French

Our curriculum is just one step in the learning journey for your child. We recognise that learning begins at birth, if not before. We aim to promote an interest in learning that will carry on throughout your child's life. We liaise very closely with families, infant and primary schools and other secondary schools to provide continuity of education.

In addition we have a Specialist Centre for children with Learning and Additional Needs. There are four places available per year group. Entry to this Centre is via one of Surrey County Council's Special Educational Needs Admission Panels. More information about this Centre is available on our website.



School Journeys

During the school year we run many day visits linked to work as well as residential visits. There is no substitute for the first hand experience offered through these visits which form a valuable part of our curriculum. The visits help to stimulate children's interest in their studies and specific knowledge. They also enlarge awareness of our local area and enable comparison between this environment and other areas.

We ensure that our trips are used to enrich what has been learnt in class as we believe that if children are out of school there has to be an academic benefit to the trip. Of course residential trips also provide excellent opportunities for personal and social growth as well.

Last year our year 6 pupils had a week at Swanage in Dorset. Year 5 spent four days exploring the Isle of Wight. Year 4 took part in a two day residential visit to an Activity Centre in High Ashurst, and our year 3 pupils had a one night sleep over at school.



Clubs

Teachers and private companies provide opportunities for the children to take part in an exciting range of extra-curricular activities outside of school hours.

Clubs give children the chance to try a wide range of activities and in doing so make new friends, learn new skills and discover a bit more about themselves. This should help their self-confidence to grow and give them the courage to try even more demanding challenges - which may help them in the classroom too.

We seek to achieve a balance of sports/non sports clubs and ensure that a range of clubs are available to each year group. Clubs are run before school, at lunchtimes and after school. The list does vary from year to year, and the sports clubs tend to be seasonal. To give you an idea of the range of clubs available, the following have run in the past year:

art, athletics, badminton, card making, chess, choir, cooking, cricket, crochet, cross-country, dance, doodle, football, golf, homework, judo, karate, lego, mindfulness colouring, netball, recorder, rounders, tennis.

Permission must be given in writing by the child's parent/carer allowing the child to stay if the activity is after school. It is expected that children who join a club will attend regularly and support the club at all times. This teaches them the importance of commitment.

A clubs timetable with details of sign-up arrangements is sent home at the beginning of each term.

In addition to the above, **Fetcham Kids Club** is an independently run after school club held on site here at Oakfield, until 6pm weekdays during term time. This club takes children from ages 3 to 11. For full details including session prices and booking arrangements please see the leaflet enclosed in your induction pack, visit www.fkcdaisychain.co.uk or contact fetchamkidsclub@hotmail.com



Pupil Voice

School Council

Pupils elect representatives from their class to sit on the School Council. It meets fortnightly to contribute towards the development of the school and to act as a channel of communication for pupils. It is also an introduction to democracy and the way groups work in our society to promote change. Recently the council has been leading work across the school on anti-bullying; has held a fund raising event and has sold ice lollies as part of our Healthy Schools initiative.

We also have representatives on the Mole Valley Junior Youth Voice Council, made up of pupils from schools across the district and the Effingham Learning Partnership Confederation Council. These give some of our older pupils a chance to represent their school in a wider forum.

House Teams

Each child is placed in a House. These Houses are called Griffins, Unicorns and Dragons. House points are given for good work, behaviour and effort. The Houses also compete at various sporting activities each term. House Captains are elected by the pupils themselves each term. The House Captains are then responsible for carrying out a number of responsibilities across the school.



Communication

Dialogue with parents is very important. If you have any concerns at any time you may book an appointment to speak to the Class Teacher, Year Group Leader, Assistant Heads or the Headteacher. Please speak to the office or email parent@oakfield.surrey.sch.uk. There is also a Contact Us tab on our website.

Liaison with Parents

There is an information meeting at the start of the Autumn Term for each year group. An information letter/topic web is sent at the start of the other two terms. The purpose of the meeting and the letters is to let parents know of plans for the term and equipment or help needed in their child's year group. Parents Evenings are held each term to enable parents to meet their child's class teacher and discuss progress and areas needing development. Class teachers are always happy to talk to parents about their children. Please contact the teacher to arrange a convenient time. The Headteacher is also very happy to meet parents and provide tours of the school by appointment.

Newsletters are published fortnightly during term time, containing news and information about the school together with a list of dates for school events. The school website also contains lots of information for parents.
www.oakfieldjunior.com

Other news and information relevant to your child will be sent out regularly to parents via email. If you do not have access to email please let the Office know so we can ensure you receive a paper copy of any correspondence which will be sent home via your child.



Transition

Liaison with Infant Schools

We work very closely with the local Infant Schools and particularly with Fetcham Village Infant School, exchanging information about pupils; sharing information about the curriculum; discussing general activities relevant to the pupils in our care; agreeing joint polices and schemes of work and undertaking regular visits by children to each other's schools. Liaison and co-operation between schools ensures smooth transition for the children as they move through the education system.

Liaison with Secondary and other schools

We liaise closely with Therfield, Howard of Effingham, The Priory, The Ashcombe and St Andrew's Secondary Schools, to ensure that each child's progression to Secondary School is as seamless as possible.

We have a lot of contact with local schools, sharing good practice with each other and working on joint projects such as music festivals and sports events. We also try to maintain informal partnerships with local independent schools.

We are part of the Effingham Learning Partnership (ELP), a confederation of 11 schools in Fetcham, Bookham, Effingham, Horsley and Downside. Working together to give our pupils better access to the range of children's services provided by the County Council and the Health Authority. Joint staff training days are held to ensure best practice is shared across the district. We are also part of the Leatherhead and Ashtead Confederation, which fulfils a similar purpose. We are also part of DALSCO a school company set up between Dorking, Ashtead and Leatherhead schools.



Community & Communication

Friends of Oakfield School

The Friends of Oakfield School is a member of the National Confederation of Parent Teachers Associations and parents automatically become members of The Friends. The managing committee is elected annually from among the parents and all are welcome to volunteer. If you feel unable to join the committee, you can help at individual events and contribute to the life of the school in that way, we are also always on the lookout for new fund-raising ideas and would welcome any suggestions.

The Friends exists to raise funds to provide additional resources for the children which otherwise could not be afforded. The aim is for fundraising to encourage a sense of community, linking home and school and for the mainly family orientated events to be fun.

Using Images of Children: Photographs, Videos and Websites

Generally, photographs of children are used for school and, occasionally for publication in the local Press. These are a source of pleasure and pride and are to be welcomed. However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. Having taken advice from Surrey Police and Surrey County Council, we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the school should continue, in line with the following guidelines.

We will not use children's full names alongside their individual photographs in the school's own printed publications, in video films or on our website. However, pupil's first names may be used.

With regard to the Press, the school will allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore, we will normally give the children's full names (but not addresses) to newspapers.



Staff

Headteacher	Mrs D Willemse	
School HR & Admin Manager	Mrs K Tranter	
School Business Manager	Mrs S Price	
Assistant Head Teachers	Mr G Myers	Mr J Treen
Year 3 Teachers	Mrs K Holden/Mrs M Treen	Mrs Buckler/Mrs S King
Learning Support Assistants	Mrs G Wilkin	Mrs B Dyer
Year 4 Teachers	Mrs E Stanford/Miss N	Mr J Treen
Learning Support Assistant	Maddison	
	Mrs B Dyer	
Year 5 Teachers	Mrs C Martin/Mrs J Gumbrell	Mrs S Magee
Learning Support Assistants	Mr S Barratt	Mrs L Hayes
Year 6 Teachers	Mr G Myers	Mrs R Cole/Mrs V
Learning Support Assistants	Mrs J Urry	Ketteringham
	Mrs L Thomas	Mrs J Clarkson
SENCo & LAN Manager	Mrs J Mare	
SEND Administrator		Mrs D Mitchell
LAN Staff	Mrs K Valente	Mrs L Hayes
	Mrs S George	Mrs D Rutherford
	Mrs H Bell	Mrs K McLeod
ELSA	Mrs J Urry	
Site Manager	Mr J Shuman	
School Administrators	Mrs J David	Mrs N Wren
		Mrs S Morrison
Home School Link Worker	Mrs A Lincoln	
Higher Level Teaching Assistant	Mrs J Clarkson	
Lunchtime Supervisors	Mrs A Lambert	Mrs M Norris
	Mrs L Jackson	Mrs N Mikheeva
	Mrs L Thomas	Mrs K Humphries
Senior Lunchtime Supervisor	Mr J Shuman	Mrs S Lambourne
		Mrs N Woodley



Governors

Governors at Oakfield take our responsibilities very seriously. We are involved in supporting the Headteacher and the rest of the school to deliver the best possible education and experience to the children. We manage the budget for salaries, running costs, maintenance and equipment. We are involved in developing policies and procedures, and key staff appointments. The most important role we have is monitoring the school's progress, working with the Head and the staff to set annual targets.

The Governing Body is constituted as shown below and holds formal meetings at least once a term, the minutes of which are available for inspection at the school or from our website. Much of the work of the Governing Body is delegated to various sub-committees that meet as necessary.

Governors keep in regular contact with parents and carers via the newsletters and attending school events.

Headteacher Mrs D Willemse

Chair of Governors Mrs Y Delugar

Vice Chair of Governors Mr M Reason

**Clerk to the
Governors** Mrs B Smith

Appointed by Surrey County Council Mr M Reason

Parent/Carer governors Mr O Hutchens

Staff governor Mrs J Mare

Co-opted governors

Mr J Treen	Mr B Egles
Mrs G Ward	
Mr P Fair	
Mrs J Smith	
Mrs K Powell	



Term and Holiday Dates

Term and Holiday Dates 2017-18

Autumn Term 2017

Start of term	Half term	End of term
4 September 2017	23 October - 27 October 2017	21 December 2017

Spring term 2018

Start of term	Half term	End of term
4 January 2018	12 February - 16 February 2018	29 March 2018

Summer term 2018

Start of term	Half term	End of term
16 April 2018	28 May - 1 June 2018	23 July 2018

The school will be closed for In-Service Training Days (INSET) on the following dates during term time:

The school will be closed for In-Service Training Days (INSET) on the following dates during term time:

Monday 4th September 2017

Thursday 21st December 2017

Friday 26th January 2018

Monday 4th June 2018

Monday 23rd July 2018



Equal Opportunities

Equal Opportunities

At Oakfield, we do not discriminate against anyone because of their sex, race, colour, religion, nationality, disability, ethnic or national origins. We promote fairness, respect and justice in all that we do. We ensure that all pupils have equal access to the full range of educational opportunities provided by the school. The school responds to the needs of pupils with disabilities to ensure full access to the school and we strive to remove any barriers to learning to provide a wholly inclusive learning community.

Special Educational Needs and Disabilities

Oakfield Junior School is committed to providing an inclusive and broad education for all children. Special Needs vary in nature and, if your child is identified as having additional requirements, appropriate provision will be made within the constraints of our budget. The school's local offer is also on the school website. At all times, you will be kept fully informed about the support that is being made available and the procedures involved.

There is a named SENDco, Mrs Jenny Mare, and a member of the Governing Body is nominated as having specific responsibility to ensure that the school's policies are reviewed and that all support is appropriate to meet the needs of each identified child.

LAN Centre

Learning and Additional Needs Centre

Oakfield Junior School is one of eight schools chosen by Surrey Local Education Authority to open a specialist Learning and Additional Needs Centre. This initiative aims to provide specialist support in a mainstream setting to identified Key Stage 2 children with a statement of special educational needs for learning difficulties or an EHCP Educational Health Care Plan. We aim to fulfil our children's potential in a multi-sensory environment. We encourage them to be independent and enthusiastic learners, regardless of barriers that stand in their way. Each child is valued as a unique person.

More Able Support

We also recognise and support children who are acknowledged as being more able. Opportunities are created to ensure that different groups of children can flourish.



Assessment Results

End of Key Stage Two
SATs Data 2016-2017

	Maths	Reading	SPAG	Writing
Cohort	59	58	58	58
Cohort without Centre	54	54	54	54
% achieving the expected standard	86% (NA 75%) (88%) (NA 70%)	79% (NA 71%) (83%) (NA 66%)	86% (NA 77%) (84%) (NA 72%)	84% (NA 76%) (83%) (NA 74%)
Reading writing and mathematics attainment % achieving the expected standard			74% (NA 61%) (69%) (NA 53%)	
Reading writing and mathematics attainment % achieving a high score			19% (NA 9%) 7% (NA 5%)	
% achieving a high score/greater depth	31% (NA 23%) (21%) (NA 17%)	34% (NA 25%) (24%) (NA 19%)	41% (NA 31%) (19%) (NA 23%)	29% (18% NA) (12%) (NA 15%)
% of Pupil Premium pupils achieving the expected standard 7 pupils 1 centre pupil	86% (NA 80%) (50%) (NA 58%)	71% (NA 43%) (77%) (NA 56%)	86%	86% (81% NA) (63%) (NA 65%)
% of Pupil Premium pupils achieving a high score	14%	14% (29% NA)	29%	29% (NA 21%)
Average scale scores	107 (105) (106) (NA 103)	108 (105) (106) (NA 103)	109 (106) (106) (NA 104)	
Progress Mainstream	-0.9 (-0.5)	-0.6 (-0.6)		-0.4 (-1.5)
Progress PP	-1.36	-3.35		+1.93
RWM combined PP	Expected 43% (NA 67%) (38%) (NA 40%) High 14% (NA 11%)			

Red indicates 2016-2017 results
(NA) indicates 2016-17 national averages
() indicates 2015-2016 results
(NA) indicates 2015-2016 national averages
Pleasing Achievements



Uniform

We require all children to wear school uniform, to show they are part of Oakfield Junior School, to present a smart appearance and to mark a difference between work and leisure:

Boys:

- Grey trousers or shorts
- White collared shirt (long or short sleeve)
- Blue & red stripe school tie*
- Navy V neck jumper with Oakfield logo*
- Black ankle length socks
- Black school shoes (no trainers)

Girls:

- Grey skirts/trousers/shorts
 - White shirts (long or short sleeve)
 - Blue & red stripe school tie*
 - Navy V neck jumper with Oakfield logo*
 - White ankle length socks
 - Black shoes (no trainers or heels)
- Summer:*
- Light blue checked cotton dress

PE Kit (boys and girls):

- White T shirt with Oakfield Logo*
- Red shorts*
- Plain navy jogging bottoms / track suit trousers
- Plain navy sweatshirt-style top *or* navy PE sweatshirt with Oakfield logo (optional)*
- Trainers for outdoor sport **plus** trainers or plimsolls for indoor sport
- Sports socks (2 pairs)
- A named drawstring bag to store kit at school
- A plastic bag in which to put muddy clothes and trainers

We request that the kit should come in to school every Monday and return home for washing on Friday.

Optional Extras:

(for wearing to and from school only, and not as a replacement for jumpers in class)

Navy zip-front fleece jacket with Oakfield logo*

Navy reversible shower-proof fleece jacket with zip-away hood and Oakfield logo*

*These items are available from our uniform suppliers - Ray Lewis Sports and Leisurewear and Marks and Spencer online.

IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING ARE MARKED WITH CHILDREN'S NAMES.

Uniform

Purchasing School Uniform

We currently have a choice of two suppliers of our compulsory uniform. Ray Lewis is a local supplier, whilst Marks and Spencer items can be ordered online. Both offer quality school uniform and both donate a percentage of sales to the school funds. Both companies attend our annual new parents morning, providing an opportunity to compare quality and prices.

Marks and Spencer your school uniform initiative

- Orders can be made via website – mandsyourschooluniform.com
- There is a link to this website from the Oakfield school website on the parents pages.
- Alternatively, orders can be made by phone: 0333 014 8418
- Free delivery on orders over £50. Under £50 spend incurs £3.95 delivery charge. Items cannot be delivered to local M&S store.
- M&S your school uniform supply ties (full, clip-on or Velcro fastening), cotton V-neck jumpers, navy PE sweatshirts with logo, red PE shorts, white PE T-shirt with logo, navy reversible shower-proof jackets with logo, navy zip-front fleeces with logo.
- Please note that items with logos are made using M&S products but this is a separate website from M&S general website, and other general items (e.g. skirts, trousers) cannot be ordered through this site.
- Please see accompanying leaflet which details this scheme, including a size chart.

Ray Lewis Sports and Leisure Wear

- This company is located at Finch's Yard, Eastwick Road, Great Bookham, KT23 4BA or via email at info@raylewis.co.uk
- Contact 01372 451250 or for further information and opening times.
- Alternatively, an order form for uniform from this supplier is available from the School Office.
- Items can be delivered to school during term time (no delivery charge), or can be collected from their Bookham shop.
- Ray Lewis supplies ties (full and clip-on), acrylic V-neck jumpers, navy PE sweatshirts (no logo), red PE shorts, white PE T-shirt with logo, navy zip-front fleeces with logo.

Appearance & Jewellery

Boys and girls are expected to keep their hair neat and tidy and avoid extreme styles. Children with long hair which covers the face should have it tied back with a plain blue or red hair band.

Jewellery is not permitted at any time, with the exception of stud earrings. Surrey County Council and Oakfield do not permit earrings or studs to be worn for PE lessons, on safety grounds. Covering studs with sticky tape is not acceptable. Due to this, it is helpful if a child's ears are to be pierced, that it is done at the beginning of the Summer Holiday. Stud earrings may only be worn to school if the child can remove them without help.

Equipment

Personal Property

Surrey County Council and Oakfield Junior School accept no responsibility for lost property or for the safety of watches or any other valuables. Computer games and audio equipment are not to be brought to school.

We do allow the use of small, inexpensive toys at break times but this depends on behaviour and is a privilege not a right. They remain the child's responsibility. The lost property box is situated in the covered area outside the back of the hall.

Equipment for Class Work

Children are encouraged to bring the necessary equipment into school every day and ensure they are ready to learn at all times. A **SMALL** pencil case should be equipped with the following items:

- a handwriting pen
- 30cm ruler
- felt tip pens and coloured pencils
- a rubber
- a sharpener
- 2-3 handwriting pencils
- 2 dry wipe whiteboard pens
- scissors
- 2-3 highlighters
- glue stick
- maths equipment including a calculator

- In addition children should keep an art apron or old shirt in school to help protect their school uniform during arts, craft and other 'messy' learning.

Many of the stationery items children need are available through the School Shop which is run during lunchtime once a week by volunteers from the Friends of Oakfield.

Please ensure all equipment is clearly named.

Appearance and Belongings

Please help us to keep standards of behaviour and pride in our school high by following these uniform rules:

No jewellery should be worn in school. Ideally, **no earrings** should be worn in school as pose a health and safety risk. Parents may allow children to wear small, plain silver or gold studs at their own risk. These must not be of the diamante / gem / insert type. Children should ideally be taught by parents to remove earrings quickly as this is a safety requirement for PE in school.

No Nail polish and make-up should be worn in school.

Long Hair must be tied back every day with a plain, soft hairband. Please avoid hair patterns / braids, beads and hair colourings. Please also avoid hair adornments such as bows, flowers, or anything with glitter or sequins on.

Children can wear a **watch** to school, but it must be a sensible design with no alarm or connectivity features etc.

No **electronic devices** should be brought to school, and we prefer that your child does not bring a **mobile phone** to school. We recognise that mobile phones can play an important role in helping pupils to feel safe and secure, especially if, as they get older, parents are allowing them to walk to and from school unaccompanied. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile phones at school or on school trips
- If in the event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with their child's teacher
 - the phone must be handed in, switched off, to the school office first thing in the morning and collected from them by the child at home time
 - the phone is left at the owner's own risk
- Mobile phones brought to school without permission will be confiscated and returned to a parent only at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the Head teacher does have the power to intervene to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.

We ask that parents do not use mobile phones on the school premises at any time, so that we can safeguard our children.

Toys, money and other valuables

If your child chooses to bring in small toys, cards, money for the school shop etc., please be aware that the school can not be held responsible for anything that is lost or damaged.



The School Day

Attendance and Punctuality

Good attendance and punctuality are vitally important if your child is to make the most of the educational opportunities we offer. If he/she is unwell and cannot come to school, please telephone the school before 8.30am and leave a message.

If your child is late, please ensure they are brought in via the office so they are registered.

Parents are reminded not to book family holidays, long weekends away or treat days during term time as we will not authorise absence for these under any circumstance. We will only ever authorise absence for a funeral or an educational activity, e.g. participating in a sporting event, performance, taking music or dance exams, or similar. If you have a planned absence from school please complete an 'absence request form, available from the office.

Times:	Morning session	8.55 am - 12.15 pm
	Break	10:30 am - 10:45 am
	Lunch	12.15 pm - 1.15 pm
	Afternoon session	1.15 pm - 3.15 pm

Children should arrive no earlier than 8.40 am and gather on the top playground only as there is no supervision prior to this time.

Travel to School

Enormous congestion is caused by parents' cars in Bell Lane and we strongly encourage those who live locally to walk to school. If you do need to drive, parents must not use the school car park as a drop-off point, with the exception of those who hold a blue 'Disabled' badge. Drop off can be made from the first 5 bays of the car park at the front of the Catholic Church, but parents must take care not to stop or park on the marked walkways which are in constant use.

We allow cycling or scooting with adult accompaniment. In the Autumn Term Year 6 children have the opportunity to undertake Bikeability, level 2. Once passed, they may cycle to school unaccompanied, if their parents give written permission to do so.

School Meals & Admissions

School Meals

Lunches are provided by the school kitchen. They comply with the Government's latest legislation on nutritional standards. In order to assist the kitchen staff, please order school meals for at least half a term period. Two weeks notice is required when transitioning between school meals and packed lunch, or vice versa.

Children may bring packed lunches to school, to be consumed only during lunchtime. Children are not allowed to bring sweets, chewing gum or fizzy drinks to school. They may bring fruit if they wish to eat as a morning snack during playtime.

Drinking fountains are available to all children. In addition, children are strongly encouraged to bring a bottle of water to keep with them in class. Next to each drinking fountain is a tap to allow these to be re-filled easily.

Admission Criteria

Please contact the office for a copy of our admissions policy



Enjoying our lunchtime!



OAKFIELD JUNIOR SCHOOL

