



Prospectus 2011-2012



Oakhurst Community Primary School
Pioneer Road
Oakhurst, Swindon SN25 2HY

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Headteacher: Mr Dale Burr
Chair of Governors: Mr Stephen Chesworth

A welcome from the Head...



Welcome to Oakhurst Community Primary School and thank you for taking the time to find out about our very special, family friendly school.

Making the decision about which school is the right one for your child can be a difficult one, but we hope that this prospectus will help to give you a flavour of Oakhurst School and the learning opportunities we provide.

We work hard to make our school a friendly and secure place in which all children succeed and achieve their potential in a happy and caring environment. We encourage the children to feel part of our "school family" in which everyone is important, special and valued.

We believe that education is a team effort and we feel that your involvement in this process is essential. You will always be welcome into school to share all aspects of your child's development and we encourage you to come into school and work with us if you have time to spare!

Childhood is a very special time. You have our commitment to ensure that we will make these school years as rewarding as possible for each child at Oakhurst School.

Our children are at the centre of everything we do, they are our best advertisement. When you visit our school, you will see how our vision, purpose and values are supporting the development and growth of our children. We are proud of our school and hope that you will be too!

Please contact the school if you would like to arrange a visit or request any further information.

Best wishes

Dale Burr
Headteacher

Vision, Purpose and Values

Oakhurst is a school where there are expectations of excellence, where individuals are valued, achievements celebrated and where children are happy and safe. We are committed to maximising pupil achievement and development.

Our aims

CONTRIBUTION from all members of the school community will be valued and recognised.

CHALLENGE - we aim to promote challenge through high expectations of learning and behaviour.

CREATIVITY is a strong focus, ensuring that school is fun! The school will be a bright, attractive, stimulating place to learn.

COMMUNITY - we value parents and governors as our partners in education and will involve them, and the wider community, in the life of the school.

CARING – children will be happy and secure and their achievements will be celebrated and valued by all.

CONSISTENCY - the school will grow and change but we will remain true to our vision.

COMMUNICATION – we realise the importance of efficient, effective communication. Everyone must feel that they have opportunities for consultation and be kept informed.

Our Mission Statement

‘Motivate, Create, Celebrate’

Our children will:

- be happy and secure
- be high achieving learners – making excellent progress in relation to prior attainment
- be enthusiastic and highly motivated to learn
- demonstrate positive attitudes and behaviours characterised by high self esteem
- be independent, responsible and develop key skills to become well-rounded citizens of the 21st century

Our staff will:

- create a vibrant learning environment
- have a secure subject knowledge
- employ effective teaching strategies and ensure learning is relevant, creative, challenging, participative, and enjoyable
- plan and assess effectively
- set high expectations and pace lessons effectively
- provide a rich, stimulating and balanced curriculum
- encourage children to solve problems, take risks and be creative
- employ positive reinforcement and celebrate achievement
- work in partnership with parents and the community
- contribute, take responsibility and develop initiatives
- consistently hold high professional expectations of themselves and one another

Oakhurst is a school where:

- there is a culture of inclusion, enabling the participation and involvement of all
- there is an environment of opportunity engendering a sense of pride, ownership, responsibility and identity
- there are caring relationships where children and adults are valued as individuals
- diversity is celebrated and respected and we challenge stereotypes
- we value open and effective communication and consultation
- we value fairness, honesty and integrity
- we believe practice can always be improved, and maintain an open dialogue about how children learn best
- we value learning and development of pupils, staff and volunteers
- we learn from each other, making every effort to disseminate good ideas and practice
- we continually reflect, evaluate and challenge our existing beliefs.

About the School...

Our school has been built to serve the Oakhurst housing development in North Swindon. The school site was identified in the original master plan of the development.

The new school building has been open since September 2010, as an 18 class nursery and primary school, catering for 482 children when full. At present we have 370 children on roll and 14 classes.

We have a tremendously friendly, energetic and professional staff who have, in a short space of time, worked together to establish a happy, popular school. We take pride in offering a rich and vibrant curriculum as well as early language learning for all years.

Our new building provides an exceptional learning environment, with hall, library, ICT suite, media studio, technology area, group learning spaces and community rooms.

Class Organisation in 2011/2012

From September 2011 our 370 children will be organised into the following classes:

Nursery class a.m.
Nursery class p.m.
2 x Reception classes
2 x Year 1 classes
2 x Year 2 classes
2 x Year 3 classes
3 x Year 4/5 classes
1 x Year 6 class

Admissions

All parents must complete an application form for admission to Oakhurst Community Primary School, normally during the autumn preceding the following school year beginning in September.

Our current Pupil Admission Number (PAN) is 60.

Admission arrangements and the deadline for submitting applications are published locally. All parents who would like their children to attend our school will be provided with guidance materials to support applications. This is published by the local authority www.swindon.gov.uk.

The local authority deals with applications and allocated of spaces.

The Governing Body

The school has a Governing Body, including Governors appointed by the local authority, parents, co-opted Governors, as well as representative staff and teacher governors.

The responsibility for the strategic management of the school is shared between the Headteacher and the Governors. Governing bodies have a range of duties and powers;

- helping to establish, with the Headteacher, the aims and policies of the school
- advising on spending the school's budget
- ensuring that the National Curriculum and Religious Education are provided
- selecting the Headteacher
- providing outside advice - acting as a link between the local community and the school

The Governing Body has a general responsibility for strategic management of the school. It is not expected to take detailed decisions about the day to day running of the school - that is the function of the Headteacher.

The Governing Body is a group. Individual members have no power, except when the whole Governing Body has delegated a specific power to an individual.

The Governing Body meets six times a year. The sub-committees have additional meetings.

A list of Governors is available from the school office and on the school website.

Parents and School

We know that children develop to the best of their ability if parents, pupils and all school staff work in a three-way partnership. After consulting with pupils, parents, staff and governors, we publish our home school agreement. We believe that this sets out clearly the elements and expectations for effective partnership. This is given to parents at the first parent interview of a new school year, allowing you to talk through the contents with your child's class teacher.

You are welcome in classrooms daily for 'Early Morning Tasks' (8.45 a.m.) and are able to speak with staff briefly at this time, or you may make an appointment for anything needing more than a few minutes.

Parent Interviews and Open Evenings

Early in the autumn term we hold a 'Meet the Team' open evening that provides parents with an informal opportunity to meet their child's teachers. We also use this as an opportunity to send or request a range of information to/from parents e.g. topic webs, home/school agreement, letters from the class teacher and updates to the information held on the school's management information system.

In the autumn and spring term we hold formal Parent Evenings to discuss their pupil progress. A timetable of available appointments is displayed in the main school and parents are asked to 'sign up' for an appointment. Each parent is allocated a ten-minute slot. Parents requiring extra time are encouraged to make an additional appointment with the class teacher.

In the summer term we hold an informal open evening where parents are encouraged to visit school, and view their child's topic book.

Some of the best ways you can help us to help your child:

- ✓ Make sure your child arrives in school by 9.00 a.m. for registration
- ✓ See that he/she is wearing school uniform and school shoes for the day ahead
- ✓ Check that he/she has all the necessary equipment, including reading folder, PE kit and homework
- ✓ Clearly label all clothing and lunch boxes
- ✓ Provide explanations for all absences
- ✓ Talk regularly with your child about what he/she has done in school
- ✓ Let us know of any changes to your circumstances or things which might affect your child in school
- ✓ Let us know of any contact changes, e.g. home or mobile telephone numbers, contact details
- ✓ Support the school's policies
- ✓ Support the Parent/Teacher group (FOCuS)

Staffing arrangements

Headteacher

Mr Dale Burr

Assistant Headteachers

Mrs Gill Jones

Miss Liz Horrobin

School Business Manager

Mrs Denise Barkham

Teaching Staff

Mrs Sarah Tuck (Nursery teacher Mon-Wed)

Mrs Emma Urquhart (Nursery teacher Thur-Fri)

Mrs Gill Jones (Reception class teacher)

Mr Raj Ladva (Reception class teacher)

Mrs Kirsty Baker (Year 1 class teacher)

Miss Sally Luke (Year 1 class teacher)

Miss Kirsten Berryman (Year 2 class teacher)

Mr Paul Strange (Year 2 class teacher)

Mrs Judith Richards (Year 3 class teacher)

Mrs Lesley Deegan (Year 3 class teacher)
Mrs Karen Wood/Mrs Jenny Pearson (Year 4/5 class teachers)
Mr Gareth Evans (Year 4/5 class teacher)
Miss Horrobin (Year 4/5 class teacher)
Mrs Jacqui Dove (Year 6 class teacher)
Madame Bond (French teacher –Tuesday - Thursday)
Mr Mark Draycott (PPA Physical Education)

Nursery Nurse

Mrs Teresa Askins

Teaching Assistants

Mrs Karen Kingston (Nursery)
Miss Rebecca Martin (Nursery 1:1)
Mrs Janet Barnikel (Reception)
Mrs Kirsten Dunning (Reception)
Mrs Angela McClelland (Year 1)
Mrs Lorraine Bulpitt (Year 1)
Mrs Becky Singleton (Year 2)
Miss Dorota Pluta (Year 2)
Miss Melissa McBride (Year 3)
Mrs Tomar Doran (1:1 Year 3)
Mrs Sarah Vincent (Year 3)
Mrs Karen Taylor (Year 4/5)
Mrs Alison Newnham (Year 4/5)
Mr Michael Burke (Year 4/5)
Mrs Carla Skinner (Year 6)
Mrs Hayley Moore (Year 6 1:1)

Admin Staff

Mrs Jenny Davis (Monday, Thursday and Friday)
Mrs Marie Dyer (Tuesday and Wednesday)

Breakfast club

Mrs Janet Barnikel - Supervisor
Miss Rebecca Martin
Mr Mark Draycott

Kitchen Staff

Mrs Anne-Marie Bowden – Catering manager
Mrs Darlene Giles – Assistant

Helping The School Community

We value highly the voluntary efforts of parents who help the school. These extra adults allow the children a range of learning experiences that would not otherwise be manageable. Our needs are varied, from helping in literacy, checking progress with spellings, number bonds and times tables, computers, sewing, art and crafts to mending books and going on visits. Your contribution will be very welcome, subject to a Criminal Records Bureau check, and we will endeavour to play to your strengths. Please do not hesitate to offer your services!!

Concerns

Even with goodwill on both sides, some concerns are not sorted out easily. It is for this reason that schools have a complaints procedure.

The purpose of any procedure is to make sure that all parental concerns will be dealt with promptly and fairly and reduce any negative effect it has on educating the pupil or pupils involved, at school or at home.

These procedures usually follow the same general process and you should first raise your concern:-

- With your child's teacher
- If you aren't satisfied you can then raise the issue with the Headteacher
- If you are still not satisfied after speaking to the Headteacher, you can make a formal complaint in writing to the Chair of Governors
- A committee of governors will then hear your complaint and you will normally receive the reply from them (in writing) within 10 school days of the hearing.

Communication With Parents

A fortnightly school newsletter updates you with what is going on in school with news, views, and information. Copies of past newsletters can be found on the school website www.oakhurst.swindon.sch.uk. If you wish to receive the newsletter by email, please register with the school office.

FOCuS (Friends of Oakhurst Community School)

The aim of a friends association is to further co-operation between home and school. It has three main functions; Educational, Fundraising, and Social. I do hope you will give our 'FOCuS' group your full support. Every parent will automatically be a member of the association, and any friend of the school will be welcome to take part in activities. The developing Oakhurst community benefits from the social aspect of the associations activities. It is our aim that fayres, sponsored events, discos etc. will all help towards developing friendships and community networks, as well as collaboration with the school. Of course, any funds raised by the association will benefit the development of our school. Priorities for expenditure are identified by the school and committee in partnership.

Childcare

Before School Club

We currently run a before-school club for children in all year groups (sorry not nursery age children). Children may be dropped off at school from 7.45 a.m. and are fully supervised by a qualified member of staff until the start of the school day when they join their class. The cost for this is currently £3.00 per day. Registration forms can be downloaded from the school website under the section 'Admin'.

After School Club (ACE)

ACE have an after school club which caters for children at Oakhurst Community Primary School. This club runs from 3.15 p.m. to 6.00 p.m. More details from the school website under the section 'Admin'

Our Curriculum

Introduction

Oakhurst School curriculum includes ALL the activities your child does in school. It fully incorporates the subjects of the International Primary Curriculum and the National Curriculum.

At the start of each term, parents are sent a curriculum outline. This is to help you follow and assist your child with his or her current studies. Children develop at different rates and teachers expect to plan work to meet children's individual or group needs. This means that children may be working at different levels of attainment within each class. A full monitoring and evaluation programme is overseen by the governors. Curriculum booklets can be downloaded from the school website.

Enriching the curriculum

The children are given every opportunity to explore and investigate the world outside the school. We make good use of the local environment to learn about local history, to enjoy the natural surroundings, and to investigate places of work and leisure.

As children progress through the school they are given opportunities to visit environments further afield. If you wish your child to take part in any outings beyond the school gate it will be necessary for you to complete a consent form. Without your written consent, your child will not be able to take part in such visits.

Core Subjects

English

Nearly every day every child is involved in a structured lesson as part of the Primary National Strategy. A substantial proportion of this lesson involves whole-class teaching. Other tasks such as writing for longer periods, listening to stories, or handwriting may take place at other times of the day.

Phonics: We have a structured phonic programme in place based on Letters and Sounds, Jolly Phonics and Read/Write Inc. Phonics is taught daily in all classes.

Reading: We have a reading system using graded books (fiction and non-fiction) from various sources. Each child has a reading diary to support home/school dialogue. Parents are encouraged to take an active part in this process. A daily reading session at home is recommended throughout primary school.

Key words: Key words are sent home to improve children's sight vocabulary. These are based on the frequency words appear in text and are linked to a coloured reading scheme.

Speaking and listening: Children are given cross curricular opportunities to talk and to clarify their thoughts through circle time, structured role play, discussions, sharing work together, drama and performances. They are encouraged to be good listeners to adults and to other children.

Handwriting: This is taught on a regular basis with the children being encouraged to join their letters as soon as possible.

Writing: We aim to teach each child to write with confidence in various genres and for a variety of audiences.

Spelling: A structured spelling programme is used throughout the school.

Information And Communication Technology

We have two large rooms for whole class IT, one catering for PCs and the other for Macs. We have a computer network with internet access, with provision to teach IT skills to whole classes and small groups. There are interactive whiteboards in all classes, as well as stand-alone computers and laptops.

Children learn to program and control floor and screen robots, and use digital cameras. They learn about the parts of the computer including the monitor, keyboard, mouse and printer.

They learn about how to move, store and manipulate data using a range of software. Children are given opportunities to draw on screen, interpret data and problem solve.

Geography And History

The nature of geography and history enable us to exploit the connections to other areas of the curriculum. We take full advantage of this and our approach is cross curricular. Pupils are taught to acquire a sense of chronology and learn to empathise with characters from different times.

Through studies of the United Kingdom and other countries children develop a sense of national identity and an understanding of the world around them. They acquire essential geographical skills such as map-reading and fieldwork.

Music

We have a developing range of musical instruments for the children to use. We primarily use the Sounds of Music Scheme and children are taught to listen and to play music, to compose and to sing.

Personal, Social, Health Education And Citizenship

We have an important responsibility to prepare pupils for the opportunities, responsibilities and experiences of adult life. We promote the spiritual, moral, social and cultural development of pupils. We educate the children to develop responsible attitudes and awareness of their personal safety so that they grow into happy healthy adults.

Circle Time provides the opportunity for children to raise and discuss issues and seek resolutions as a group.

Early Years (also called Reception/FS2)

We recognise that very young children have particular needs. The requirements of the National Curriculum do not apply to children in the Foundation Stage. Children in the Reception class work towards the Early Learning Goals through the Early Years Foundation Stage Curriculum.

The outcomes emphasise the development of personal, social and emotional skills, as well as the development of language, mathematical, physical and creative skills, and knowledge and understanding of the world. The children will enjoy lots of play both inside and outside.

They will have opportunities to be closely supported by adults in developing their skills. They will enjoy a very active and engaging programme of phonics. Gradually, through the year, their weekly programme will become more structured. Their experiences in FS2 will provide the ideal foundation for effective learning as they enter Year 1.

Religious Education

Religious Education teaching is based on the Swindon Agreed Syllabus, and is a balance between the study of the beliefs and practices of the Christian faiths and other religions (particularly Islam and Judaism).

This includes looking at buildings and festivals and exploring questions of meaning, purpose and value. Though not a church school, we maintain links with local Churches. A daily act of worship is intended to reflect our Christian tradition.

Parents have the right to withdraw their children from RE. Any parent considering withdrawal of a child from this element of the curriculum is encouraged to first talk through their concerns with the Headteacher.

Mathematics

Building confidence in mathematics and developing enthusiasm for mathematics are two of our principal aims. We also aim to use mathematics effectively in a wide range of activities, relating those activities to the real world as much as possible.

The school teaches a structured numeracy lesson most days of the week. A substantial amount of this time involves interactive whole class teaching. A strong emphasis is placed on mental arithmetic and essential basic skills in computation and measuring. The learning of number bonds and multiplication tables is expected and your help with this at home is essential!

Progress with these key skills is assessed regularly. Other work includes mathematical games, practical activities, and investigative work.

Science

Children are given every opportunity to develop scientific skills: to question, observe, predict, measure, hypothesise, and evaluate. The emphasis is on collaborative practical work. The areas of study are: Life and living processes (biology); Materials and their properties (chemistry); Physical properties (physics and Earth science).

Art Design and Technology

These aspects of the curriculum enrich other subjects and offer a practical dimension to topics and themes. Children are encouraged to develop strategies and to learn skills for design and production, and to solve problems. Through art, pupils express themselves; they develop an aesthetic awareness and appreciation of the work of others, and an understanding of colour, texture, line, tone and form.

Early Foreign Language Learning

We teach French language and culture across the whole school in an enjoyable way, through songs, rhymes and instructions. Children also have the opportunity to learn stories in other languages.

Physical Education (Including dance)

We have a hall for all physical education activities. We provide in excess of 2 hours of weekly physical activity for all classes. The school has a playground for the teaching of ball skills and outdoor games. All children are expected to take part in PE.

P.E. and Games

Changing for PE is compulsory on the grounds of health and hygiene. Long hair must be tied back, and jewellery is not permitted to be worn in PE and we recommend that children with pierced ears leave their earrings at home on PE days.

PE clothes should be kept in a named bag and be available in school all week. Cloakroom space is limited so children should not bring large sports bags to school. Plimsolls/trainers are *required for outdoor games* but *indoor PE* is done in bare feet. Shorts and a T-shirt should be worn for PE and games. For outdoor activities a tracksuit top, sweatshirt, or jumper and jogging bottoms are advised for use in colder weather.

Special Educational Needs (SEN)

From time to time children may encounter difficulty that needs special help. We have skilled staff with expertise in helping all pupils including those with special educational needs. The school's SEN Policy defines in detail the identification, assessment and provision for special educational needs according to the Special Needs' Code of Practice.

Parents will be kept fully informed of any difficulties that their children may be experiencing, and teachers will work co-operatively with parents and help children to make the best possible progress.

The school recognises that the more able and gifted children also have particular needs and programmes of work or extension opportunities are arranged for these children. The school has been designed to accommodate physically disabled pupils.

Homework

Children often want to follow up activities at home and parents may enjoy becoming more involved in their children's learning.

We encourage and expect children of all ages and capabilities to read at home regularly. Homework activities are provided for children of all ages in accordance with our homework policy.

School Hours

Children are not allowed to leave the school unaccompanied during school hours. The gate opens at 8.45 a.m.

Pupils may come into the classrooms from 8.45 a.m. onwards to complete 'Early Morning Activities'. Parents may come into school with their children, and may stay and support with the first activity of the day. (All children must be in their classrooms by 9.00 a.m. for registration.) The school day finishes at 3.15 pm for all pupils.

Morning session

9.00 a.m. – 12.00 p.m. (12.10 for years 3-6)

Lunch

12.00 p.m. – 1.00 p.m.

Afternoon

1.00 p.m. – 3.15 p.m.

The teachers are in their classrooms from 8.45 a.m. We cannot accept responsibility for children outside on the playground before opening at 8.45 a.m.

Collection at the end of the day

All children are dismissed by the class teacher onto the playground. Please stress to your child that they must always wait with their class teacher until their grown-up arrives to collect them. Infant children must be taken home by a grown-up and must not walk home on their own. Children in years 3-6 may walk home on their own if school has been informed.

Absence

We are required by law to keep accurate records of attendance and rates of absence are published each year. The registers are inspected regularly by the Education Welfare Officer.

Unforeseen absence

Please phone the office to inform the school of any absence due to illness.

Request for leave of absence

It is our expectation that children will attend school full-time and that family holidays will be taken during the school holiday. Leave of absence for holidays will not be granted, save in exceptional circumstances. Should you need to make a request for leave of absence please request a form from the office or download an application form from the website.

Late arrivals must report to the office to be registered in the late book. If you wish your child to leave school early please notify the school and arrange for an adult to collect him or her. Children must be signed out at the office before leaving the premises.

Any child not collected at 3.15 pm will be brought back into school and will wait in the main reception area. Please notify the school immediately should the arrangements for collection change or if you are delayed.

Playtimes And Lunchtimes

Children are expected to be outside for playtimes and lunchtimes unless it is extremely cold or wet. Our guiding principle is that there is no such thing as unsuitable weather for playing – only unsuitable clothing! During indoor play children are allowed to draw, read and play board games.

School Meals

We prepare and cook daily hot meals and sandwiches for the children and staff. The cost of each lunch is £2.00 and includes a choice of pudding or fruit. Lunch orders are due each Thursday for the following week.

Packed lunches from home should be in a named lunchbox. Drinks should be provided in a container that is unbreakable and leak proof. We operate a **No nuts, fizzy drinks or sweets policy.**

If you think you may be entitled to a free meal for your child, please contact Mrs. Barkham in the office.

Photographs

During your time at Oakhurst Community Primary School we may wish to use photographs or images and names of your child/children for the purpose of displays, creating class books or for publicising or promoting school activities. This may include pictures taken of school fetes and fairs, fundraising events, musical events, theatrical events such as school plays and other activities, class photos, sports days and lessons (including PE classes).

You will need to sign a form to give your consent to the school to use images or photographs taken by the school or an authorised agent of the school, which will be used to promote or publicise school activities or be stored in the

school archives.

If at a future time you should choose to withdraw your consent you would need to do so in writing to the school. Please note that we will not be able to remove images of your child or children from historic publications or archived materials.

The school is **only responsible for photographs taken by the school or an authorised agent of the school** and cannot be responsible for photographs taken by third parties (such as parents). The media are not subject to the Data Protection Act or these guidelines and the school cannot prohibit the media from taking pictures or using the names of any child, however we endeavour to liaise closely with the local press to agree acceptable images of school activities.

Sun Safety

We encourage all children wear sun hats at playtime and lunchtimes during hot weather and that you provide a named bottle of sun protection cream for children to apply.

Emergency School closure

There are times when it may be considered that the health and safety of pupils and staff are best served by closing the school e.g. severe weather, loss of power etc. If the school has to close, whenever possible, an announcement will be made on the local radio stations (Heart and BBC Radio Swindon), posted on the school website www.oakhurst.swindon.sch.uk and a text message will be sent to all parents.

Charging

From time to time, visits and events are organised to enhance the curriculum. The governing body has agreed the following policy regarding charging:

The headteacher has discretion to charge for residential and transport costs of visits, the cost of providing after-school clubs, musical instrument tuition and equipment required for extra-curricular activities. When a charge is made, parents will be told how the charge is worked out and who might qualify for help with the cost. Voluntary contributions may be requested for any school activity. No child will be excluded from the activity if a contribution is not made, but if sufficient money is not contributed the activity may be cancelled. Charges and contributions will not be levied with the intention of making a profit.

Professional Training Days

Five days of your child's holiday have been reserved for use as professional development days for staff. These closures are statutory. You will be informed of dates as far in advance as possible when closures have been planned.

The school recognises and values parents' knowledge of their child's disability and its effect on his/her ability to carry out normal activities, and respects the parents' and a child's right to confidentiality.

The school provides all pupils with a broad and balanced curriculum, differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles.

The school will take account of the needs of pupils and visitors with physical difficulties and sensory impairment when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes and more accessible facilities and fittings. Consideration will also be given regarding the provision of written information in alternative formats when required or requested.

Equal Opportunities Statement

We aim to develop the full potential of every child in our care and no child will be discriminated against on grounds of race, religion, gender or disability. We believe that discrimination is offensive and wrong, and positively encourage tolerance and understanding in our school community.

Health and Safety

It is essential that we have up-to-date contact information for you to enable us to inform you if your child is taken ill or has an accident at school.

If a child required hospital treatment following an incident at school, we would always try to contact you first before seeking medical help. However, as parents you will appreciate, there may be occasions when we believe it would be in the child's best interests to receive medical attention without delay. In these circumstances a member of staff would accompany your child to hospital whilst we continued to try to make contact. The member of staff would remain with your child until you were able to arrive.

Medical needs in school

The school follows advice from the Local Authority concerning medicines in school. This is quite lengthy and therefore is summarised below; the complete document may be seen at school.

- We will ensure that all pupils who have special medical needs are supported in school
- We have a duty to act as any 'reasonably prudent' parent would
- Staff should be familiar with children's conditions and necessary precautions
Medication prescribed by a GP may be administered in exceptional circumstances
- No medication can be given without specific written consent of parents
- Non-prescribed medicines will not be given
- Many "three times a day" medicines/ointments can be given before school, after school and at bedtime and do not need to be given during the school day.

The policy at school is as follows:

Children should not hold medicines/tablets/ointments of any kind **except asthma inhalers**

- If a GP/hospital has prescribed a medicine that must be taken during the school day, a **written request** must be received by the school and the appropriate form completed
- The parent (or carer) not the child, must bring the medicine to school, and medication must be in the safe keeping of an adult at school or locked in the fridge
- A record of times/amounts of medication given will be kept
- The school reserves the right to refuse to administer medicines, and to request the parent come into school in order to give medicine at specific times.

There will be times when unique or unusual circumstances require additional action, but the above will cover most situations.

Certain illnesses require children to be excluded while infectious: details are available from school. If cases of head lice occur, children are not normally excluded, but advice is given to parents concerning treatment, and should be followed by the whole family.

- If your child is unwell before school, please keep them at home where you can monitor their progress; this also reduces the risk of infection within school. We recommend 48 hours for sickness and diarrhea.

Child Protection

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If the school has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse, the school will follow child protection procedures and inform social services of its concern. When assessing the need for such action, the child's best interests will be paramount.

A copy of the school's Child Protection Policy is available from the school on request or can be downloaded from the school website.

Safeguarding Children statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In school these guiding principles are translated into practice through our **Golden Rules**, which are our daily touchstones to help us develop and reinforce our values and beliefs.

These are:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property
- We are polite

Mid-Morning Break

Free milk is available for children under 5 and you can also purchase milk for all other year groups. Please complete the application form "Cool Milk at School" which is available from the school office. Fruit is provided free of charge for all Nursery – Year 2 pupils at morning break under the Government's "Take 5" Fruit and Vegetable initiative.

Children may bring a small snack of fruit or vegetables (labelled with your child's name please) to eat during mid-morning play time. Children are expected to bring their own water bottle to school, and they are allowed to drink throughout the day (Water only please, no juice or squash). We also sell tuck at break time for 30p.

Travel

We ask children to walk, scoot, cycle or rollerblade to school for their health and wellbeing, and also in an effort to reduce car journeys on the school run. Children are able to park their bike/scooter in the racks, but we do require that they dismount **before** entering school, as we have had some near-misses with speedy riders frightening toddlers.

We run various incentive schemes to encourage the children, including points for sustainable journeys made and 'Walking Wednesdays'. We recognise that some families live a significant distance from school, or need to drop off on the way to work. We ask that you consider car-sharing or plan to 'ride and stride' from a distance away.

Money And Valuables

Children should not bring valuable items or unnecessary money to school. Please send any money you wish to pay us in an envelope stating the amount, purpose, and the child's name and class.

Non-Smoking Policy

Smoking is not permitted throughout our school buildings and grounds. This policy applies to all staff and visitors both day and evening.

Religious Affiliations

Oakhurst has no religious affiliations.

Security

Visitors must report to the school office on arrival. Helpers and visitors in school are expected to wear badges.

Uniform/School Clothing

Uniform helps develop a sense of identity with our school. There is a basic school uniform and all children are encouraged to wear it. It is based on the colours purple, white and black:

Boys

Black shorts or trousers

Black shoes

White polo (with or without the school logo)

Purple sweatshirt or fleece with the school logo

Girls

Black skirt or trousers

Purple summer dress

Black shoes (low heels)

White polo (with or without the school logo)

Purple sweatshirt/fleece/cardigan with the school logo

PE kits should be kept in school throughout the school week and consist of:
Black shorts/skirt
White t-shirt
Daps/plimsolls/trainers

Uniform is available from Trutex, Brunel Centre, Swindon, 520843.

School Documentation

Parents have access to and are welcome to see the following:

- your child's annual report
- minutes of Governing Body meetings
- statutory instruments and circulars
- the Foundation and National Curriculum
- SACRE document on RE
- School curriculum policies, aims and schemes of work
- Complaints procedure
- Special Educational Needs arrangements and the school SEN policy
- All policy statements
- Inspection reports

Disabled Pupils

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day.

Compliance with the DDA is consistent with the school's aims and equal opportunity policy and the operation of the school's SEN policy.

The school recognises its duty under the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001)

- Not to discriminate against disabled pupils in their admissions and exclusions and provision of education and associated services
- Not to treat disabled pupils less favourably
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To publish an Accessibility Plan

Working
together
for
success
at
OAKHURST

