

# Oakmeadow C.E Primary & Nursery School



Prospectus 2018-19



THIS IS A BRAIN  
STRETCHING, LAUGHTER  
SHARING, INDEPENDENCE  
BUILDING AND MISTAKE  
MAKING SORT OF PLACE



**LEARNING AND GROWING TOGETHER**



Headteacher:	Mrs C Whelan, BA (Hons),NPQH,Pg Cert
Deputy Head:	Mrs Jones Bed (Hons)
TLRS	Mrs S Hill (Assistant Head)  Miss J Taylor
Learning Support Provision / SENCo:	Mrs Morris - supported by Mrs Severn

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In September 2009, Oakmeadow Church of England Primary & Nursery School was formed through the joining together of the two Schools in Bayston Hill (Oakland County Primary School and Longmeadow Church of England Controlled Primary & Nursery School).



## LEARNING AND GROWING TOGETHER



### We have:

An extensive outdoor area providing the children with allotments, adventure play equipment and a multi use games area.

Seven KS2 classes, a specialist art/design & technology room and library area, a dance/drama studio, staff room, PPA (teacher planning, preparation & assessment) room, after school and breakfast club facilities with our Ladybirds Club offering wrap around care for children in FS1, FS2 and Year 1, a new canteen, and a revamped assembly/dining/sports hall together with four new Key Stage 1 classrooms.

A fantastic Foundation stage which includes two FS2 classrooms (Reception age) one FS1 classroom (Nursery) and a pre-school provision for children from the age of two.

Administration offices, food technology room and a meeting room

### **AND ...fabulous staff and children across the school!**

We are an outstanding church school SIAMS Ofsted 2016. With an Ofsted rating of outstanding in Early Years and leadership 2016.

We continue to improve and reflect so we can get it right daily for our children.

### **Mission Statement**

At Oakmeadow Church of England Primary & Nursery school we welcome all children, and seek to develop strong links between school, home and the church. ***Christian values underpin our ethos and teaching. Worship is fundamental and lies at the centre of our daily life.*** High priority is given to spiritual development and we promote mutual respect and responsibility.

### **Our Vision statement Learning and living together**

Our school is a brain stretching, laughter sharing, independence building and mistake making sort of place.  
Where we have faith and everyone matters!

### **Our Mission statement**

- To give your best and believe
  - To constantly reflect and know our values
    - Love respect and share
  - Learn live and be determined to succeed.
  - Respect responsibility and resilience
    - Have a thirst for learning
- And...***know we are all unique.***

## Our Values...

A value is a principle that guides our thinking and behaviour... The engine that drives you...

## Our key values are:



Term	Value
Autumn 1	Love
Autumn 2	Respect
Spring 1	Faith
Spring 2	Honesty & Integrity
Summer 1	Resilience
Summer 2	Team Work



### Curriculum Statement

We believe in treating every child as an individual and aim to provide a happy, calm, rich and stimulating learning environment that allows all children to achieve their highest potential in every aspect of their development.

We emphasise the spiritual dimension to life and build upon our relationships with local faith communities, especially Christ Church, whilst acknowledging the wide variety of beliefs in society today.

We offer a broad and balanced curriculum. Children are actively encouraged to adopt healthy lifestyles and this is addressed through the PSHE, science and PE curriculum and through themes adopted for our assemblies. As part of our status as a Food for Life school we encourage balanced meals and we talk to our pupils about their school meals and the content of lunch boxes.

We provide a wide range of extra-curricular sporting activities to encourage children to join in whatever their interests. We also encourage our children to come together and have fun at whole school PTA events such as the Summer Fayre and termly discos.

**Our approach to school life allows our children to develop as complete individuals with their own personalities, being able to investigate, understand, appreciate and contribute to their environment in a world of rapidly changing values and new technology.**

**Oakmeadow C.E. Primary & Nursery School aims to:**

- Recognise the parental role as the first educator of the child;
- Encourage parents' continued involvement in their child's life at school;
  - Provide a broad and balanced education;
  - Make learning exciting and meaningful for all;
  - Encourage the pursuit of high goals, vision and aspirations;
- Ensure a solid foundation in literacy and mathematics for each child;
- Develop the child's natural curiosity and creative spirit within a safe environment;
- Recognise the potential of each child, providing opportunity for them to succeed;
  - Develop self-confidence and self-esteem;
  - Enable each child to make a positive contribution;
- Continue to value and respect the contribution of each member of our community;
  - Recognise the richness of cultural diversity;
- Positively develop and extend personal, social, cultural, spiritual and emotional awareness;
- Enable each child to develop independence and to encourage them to play a full and active role in school and the wider community whilst achieving economic well-being;
  - Develop co-operation, empathy for others and teamwork;
  - Provide guidance and opportunities for children's physical development;
  - Enable each child to make positive decisions about adopting healthy lifestyles;
- Develop a range of disciplinary structures which emphasise the responsibility of the pupil for themselves and the consequences of their actions towards others;
  - Foster an awareness of and responsibility for the local and global environment;
- Use these aims as a guide to challenge pupils and staff in order to continue to raise performance and standards.

## Admission Policy

**Oakmeadow Church of England Primary School has the capacity to admit 60 children in each year group.**

At present Shropshire LA operates a one-term entry policy for Reception children. Children should enter school in the September prior to their Fifth birthday.

Class Name	Teacher/s
Nursery FS 1	Mrs P Williamson ( Ladybirds)
Reception FS2	Miss R Reece (Grasshoppers) Mrs G Griffiths (Bumblebees)
Year 1	Mrs C Clode (Caterpillars) Miss E White (Centipedes)
Year 2	Miss J Taylor (Butterflies) Mrs J Kirby (Dragonflies)
Year 3/4	Mrs H Morris (Hedgehogs) Mr D Hughes (Owls) Miss J Rudd (Robins)
Year 5	Mrs J Marston (Badgers) Mrs L Clarkson (Owls)
Year 5/ 6	Mrs S Hill (Eagles) Mr S Ostermeyer (Hawks)

### Links with others:

The school has entered into an enhanced training partnership with Edge Hill University and Thomas Telford Group to offer placements for teacher trainees.

We also support placements for NVQ training as well as Work Experience opportunities for students from the local secondary schools and colleges.

**Other useful contacts within school;**

Mrs E. Fletcher Office Manager	Mrs R Tunnicliffe Finance	Mrs J Hoy Nursery Administrator	Mrs S Frost Administrator	Miss C Pickering Admin Apprentice
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**Staff list**

<b><u>Name</u></b>	<b><u>Curriculum Responsibility</u></b>
Carla Whelan	Head Teacher- Health and safety/Teaching and learning and school improvement & Lead to EYFS
Lisa Jones	Deputy Head/Curriculum Lead, Assessment & PSHE Values & Lead to KS1
Samantha Hill	Assistant Head/English and lead in KS2.
Jasmin Taylor	Assistant Head & Maths coordinator
Caroline Clode	SMSC
Julie Kirby	RE & Student mentor
Helen Morris	Assistant Head & Special needs / History
Sam Ostermeyer	PE & Computing
Rhiannon Reece	Forest School, Art & DT
Leonie Clarkson	Global Learning Geography
Jennifer Gurden	Science
Polly Williamson	Outdoor learning team, Phonics, Parent links development & Nursery Lead
Jo Griffiths	Outdoor Learning & Music



## Starting School



### **My first day at school**

#### **Taster sessions**

We understand that starting school can be a bit daunting for both children and their parents and so we offer a series of 'taster sessions' to ease children into the school environment and give parents an opportunity to get to know us and ask any questions they have. These half-day sessions include the opportunity for children to have lunch with us, whether that is a school meal or sandwiches from home. We invite all parents to an afternoon Induction Meeting so that they can meet the head teacher and class teacher so that they can find out more about the school and a typical school day.

#### **Pre-School visits**

Our Reception class teacher aims to visit all our new children in their home or Pre-School setting. This enables her to meet them and talk to the pre-school staff or parents/carer. By doing this, we can ensure that each child's first experiences of school are appropriate for them. Parents are also asked to fill out a brief questionnaire so that we know what interests your child. We can use this information to help smooth their transition into school. This is also the first step for parents to build a relationship with us so that we can work together. Home-school links are further maintained by the use of reading records, a learning notice board and an 'open door' policy at the end of the school day.

Once in FS2 (Reception Class), children's progress is monitored and recorded in an individual profile. This takes the form of noted observations and is updated half termly. Parents are invited to school on a formal basis once each term, in line with the school's Parent Evening Policy.

## Starting School:

There are several ways in which you can help your children to be ready for their first steps in school life:

Some of the simple activities we take for granted at home can help to smooth the way. For example, you can encourage your child to:

- Recognise his/her name
- Dress and undress for P.E.
- Put on shoes and socks
- Use a knife, fork and spoon
- Go to the toilet independently
- You can bring them into school yourselves in the morning but we will be encouraging them to come into school independently as the week's progress.
- You could pack their school bag with them watching, so that they know what has gone in and that they have got everything they need.
- You can come in and talk to us, not just if you have a concern but to chat about how your child is settling in.
- If there is a concern, deal with it straight away and tell your child's class teacher: together we can work it out quickly and prevent a concern becoming a crisis
- You can come and help us in school, all of the school, not just at the younger end, but also right through it in any of the classes. This could mean sharing a story, helping with cooking or art and craft, being an 'adult' on a visit: being part of 'the team'. There are forms available in the school office, which you will need to complete in order for the LA to run a standard CRB check.



### Details of the School Day for the different age groups:

#### **Nursery FS1 -**

#### **Morning Session Monday - Friday**

09:00 (doors open at 8:50am) - 11:30

#### **Lunchtime Session Monday – Friday**

11:30-12:30

#### **Afternoon Session Monday – Friday**

12:30 - 3:00

GATES OPEN AT 8.45 am and CLOSE at 3.30pm. This is to ensure the safety of the children and after school clubs.

### Reception and Key Stage One

Arrival at school	08:50
Registration	08:55
Break	10:30
Lessons start	10:45
Break for dinner	12:00
Registration	1:00
End of taught time	<b><u>3:10</u></b>

### Key Stage Two Yr. 3 to Yr. 6

Arrival at school	08:50
Registration	08:55
Break	10:45
Lessons start	11:00
Break for dinner	12:00
Registration	1:00
End of taught time	<b><u>3:15</u></b>

Please make sure your children are **not left** unattended on the school premises before the start of the school day, as we cannot accept responsibility for them.

### At the Start of the Day

Staff will be in school ready to receive children. Outside doors will close 10 minutes after the start of the school day, children arriving after this must report to the school office. Once in school, we expect the children to look after their personal belongings and keep the cloakrooms tidy.



### Expectations

At Oakmeadow, we take great pride in knowing our children:

- ✚ Play with consideration of others and without roughness of any sort.
- ✚ Walk respectfully around the school building and follow our shared rules.
- ✚ Our children like to be healthy so...during juniors playtime a fruit bucket is provided for the remains of fruit or vegetable snacks, ***these along with healthy snacks such as cereal bars are the only foods permitted at morning break times.*** Currently all FS & KS1 children have the option of enjoying a piece of fresh fruit each day, provided by the Government's National Fruit Scheme. These children begin their playtime with a social snack time when they are encouraged to eat their fruit, drink their water and converse socially with their classmates.
- ✚ Our Children love to play games in their social time using the range of equipment provided. They then return to classes calmly with their teacher ready for their next lesson.

- ✚ Our children also respect good manners and they will knock on the doors of the classroom, open doors for others and close them afterwards. You will always hear 'please', 'thank you' and 'excuse me' at the appropriate times.
- ✚ Children at Oakmeadow know that if they also need help, they can put up their hands, wait patiently and politely and always get it! They treat everyone (adult and child) with kindness and respect.
- ✚ Learning is exciting at Oakmeadow and our children get on with their tasks and work purposefully at all times, showing consideration for everyone in the classroom. They enter the classroom, work and tidy up in an orderly manner, showing respect for other people and our shared resources.
- ✚ Children at Oakmeadow also know how important it is to enter and sit in assembly in silence and participate in full.

## Rewards

We base our reward system around the following key areas:

Concentrate



Don't give up



Imagine



Improve



Push yourself



Try new things



Understand others



Work hard



We are constantly considering ways to reward for effort and achievement. For good work and learning attitude the children will receive dots against the key areas, when they have received ten dots per area they receive a certificate in that area of achievement. Each certificate receives a small prize. Upon the collection of ten certificates (one in each skill) the child receives a Head teacher's certificate and a special prize. This is then presented in assembly, as recognition of sustained effort and achievement. Each teacher, in addition, nominates a weekly star of the week, a maths champion and english champion.

To encourage positive attitudes and effort, each child in school is a member of **one of four 'Houses'**, which are named after local people who have made a significant contribution in their field. These are: Beddows – Edwin, past Head teacher of Bayston Hill Schools; Flavell – Mary, established first school on Bayston Hill Common; Lock – Eric, World War Two fighter pilot; Webb – Mary, author and poet. These are used for sports events and other competitions throughout the year.



### **Not achieving our expectations...**

At any stage in the school, failure to work or follow our rules can result in a consequence. Inappropriate behaviour will not be tolerated in any way. ***However this is very rare at Oakmeadow. We have the most amazingly positive and dedicated pupils!***

For those that may need guidance, from time to time, we have a clear behaviour policy, which can be obtained from the school website.

In an extreme circumstance poor behaviour choices may result in pupil exclusion (which would begin with fixed term numbers of days), possibly leading to permanent exclusion.

At all stages of these exclusion procedures, parents are informed by posted letter and have the right to appeal. However it is anticipated through positive reflection and partnership with home that any negative behaviour choices are easily corrected.

### **Pastoral Care**

At Oakmeadow we value the positive relationships and understanding, which develop between the child, home and school. Our aim is for all to share a common standard of acceptable behaviour and personal expectations. Whenever and however our children succeed we must all recognise their achievement and celebrate with them.

Pastoral care is the responsibility of all adults, at home and at school.

### **Breakages**

Where breakages or damages occur as a result of a pupil's behaviour, the Governors reserve the right to ask parents to pay for the cost of repairs or replacements.

### **Dress/ Kit**

Dress sets a standard for the whole school. All children are expected to conform to the guidelines in the school prospectus and to wear flat, sensible shoes for their own safety. **We request that all children wear dark, flat shoes: heels and platforms are a serious**

**health and safety risk. We also do not recommend boots to be worn all day as these are not healthy for little feet!**

All staff will be dressed professionally and this means we are all ready for learning!

All children need a P.E. kit appropriate to the time of year and activity and children who repeatedly forget their kit will receive a letter home with a reminder of the need for it.

**For their own safety – children are not able to wear jewellery in school;** earrings in particular are a hazard and as such, children should wear studs if they need to wear earrings at all. No other jewellery is permitted. In addition, so we look smart everyday, long hair should be tied up neatly and nail polish removed.

### **SCHOOL UNIFORM**



***We have such a lovely school uniform,  
So we have high standards when we wear  
It!***

## School Uniform

We have a uniform, which gives our children ***a smart and distinctive appearance and fosters a sense of belonging to our school.***

The following sets out our uniform in detail and you will be helping your children feel 'at home' here if you can gradually equip them with the same clothes as their school friends.

The uniform is available to order direct from Decco Stitch, details will be given to you by the main office.

Uniform	
Dark grey or black skirt/culottes	Grey/black trousers
Dark Grey pinafore	Grey shorts
Dark grey or black trousers	
Teal polo shirts with embroidered school name	Teal polo shirts with embroidered school name
Purple pullover/cardigan or school sweatshirt	Purple pullover or school sweatshirt
White socks – ankle or knee length	Grey/black socks
Dark tights in the winter	
Summer dresses in purple and white check/stripe cotton	
Dark navy or black P.E. shorts and white polo shirt or a dark navy/black leotard	Dark navy or black P.E. shorts and white polo shirt
Trainers/pumps for Outdoor P.E. (summer KS1; all year KS2)	Trainers/pumps for Outdoor P.E (summer KS1;all year KS2)
Oakmeadow School bag	Oakmeadow School bag
Oakmeadow P.E. bag to hold kit	Oakmeadow P.E. bag to hold kit.

- A track suit or jogging bottoms are useful but not essential for outdoor games in KS2.
- With very young children, it would be helpful if clothes were easy to take off and put on to make changing for P.E. sessions less difficult for them.

*By entering your child into this school, you are saying that you support what it sets out to achieve. In encouraging your child to wear the correct uniform you support the school in the setting of standards and assist your child in learning to take a pride in his/her school and in his/her own appearance.*

***We ask parents not to send their child to school with 'extreme' hairstyles, overly large hair accessories or the sort of appearance that is likely to draw attention anything under 3cm. Here are some examples of what is acceptable:***



*On grounds of health, safety and welfare we also do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children to remove these during PE and games.*

***PLEASE HELP US AND YOUR CHILD BY CLEARLY MARKING ALL CLOTHES WITH YOUR CHILD'S NAME***

**Any lost property can be returned to its rightful owner quickly if it is clearly marked.**





### The National Curriculum

We provide a curriculum, which is balanced, broadly-based and is based on teaching key skills in a progressive way throughout the school. It also:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
- Prepares such pupils for the opportunities, responsibilities and experience of adult life.

We are required to provide as a minimum, teaching of the programmes of study and the attainment targets of the National Curriculum:

- (i) **Core Subjects** - English, Mathematics and Science
- (ii) **Foundation subjects** – Design Technology, History, Geography, Music, Art and Design, PSHE (personal, social & health education), Physical Education, modern foreign language and Computing.
- (iii) **Religious Education** - As a Church of England Controlled school, we base our R.E. (of which assembly forms a part) around Christian teachings. We follow the SACRE Shropshire agreed syllabus for RE.
- (iv) **The Arts** - It is through the creative arts that children are able to express themselves individually and to develop skills in working together. The arts develop our understanding of other cultures and periods in history. Children enjoy a range of cultural activities including travelling theatres, visits to museums and art galleries and visits into school by dance, music and drama groups.
- (v) **Music** -Music is taken as a class or group activity. Opportunity is given, via music service staff, for some children to learn to play a musical instrument and to be involved in local musical festivals. These music lessons may include string, woodwind, percussion, brass and keyboard tuition.
- (vi) **Personal Social and Health Education** - The study of PSHE is a non statutory requirement of the National Curriculum but we still consider it to be an important part of the each child's education and therefore plan accordingly through dedicated lessons, cross curricular links and worship themes.
- (vii) **Modern Foreign Languages** – MFL is also currently a non statutory element of the National Curriculum which we teach throughout Key Stage 2 and informally at Key stage 1.

Sex education is taught formally at Year 5/6 within the framework of Health/Safety/Personal Development. All matters in this area of the curriculum have to be agreed by the Governors and all material can be viewed by parents each year prior to the lessons being taught.



## Curriculum Overviews

The cohorts work together to ensure that elements of the curriculum are progressive and that skills are continually built on from the Foundation Stage through to Year 6.

The current curriculum overviews for each cohort are sent home regularly in home contact books.

## Assemblies/Workshops

As well as being our corporate act of worship each day we use Assembly time to emphasise the aims and ethos of our school, celebrate success and come together to allow us to share in a broad, spiritual growth.

Each week we use a theme\* centred on the Christian calendar, major world faiths, significant dates, people and events and the fundamental elements of living and working together. Each theme is introduced to the whole school through story or discussion. Music is played, theme linked where appropriate, or for appreciation in its own right.

The Worship Team from Christ Church come into school each week to take assemblies and we have a whole school church service each month. At special times of the year such as Easter and Harvest, we invite parents and grandparents to join us at church.

We acknowledge that we are a multi-faith school and that there are many different branches within each faith. There is an agreed syllabus for R.E., which has been drawn up by S.A.C.R.E. (Standing Advisory Committee on Religious Education). Parents have the right to withdraw their children from the corporate act of worship. These children will be supervised in class by support staff. They will be invited to join in the part of any assembly where the corporate act of worship does not apply. Equally, any parents wishing to withdraw their child/children from lessons where the agreed R.E. syllabus is taught should inform the school. We will then endeavour to make alternative supervised arrangements during these lessons.

*\*Parents are very welcome to come into school and look at the planned themes for KS1, KS2 and whole school assemblies.*

*We are a C of E School and attend church at least termly. There is the option to opt out and this can be discussed with Mrs Whelan on an individual basis. The home-school agreement indicates your consent to allow your child to walk on these occasions.*

## Swimming

In year 3, children will be able to receive swimming tuition. This is a statutory element of the curriculum and therefore we expect that all the children will participate so that their water safety and swimming skills can be fully developed. We would expect a note if your child is not able to take part in a particular week.

## Methods of Achievement

We develop daily, weekly and half termly plans to ensure that our children are being taught the skills, concepts and knowledge they need to succeed with their education.

These plans then enable:

- The head teacher to oversee the school curriculum
- The subject leaders to maintain an overview across the school
- The relevant levels and content of the National Curriculum to be planned according to the children's needs
- Cross curricular links to be made explicit

- The correct balance, breadth and depth across the areas of experience to be achieved.
- Relevant and appropriate grouping of children to be arranged
- Resources to be gathered and utilised effectively

With the full implementation of the National Curriculum children are formally assessed at seven and eleven years of age using the current Standard Assessment Tasks. On-going assessment is based on teacher observation and informal testing.

All this information will be communicated to you through termly parent consultations, a progress review card (mid-year) and an annual written report. Targets set for individual children in English and Maths and personal targets for improvement will be discussed with you at the parents' evenings.

## Homework Policy

### Reading

Reading is essential! We value this as a crucial basic skill and ask for your help to ensure all children have the opportunity to learn to read to a high standard. Parents are encouraged to enjoy books with their children as often as possible– share a picture book, read a story or hear their children read to them. We aim to foster a love of books of all kinds. Reading diaries are used as a home/school link and as a reading record: we ask parents to complete and sign them on a regular basis. We run an annual reading challenge which parents are requested to help the child progress through.

We encourage parents to work in partnership with the school in order to support and consolidate the work covered in class and to encourage the children to achieve their fullest potential. We value the positive relationship between school and home and acknowledge the key role that parental support plays in every child's education.

### Words, spellings and Numbers

Across the school, children are regularly given words to learn to read or spell at home. Individual teachers will advise you of the organisation involved in this. Timetables are also expected to be a key part of homework, so all children are fluent with their recall of tables.

### English and Maths

To support, consolidate or extend work done in literacy or numeracy, KS2 children will be given a weekly task to complete. They may also sometimes be given other pieces of work from other subjects and homework projects to complete over a longer period of time.

Although this work must be the child's own, they are encouraged to ask for help with spelling or content from adults at home: this is a way of involving the parents in the learning process of their children.

***Please note: it is school policy that homework is set for a child who is absent for medical reasons, e.g. hospital, for a period exceeding two weeks, we are prepared to give suitable work for the period of recovery.***

### ICT/Computing

We encourage children to make supervised use of the World Wide Web through the Internet at school and at home in order to support work in all curriculum areas. We are able to offer weekly ICT lessons in a dedicated suite for KS1 children. These are linked to the PCs in each class base, allowing children to continue their ICT work within the classroom. In KS2, children are lucky to have sets of net books, laptops and I Pod Touches which move around the classrooms on a rota basis.

### **Children with Special Educational Needs**

We recognise that not all children learn at the same rate and when we feel a child is encountering a difficulty we will make every effort, to provide additional support.

Such children are usually identified through thorough assessment. If we feel that your child would benefit from additional help, we will seek to involve you in discussion at an early stage.

The school has an agreed policy for Special Educational Needs, which has been written in line with The Code of Practice for Special Educational Needs 2001 (currently under revision). A copy of the full policy can be obtained from the school at any time.

Oakmeadow School also makes provision for children with Learning Difficulties from outside our catchment areas and referred to us by the Local Authority.

### **Gifted & Talented**

The staff at Oakmeadow are committed to providing appropriate challenges for all our pupils and to recognise when there are more able pupils who are gifted or talented. Our Deputy Head teacher maintains the register of children who fall in these categories and this is updated three times a year in line with the school census.

### **School Clubs and Sports**

Staff voluntarily give up their time to run clubs before or after school, in addition to coaches that come into school. It is essential for children attending school clubs or sporting activities to inform their parents well in advance.

The school currently offers a number of clubs:

Eg

- Football
- Street dance
- Judo
- Athletics
- Computer club
- Maypole Dancing
- Art
- Drama

(Please obtain an up to date list termly from reception)

Our facilities are also used by Shropshire Music Service and for private hire.

***At Oakmeadow we celebrate the success of all children who take part individually and as a team.***

### **Out of School Activities**

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of the school whilst others take place less frequently, generally to places farther afield, and are of longer duration.

Those forming part of the regular routine of the school are as follows:

- Field studies in the village
- Visits to the local church
- Swimming lessons.
- Combined sports days at Sundorne Sports Village
- Interschool sports competitions including Football / Netball matches against local schools in the Shrewsbury area
- Residential visits to Pioneer and Arthog
- Music festivals

Supervision will be provided by use of the school staff (teaching and non-teaching) parent helpers and other adults. The nature of this supervision will be determined for each outing, taking into account where the children are going, how they are to be transported and the activities they will engage in once on-site. Supervision will also comply with any standards set down by the County Council, Ofsted and the Schools Governing Body.

Parents who want any more detailed information about these activities should see the teacher in charge. Parents are asked to signify their consent to their children taking part in these regular activities on the entrance form and returning it to the school on the date of their child's admission.

For all trips detailed information and consent forms are sent to the parents concerned at the planning stage of each visit. In preparation for this, the staff concerned will have already made a careful, recorded risk assessment of the site in line with the school's Off-site Visits Procedures.

### **Charges for School Activities**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences make towards all aspects of a child's education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governors have accepted the L.A.'s recommended charging policy, a copy of which is available in school. Nothing in this charging policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils. However, in the unlikely event of voluntary contributions not meeting the budgeted costs of this planned activity, in consultation with the Governors the School/Head reserves the right to cancel this activity for all pupils.

## **Remissions**

The Governing Body may remit a proportion of the cost of board and lodging for any residential activity that the school organises, if parents are in receipt of income support or income based job seekers allowance. This applies when the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.



**Chair – David Matthias**

There is a thriving P.T.A. within the school. As a voluntary controlled Church of England School, the Governors are responsible for all the aspects of school maintenance. The excellent support that the PTA gives helps us to ensure that we have excellent and varied resources available for our children and opportunities to participate in out of school visits.

The PTA is an essential part of our school. The PTA committee is made up mainly from our parents and carers with teacher representatives and Headteacher as members and everyone's contribution is valued. The work of the PTA underpins the whole school as the financial support enables us to create a richer learning environment for our children. The children see and are aware of their parents and the school staff working together for their benefit. The children appreciate this united effort and it adds to their feeling of security.

The PTA organises many fundraising events during the year including termly children's discos, annual Summer and Christmas fayres. These benefit all the children in many ways and have, in the past, purchased our mini bus and established a wildlife area. The committee hold regular meetings and always welcomes new helpers. Please ask at the main school office for details and if you have some time...PLEASE JOIN and SUPPORT OUR WONDERFUL PTA!

## General Information

### Admission Details

On entering your child into the school we ask for some details enabling us to contact you in the case of an emergency. **If these details change, please let us know immediately.** Out of date information may affect your child's welfare. You will be asked to sign an indemnity form covering your child's participation in 'out of school' activities and visits. Should you not return this form signed, your child will not be able to participate.

### Meals

Parents pay for school meals using the 'school money' online payment system. When new pupils are registered into school you will automatically be sent an online system password that stays with your child through their time here.

We ask that the online dinner account is in credit at all times. However, in emergencies we allow a child's dinner account to go £10 in arrears. It is school policy that if the dinner arrears exceeds this amount we do not have to provide any further hot meals until the debt is cleared.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal through the Government Universal Free School Meals programme. However, if you think you may be entitled to free school Meals due to family financial circumstances please ask in reception for an application form for Free School meals or phone the Local Authority on 01743 254344. All applications are treated in confidence and no distinction is made between the children when they take their dinner cards up to the kitchen servery. Even if your child will be in receipt of the Universal Free School Meal scheme please apply for Free School Meals due to financial circumstances as it may entitle you to other benefits across school and the school is also in receipt of pupil premium based on this which is money paid into school to help support your child

We have a weekly school menu (copy enclosed in the pack) and the children choose daily at morning registration what they would like their meal choice of the day to be. Please make sure you have identified any food allergies on your new starter information sheets so the kitchen are aware of these.

**Please be aware that all children in reception, year 1 and 2 get a free school dinner daily. Milk is also available here at no cost.**

### Packed Lunches from Home

Children are permitted to bring a packed lunch. In the interests of Health and Safety, children are ***not permitted to bring drinks in glass bottles***. We currently have children in school who suffer a severe allergy to nuts. Therefore, we request that you bear this in mind when preparing your child's lunch box. We encourage parents to ensure that the contents of their child's lunchbox is ***balanced and healthy***.

### Nursery (FS1) Lunches

Children in our Nursery (FS1) at Oakmeadow are encouraged to stay on after our morning session for either a packed lunch from home or a hot school meal so that they may eat together. We see this as an important opportunity for teaching children the social skills needed for eating together and to develop their speaking and listening skills. We also use our lunches to promote healthy eating and encourage independence skills

### Appointments

Should you wish to discuss the progress of your child with a teacher, please contact us. We will arrange a mutually convenient time after school for you to meet. There are three parental consultations each year. In the Autumn Term there is an opportunity to discuss how your child has settled in and explain their targets for the year. In the spring and Summer Terms there are formal discussions based around your child's progression and School Report.

### Illness and Absence

If your child is absent through sickness, please inform the school by telephone before 8.50a.m. We have a 24 hour answer phone facility for this purpose on the main school telephone number. If your child has to attend a medical or dental appointment, or needs to leave school with good reason before the end of the day, it will be necessary for the child to bring a brief explanatory note that morning. It is not possible for a child to leave school alone for any reason. The adult collecting them will be required to sign them out at the school office.

Where a child needs antibiotics three times a day, it is possible for the medication to be given outside school time. If it is required more than three times, we are quite willing for parents to come in and administer the required dosage. We cannot administer any type of medicine to children unless it has been prescribed by a GP and we have a completed form - these are available at the school office. We do not wish to prevent a child having the required medication at the required time, but seek to guarantee the safety of your child and ease the pressure on staff.

If your child is absent please ensure that a note explaining the reason for absence is given to the class teacher on your child's first day back. This is in addition to any telephone calls or verbal messages that we expect to be given on the first day of absence. We are legally obliged (see form attached) to keep a close eye on attendance and are required to justify any pupil absence to our Education Welfare Officer when she visits. If we have no written records of an absence in school, it constitutes an unauthorised absence, which may be viewed as truancy and will be followed up.



### Urgent Problems

The Head is normally available for urgent problems but it is helpful if you can make a prior appointment, as school days are naturally busy and full. We encourage all parents to speak to the class teacher first, then if necessary the appropriate Deputy Head before making an appointment with the Head teacher.

### Educational Visits

Parents are given prior notice of visits connected with the children's work. You will be asked to sign a consent form covering your child's participation in 'out of school' activities and visits. Should you not return this form signed, your child will not be able to participate. We have to ask for a voluntary contribution to cover admittance charges, transport costs and insurance. If a child forgets or is unable to contribute they will not be prevented from taking part in the activity. Please come and talk to us if there may be a problem with payment. The home school agreement will cover certain regular events in school, e.g church, swimming and regular activities which fit under the school curriculum.

### Holidays

We hope you appreciate being at school every day is crucial to a child development and progress. Therefore granting of a pupil's leave of absence for the purpose of an annual holiday will not be permitted unless it meets exceptional circumstances. To support this information needs to be presented alongside the request form for careful consideration by the Head teacher. No authorisation will be given for children in year 2 and 6 due to end of key stage assessments (May & June).

Requests should be made to the school well before the proposed period of absence, in order that the request may be considered.

### Insurance

The Local Authority provides insurance cover to protect your children should they suffer injury, damage or loss through negligence of staff or others engaged on County Council business. The Local Authority does not provide any personal accident, (i.e. where no one is negligent or to blame), insurance or cover for personal effects.

For local outings like those previously stated, the school has decided to follow the County Council example, as stated in the section 'Out of School Activities'. For longer outings we shall, of course, take out personal accident cover. This will be included in the overall cost of the visit.

### Lost Property

We expect that **names be put in all items of clothing, footwear and book bags** so that we can try to trace lost or mislaid items. Children should act promptly as soon as something is lost by checking in both the cloakrooms and the lost property containers. At the end of each term, lost property is displayed and if not claimed is disposed of.



The care and respect of their own and others' property is a key message in our school ethos.

### Materials

From time to time, we put out requests for specific materials to support art, technology and science work e.g. fabric off cuts, newspaper and food packaging. We may ask for a contribution towards the cost of certain items, e.g. batteries and bulbs to make torches in D&T.

### Physical Education

Indoor activities are done in bare feet as recommended in order to make P.E sessions safer. All children are entitled to take part in every activity, regardless of their gender – for example; both girls and boys may play football and netball.

### Money and Valuables

There is no reason for children to bring money into school other than as payment for school dinners or specifically requested contributions to school activities or charity events. School cannot accept responsibility for any jewellery or toys that children decide to bring, as these are not supposed to be in school.

## **School Access**

Parents are asked to use our main entrances, Lythwood Road and Lansdowne Road. The school respectfully requests that the Long Meadow entrance is to be kept free for late arrivals, visitors and deliveries. Children are not allowed to walk across the car park as it is a busy place used by staff from the school, our kitchen, Christchurch Pre-school, Shropshire Music Service as well as for deliveries.

For reasons of safety and hygiene, dogs are not allowed on school premises. Please be aware that the whole school site is a non-smoking zone. For safety reasons, no cycling or scooting is allowed in school grounds apart from during Cycling Club sessions.

### Secondary Transfer

At the end of Year 6, your child will transfer to one of the local secondary schools. In November you will be sent details of the transfer scheme. This enables you to see the local secondary schools and gives you the opportunity to select which school you feel will offer the education you require for your child. An appeals procedure exists if you are not offered your first choice and are not satisfied with the offer of school made to you by the authority.

## Governors at Oakmeadow C.E. Primary & Nursery School

### Foundation Governors

NAME
Mr Keith Winter
Rev Peter Hubbard
Mrs Maralyn Long

### Local Authority Governors

NAME
Mr John Hitchings

### Parent Governors

NAME
Mr David Tozer
Mr Paul Firth
Ms Samantha Blackburn – Acting Chair

### Co-opted Governors

NAME
Mrs Sue Pugh
Katie Dawson

### Staff Governors

NAME
Mrs Caroline Clode

### Head Teacher

NAME
Mrs Carla Whelan

### Associate Governors

NAME
Mrs Lisa Jones

## **School Complaints Systems**

Arrangements for making complaints:

Under Section 409 of the Education Act 1996 the Local Education Authority has established arrangements, approved by the Secretary of State, for dealing with formal complaints about the curriculum or any related matter to the governing body, the LA or both. Parents and others who want to find out more about this matter should contact the Head teacher in the first instance, who will let them see a copy of the LA's approved arrangements. If the complain is in regard to the Head Teacher this should go to the Chair of Governors in the first instance.

If possible it is encouraged to raise them initially with the Headteacher, who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way, the complaint should be put in writing and sent or given to the Headteacher. If you would like assistance in setting out your complaint, the school will, if asked, help you to do this, facilitating access to translation services where necessary. The school then promises to deal with your complaint as follows:

- Formally acknowledge it within five working days.
- Tell you the name and telephone number of the person looking into your complaint.
- Respond to it within twenty school working days or if it is not possible to give you a complete answer, tell you what is being done to investigate and how long it is expected to take.
- Tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint, you can write to the chair of Governors, who will arrange to consider what you have to say.

Should you still not be satisfied and want to take the matter further, you will be told who else you can write to at that stage.

A full Statement of the School's Complaints Policy can be obtained from either School Office.

## HOME-SCHOOL AGREEMENT

This is the Agreement between Parents, Pupils and School for Oakmeadow CE Primary School & Nursery

### Our Commitment

**We demonstrate our commitment to working as a caring school in a learning community by striving to:**

- Encourage children to do their best at all times
- Ensure your child's physical and social well-being at all times, and to foster feelings of confidence, self-worth and belonging.
- providing the best possible learning environment that is safe, attractive and caring
- Deliver a balanced and carefully planned curriculum which meets the needs of your individual child.
- Provide a range of after school extracurricular activities designed to enrich your child's experience.
- Ensure that all homework tasks are given regularly on an agreed day, and that they reflect your child's learning needs.
- To actively welcome parents/carers into the life of the school and to ensure that teaching staff are always available, by mutual arrangement, to discuss any concerns you might have about your child's progress or general welfare.
- Keep you informed about the school's policies and guidelines on behaviour and equal opportunities, other general school matters and about your child's progress in particular
- Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child, and to inform you of these at given meetings where appropriate.

Signed: *C Whelan* (Head Teacher)

### Parent/carer commitment

I/We undertake to:

- Ensure that my child attends school regularly and that absences are properly notified. I understand new request for time out of school is only for exceptional circumstances.
- Ensure that my child wears their school uniform and appropriate footwear.
- Ensure that my child arrives and where appropriate is collected promptly at the beginning and end of the school day.
- Support the school's policies and guidelines on behaviour and equal opportunities.
- Support my child in his/her homework and wherever possible promote opportunities for home learning.
- Ensure that my child goes to bed at a reasonable time on weekdays to enable their active participation in learning every day.
- Attend Parent/ teacher consultation meetings to discuss my child's progress at school.
- Ensure that my child has suitable PE kit for PE lessons as and when required.
- Give permission for my child to use the internet at school during ICT lessons
- I understand that my child may leave the school grounds for regular activities as part of the school life e.g church, swimming . I give permissions for this.

Signed:

### Childs commitment:

- Always try to do my best in all parts of school life.
- Always try to remember to be polite and thoughtful towards others.
- Come to school every school day.
- Keep to the school behaviour expectations.
- Do my homework on time and bring it back to school.
- Bring all the equipment I need every day.
- Wear my school uniform and represent my school well.
- Talk to an adult in school if I have any worries or concerns.

Signed: