



## Welcome to Oakfield!

Thank you for choosing Oakfield Primary School. We are delighted to welcome you into our school family and we look forward to working in partnership with you. Our school motto is 'Achieving our best together,' as we know that the best outcomes for children are achieved when home and school work together as a team.

This booklet is designed to give you some information about our school and hopefully encourage you to come along and find out more. At Oakfield, personal achievement and respect for others is recognised and valued. Our children thrive in a warm, friendly atmosphere of mutual respect and trust, as we know that children learn best if they feel safe and happy. We believe that Oakfield is a wonderfully nurturing environment, where children flourish and grow to become independent, resilient and responsible young people. Parents and carers are encouraged to contact us if they have any concerns and are always welcome to come into school. We are constantly trying to improve all aspects of the school and are always open to new ideas and suggestions.

We are proud of our school and we look forward to sharing it with you and your children.

*Heather Farrell*

Mrs Heather Farrell

Headteacher

# Oakfield Primary School

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## School Details

School Address:	Oakfield Primary School St Mary's Road Hyde Cheshire SK14 4EZ
Headteacher:	Mrs. Heather Farrell
Deputy Headteacher:	Miss Dawn Gould
Chair of Governors:	Mr David Crozier
School Telephone	0161 368 3365
School Email:	<a href="mailto:admin@oakfieldhyde.co.uk">admin@oakfieldhyde.co.uk</a>
School Website:	<a href="http://www.oakfieldhyde.co.uk">www.oakfieldhyde.co.uk</a>



## School Vision and Values

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*Preparing our children for a successful, ambitious and happy future*

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*Preparing our children for a successful, ambitious and happy future.*

All aspects of our policies and practices in school are underpinned by the values we uphold and the way the whole school and community interacts with each other. We expect everyone to be responsible for their own behaviour, to respect the rights of others and share our values.

Respect	Pride	Achievement	Confidence
Inclusive	Ambition	Nurturing	Happy
Positivity	Resilience	Kindness	Independence
Honesty	Enthusiasm		

## **Our School Vision:**

- Our school will be a happy, welcoming and inclusive place, where everyone is treated equally and expectations are high.
- We will provide a safe, caring and stimulating environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally
- We will combine high standards with a broad, balanced and rich curriculum which encourages creativity and inspires a commitment to lifelong learning
- We will focus our teaching and learning on the needs, abilities and enthusiasms of individual pupils, providing a tailored approach to supporting pupils with additional needs and giving extra support to those pupils that need it most
- Our children will have the skills and attitudes that will help them to be successful in the future so that they are able to develop their full potential, achieving the very best that they are capable of
- We will work in partnership with parents and stakeholders to place our school at the heart of the community it serves
- We will build on our strengths and drive our own improvement, setting ambitious targets and recognising that, for the sake of our pupils, we can always do better

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## Information about the school

Oakfield Primary School is an Enquire Learning Trust academy. We are a one form entry school with 7 single age group classes. There is also a 26 place nursery class, to which children may be admitted after their third birthday. There are approximately 210 children in main school.

The school has a Resource Provision, which caters for children with moderate learning difficulties. The Resource Provision is part of Tameside Council's provision for children with moderate learning difficulties and can accommodate 8 full-time pupils across Reception through to Year 6. The children are able to join in some mainstream lessons with support, together with withdrawal for individual and small group work.

The school is situated in extensive grounds, which include a good-sized playground, playing field, multi-use games area and outdoor learning area.



## Admission to Nursery

The Nursery is situated in a separate building to the main school. It is a 26-place nursery with two members of staff, one teacher and one teaching assistant. All children must have reached their third birthday before admission.

Children in the nursery are encouraged to be independent and to learn through a variety of structured play activities. Parents are always welcome to look around the nursery and join in. If you wish to put your child's name down to start in our Nursery please speak to Mrs. Boyle in the office.

## Admission of Children to School



Moving into 'big school' is very exciting!

In the year before they start school, the children in the nursery are invited to attend special events such as special assemblies, Nativity and Sports Day. In the summer term before your child starts school, there will be a parents' meeting at which you and your child can meet the staff and look around school.

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*Please note that a place in the Nursery does not ensure a place in Reception.*

If you are considering sending your child to Oakfield, please telephone the school administrative assistant, Mrs Boyle, to arrange a visit.

## School Times

### *Nursery*

9.00am - 12 noon

### *Key Stage 1 (Infants)*

8.50- 12.00

1.-3.15

### *Key Stage 2 (Juniors)*

8.50- 12.30

1.15-3.15

Children should arrive in the school playground **no earlier than 8.40am**, as there is no supervision available before this time.

*Please note: Dogs are NOT permitted on school grounds.*

## The Curriculum

### *Early Years Foundation Stage (Nursery & Reception)*

The Early Years Foundation Stage Curriculum provides the building blocks upon which everything else is built. The Early Years Foundation Stage Curriculum consists of learning goals for children to achieve by the end of their reception year. These goals are organised into six areas of learning.

- Personal, social and emotional development
- Communication, language and literacy
- Knowledge and understanding of the world
- Mathematical development
- Physical development
- Creative development



In the Foundation Stage, the children learn through a carefully structured and planned curriculum based on a wide variety of play opportunities including imaginative play, designing and constructing, investigating and exploring sand and water, creative activities and energetic play both inside and outside.

## Key Stages One and Two

We aim to offer a broad, balanced and differentiated curriculum intended to meet the needs of all our children. Through good quality teaching and learning, we hope to foster positive attitudes in children towards all aspects of their learning, their life and behaviour. We place great emphasis on social and moral aspects of the curriculum and believe that a good school continually helps children to learn self-discipline, a sense of responsibility for others and honesty in thought and action. We aim to lay good foundations in knowledge, skills and understanding, and in attitudes values and beliefs.



We teach all areas of the National Curriculum in addition to Personal, Social and Health Education and Religious Education.

We aim to involve children, parents, staff and governors in building a partnership between home and school in which each child can succeed to the best of his/her ability.

We strive to ensure that children leaving us have thoroughly enjoyed their primary school years and are well prepared, both academically and socially, for the move to high school.

The National curriculum consists of 10 subjects, which all children must study at school. They are:

- English
- Mathematics
- Science
- Computing
- History
- Geography
- Design Technology
- Art
- Music
- Physical Education (PE)

We also teach Modern Foreign Languages when the children reach the junior classes.

## **Religious Education**

Religious Education is compulsory in addition to the National Curriculum. The school does not have an affiliation with a particular religious denomination. We follow the Tameside Agreed Syllabus for Religious Education. Through RE children learn about the teachings, traditions and values of world religions, including the different denominations of Christianity. Daily assemblies cover a range of moral, multicultural and religious topics. Each class leads an assembly once a term and parents are invited to attend.

Parents have the right to withdraw their children from Religious Education and collective worship. Parents who wish to withdraw their child should write to the Headteacher.

## **Health/Sex Education**

Health Education is an essential and integral part of the National Curriculum. Health Education is about developing the full potential of the child in order to allow him/her to live a useful, effective and happy life, while considering the well being of others. Sex Education is part of the health education programme. It also features across the curriculum areas as appropriate. We always respond sensitively to children's questions and with due consideration for cultural/religious factors.

We realise how important it is to consult with parents and reassure them about the sex education programme in school. Our role is to supplement the sex education role of parents, not to replace it. Whilst we encourage all children to take full part in the curriculum concerning sex education, parents do have the right to withdraw their child from the programme offered. Parents who wish to withdraw their child should write to the Headteacher.

## **Assessment**

The teachers assess your child's progress in all areas of the curriculum on a regular basis. This is to ascertain achievement and identify needs so that future work can be planned for the child. More formal National Curriculum Assessments (SATs) are also carried out at the end of Year 2 and Year 6. Parents are informed of children's progress at Parents' Evenings in the autumn and spring terms, through an end of term report in December and an end of year report in the summer.

## Homework

Homework is important! It gives children the chance to consolidate learning and prepare for next steps. It also provides parents/carers with the opportunity to be involved in their child's learning and celebrate their achievements. Homework should be enjoyable and should not dominate home life. Evenings and weekends can be busy times and we actively encourage parents/carers to pursue other activities with their children, such as Scouts, Brownies, swimming, dancing or just enjoying time out together at the local park! Time spent on homework should be manageable for all concerned and it should never be a source of conflict at home. Details of our homework schedule can be found on the school website.

## Educational Visits



As part of their learning, children are taken on many educational visits, which add interest and bring the curriculum to life. These range from museum visits, visits to art galleries, theatres and places of interest. Parental involvement in these visits is very welcome. No child is excluded from the trips and they are supported from school funds and parental contribution, for which we are very grateful.

## Extra Curricular Activities

We aim to provide a variety of extra-curricular activities to enrich the normal school timetable. These will vary according to the skills and interests of staff and are run on a voluntary basis. Outside specialist coaches occasionally run courses on certain sports.



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## School Council

We have an active School Council at Oakfield, which is made up of representatives from each year group. All children are able to put themselves forward for election onto the School Council, with elections taking place at the beginning of each school year. The main purpose of School Council is to ensure that the pupil voice is heard in any decision making in school.

## Behaviour and Attendance

At Oakfield the Policy for behaviour and attendance is a positive one in that we encourage and reward good behaviour and attendance. All members of the school community are expected to behave with courtesy and respect at all times. At the beginning of the school year, each class agrees a set of 'Class Rules,' a copy of which is sent home to parents.

Throughout the school, pupils are expected to adhere to our five school rules which are:

- Follow all instructions
- Move around school quietly and sensibly
- Share equipment and use it sensibly
- Keep hands feet and objects to ourselves
- Speak respectfully to others



Good behaviour is vital for the effective running of the school, and it is essential that parents support us fully in this. We view the partnership between home and school as a key ingredient in the creation of an effective framework for good behaviour in school.

Further information can be found in our 'Behaviour and Attendance Guide for Parents,' which is available on request.

## Special Educational Needs (SEN)

We aim to provide a broad, balanced and varied curriculum that meets the needs of all children. We are committed to the principle and practice of including children with special educational needs into mainstream schools. We look to create an environment and ethos that welcomes the child and rewards effort and achievement.

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If your child has been identified as having special educational needs, we would look to provide additional support and guidance from within school, draw up an individual education plan and work closely with home and educational support agencies to meet the needs of the child.

If the available resources were insufficient to meet the needs of your child we would apply to Tameside Council for additional support and resources.

## MLD Resourced Provision

The Resourced Provision is part of Tameside Council's provision for children with moderate learning difficulties and is based at Oakfield Primary School. We can accommodate 8 full-time pupils with Education and Health Care Plans. The children are able to join in some mainstream lessons with support, together with withdrawal for individual and small group work.

Admission to the Resourced Provision is arranged by Tameside Council.

## Time Keeping and Attendance

Getting to school on time and attending regularly are very important features of school life and quite clearly affect the performance of children in school. Regular lateness and/or regular absence are often connected with poor performance at school. Lateness disrupts the beginning of the day and causes embarrassment to your child, especially if it means joining an assembly or lesson after it has started. Please help your child to understand the importance of good timekeeping and encourage them to be punctual.

Any children that arrive late **must** use the main entrance and give their name to Mrs Boyle, who keeps a daily record of latecomers. All late arrivals are marked on the register. Persistent lateness will result in referral to the Educational Welfare Service.

If your child is unwell please let us know by sending a note or calling at school on the first day of absence.

If your child has to leave school during the day to attend the doctor, dentist or optician etc., a note should be sent to your child's class teacher beforehand and you must collect your child personally from school, bringing their appointment card to the office in order to authorise their absence.

## Absence due to Holiday

It is essential for your child's educational development that family holidays should not be taken during the school term. Since September 2013, the law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers are not expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

## School Uniform and General Appearance

We are proud of the distinctive and smart uniform that is part of our school's identity. Please help us to keep our high standards of appearance by adhering to school uniform requirements at all times. It is easily available and not expensive.

Pupils should wear:

*Grey skirt, pinafore or school trousers*

*White shirt, blouse or polo shirt*

*Red cardigan, sweatshirt or jumper*

*Red and white gingham dress (summer)*

*Black shoes*



Children should wear comfortable **black flat** shoes. Please do not send your child to school in shoes with any type of high heel. If shoes have laces, please try to ensure that your child is able to tie them.

Hair should be moderately styled, with no extreme colours or shaven etchings. Long hair should be tied back neatly in a ponytail or plait. Make up and nail varnish must not be worn.

*School sweatshirts, tee shirts, polo shirts and fleeces with the school logo can be purchased via the school office.*

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## PE and Games

All children will require pumps, plain black shorts, white tee-shirt or white polo shirt. During colder weather, your child will also require black jogging or tracksuit trousers for outdoor sports. We recommend that PE kit is kept in a named PE bag.

Jewellery, including earrings, must **NOT** be worn for PE lessons because of the potential dangers of such items when engaged in physical activity.

In the interests of safety we ask that no jewellery, other than a simple wrist watch and no earrings with the exception of simple ear studs, be worn at school. **School will not be held responsible for the loss of jewellery or other personal items.**

*Please ensure that all clothing and footwear is clearly labelled with the child's name.*

## Mobile Phones

Children are not permitted to bring mobile phones into school, as they cause a great deal of distraction and disruption. Any parent who needs to get a message to their child during the school day is most welcome to telephone the school office. **School will not be held responsible for the loss of any mobile phone that is brought onto the premises.**

## School Meals

Children can take a school meal, bring a packed lunch or go home for lunch. Should parents wish to change meal arrangements, we would appreciate one week's prior notice. Those who take a school meal are asked to pay for their child's meals online using ParentPay. Parents should provide a balanced packed lunch which contains only **one treat item**, and sweets are not permitted. Please do not send a fizzy drink in your child's packed lunch, as they can be very messy!



**All pupils in Reception, Year 1 and Year 2 are entitled to a free school meal.**

At Key Stage 2, free school meals are offered to children of families who are in receipt of Employment and Support Allowance (Income Related), Income Support, Income Based Job Seekers Allowance or Guaranteed Element of State Pension Credit. They are also offered to children of families who are in receipt of Child Tax Credit

only, but who are not entitled to Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190.00. If you are in receipt of Child Tax Credit, you will need to attend one of the council's Customer Service Centres and present your Child Tax Credit award notice.

## Healthy Snacks

In school we have a healthy eating policy and children are only allowed fruit or a healthy snack at playtime.

Key Stage 1 children have a piece of fruit provided by the national fruit scheme.

Key Stage 2 children are encouraged to bring an item of fruit or vegetable. Fresh fruit and vegetables are on sale at break time.

## Drinks

Children are not allowed to bring morning drinks from home. Drinking water is available in every classroom at all times.

## Medication and First Aid

Only in **exceptional** cases can staff be asked to administer medicine. Should your child require medication in school, it must be handed in to the office and a form must be completed. **We will not administer medicine without written parental permission.**

We have a number of qualified first aiders in school, who are available throughout the day should it be necessary to administer first aid to pupils or adults in school.

## Pastoral Care



At Oakfield, we are very proud of the high standard of pastoral care that we provide. Pastoral care is very important, as a child who is worried or under stress will not learn well or be happy in school. We aim to find the cause of such problems and ask that parents let us know if their child seems unhappy. Initially, parents should speak to the class teacher, who will inform the headteacher if problems are of a more serious nature. Our Pastoral Manager, Mrs Worthington, helps to support children with emotional and social needs.

She is also able to provide support for parents and families in dealing with such matters as lateness, attendance and behaviour.

In their day to day care of children, the staff act in a way that would be expected of any reasonable parent regarding safety and well-being. Children are supervised by teaching and support staff during morning breaks and by Midday Assistants at lunch time. Records of parents' home and work telephone numbers are kept and parents are immediately informed in case of serious accident, illness or an emergency. **Please inform the school immediately of changes of address or telephone numbers.**

In the interests of security and safety of the pupils, anyone wishing to collect or communicate with children during the school day must, in the first instance, report to the school office. All school staff have a duty of care to the children and are, therefore, required to challenge any visitor (including parents) who come onto the premises in order to ascertain that their presence is authorised. All visitors to school are asked to sign themselves in and out.

## **Home-school Agreement**

Parents and children are asked to sign a 'Home-School Agreement' to show that you will work with us and support what we are doing.

## **Parent Helpers in school**

A number of parents are actively involved in providing additional support to staff and/or pupils within school. If you feel able to offer school some of your time/expertise, please contact your child's class teacher or the Headteacher.

## **Appointments /Contact with Staff**

Parents are invited to visit school each term for parents' evening. A written report on your child's progress is issued at the end of the autumn term and in the summer term. Further meetings may be arranged if either parent or teacher wishes to discuss a child's progress or if problems arise. The staff are always willing to listen and help with any anxieties and parents are welcome to visit school at any time. Please speak to Mrs Boyle in the office if you wish to see a member of staff so that appropriate arrangements can be made.

## Success at School

Your role in your child's education is **vital** - it can be the key to a successful school career. Try to find a few minutes each day to talk about school. Children progress at different speeds -don't worry if your child is not at the same stage as another- anxious parents make anxious children.

When children feel that their parents are interested in what they do at school and when they feel that parents approve of school, they usually do well. We encourage parents to contact school without hesitation if they feel their child is experiencing difficulties of any kind.

