



Key Information for Parents



Welcome

This leaflet is intended to help parents with information about the day-to-day running of the school.

The School Day

8.45am	Registration
11.50am-1.00pm	Lunch break (staggered)
3.00pm (Oaklands Centre)	School ends
3.15pm (Main School)	School ends

The school office is manned from 8.30am - 4.00pm.

Uniform

Our uniform is:

- Dark grey skirt, pinafore or trousers
- White polo short
- Purple sweatshirt/cardigan (embroidered with the school logo)
- Tie - Year 5 and 6 only (but optional)
- Purple gingham summer dress
- Black, low heeled shoes or ankle boots
- PE - plain black shorts and white t-shirt.

Open sandals must not be worn at school.



All items must be clearly marked with the child's name. This includes PE kit, footwear and bags. Please bring your child's PE kit on Monday and leave it in school until Friday. A drawstring bag is best for PE clothes. All items of uniform are available to purchase from 'Schoolwear and More'.

NB: Please note that trainers are not considered appropriate or suitable school footwear although children may bring a pair to change into at lunch break.

All children change for PE in their classrooms, except for girls and boys in Years 5 and 6, who change separately. Children will attend swimming sessions from Year 4.

Jewellery and Make-up

Jewellery is not allowed for safety reasons. However, a child with pierced ears may wear one set of small studs which must be removed or covered during sports/PE.

Watches may be worn at the owner's risk.

We do not consider the wearing of make-up or nail varnish to be appropriate for primary school children.

Lost Property

All clothing that is clearly named will be returned to the child. All other lost property is placed in the main corridor for parents to collect. Please see the class teacher if something has gone missing.

Food and Drink

Mid-morning snacks

Key Stage 1

A piece of fruit or vegetable is provided for the child's mid-morning snack. Please feel free to send in additional fruit for snack if you wish. In addition, children under the age of 5 will receive a free carton of milk.

Key Stage 2

Children may bring a piece of fruit or cereal bar to eat during their morning playtime. As a school, we encourage healthy eating.

Drinks

Children need to drink plenty of water during the day - squash is not allowed. There are four water fountains which are available for the children to use. We also encourage children to bring an extra drink of water, as well as their lunchtime drink, to school each day.

Water bottles may be kept in class and 'topped up' during the day. You may purchase a school water bottle from the main reception.

Lunchtime Arrangements and Money

We have a fully equipped kitchen on site and our catering team provide high quality hot meals for the children each day.

Children in KS1 will automatically be provided with a meal at school. The catering team can meet specific dietary needs so please inform us if your child requires a special diet.

Children in KS2 can order hot meals as many regularly do, for either the whole week or just particular days.

If parents wish to opt out of KS1 hot meals, you must inform the school in writing. All parents who provide packed lunches for their child should follow the Drinks, Snacks and Packed Lunch Policy which is available on our website and SZapp. Children are not permitted to have fizzy drinks, sweets or chocolate in school.

Payments to School

We use ParentPay as a more convenient way for parents to pay for school items ie Breakfast Club, lunches, trips and swimming.

You will have a secure online account, activated using a unique username and password.



Arrival and Collection From School

Children in Foundation Stage, Year 1, 2, 3 and 4

We would ask you to collect your child from the area outside their classroom at the end of the day.

Please be clear with your child when you leave them in the morning what their after school arrangements are.

We encourage children to come into the classroom by themselves in order to gain independence.

Children in Year 5 and 6

From Year 5, children will leave the classroom at the end of the day to meet you or walk home. Therefore, please be very clear with your child where you will be meeting them.

Please make children aware that they should return to school if you are not at your usual meeting place where we can keep them safe until you arrive.

There are no official staff on duty at school before 8.35am or after 3.15pm.

Please note there is no on-site parking.

There is a no-smoking policy in school and on the school grounds.

No animals are permitted on the site.

Behaviour

Our aim is for all our pupils in school to be happy and to have a caring attitude towards each other. In order to maintain this, we expect a high standard of behaviour; your support and involvement is essential.

All members of our community are expected to treat everyone with respect. This means listening carefully to others, being aware of what good manners are and trying to be helpful at all times.

All members of our community should take pride in themselves and their school. This means working hard, being ready to say well done or thank you to others, taking care of everyone and everything and feeling good about themselves and their school.

Children are expected to help keep the school a safe and tidy place.

All staff in school will set the example by making children feel welcome and treating the children in the same manner as we expect them to treat us and each other.

We would appreciate it if you could keep us up to date of any changes which may affect your child in school so that we can support them appropriately.

Please read the school's behaviour policy which is available on our website or from the school office.

Attendance

It is vitally important that children attend school each day and on time; this is a legal requirement. Children are not permitted to take leave during term-time for any reason other than genuine illness or in very exceptional circumstances.

At Oaklands we have very strict attendance protocols and procedures. Therefore, it is important that all parents read our current attendance policy, which is available on our website (or hard copy from the school office).

Illness and First Aid

If your child is ill, please report to the school on the first day of absence. Either use the SZapp 'Report an Absence' tile or telephone school before 9.15am and select the absence voice mail option.

You need to state your child's name, class and reason for the absence ie vomiting, cough etc, we cannot accept poorly or unwell as a reason for absence.

If your child is not registered and no reason for absence is received by the school, you will be sent a text message requesting a reason for the absence. If a reason is not supplied, the absence will be recorded as unauthorised.

The school is equipped to deal with minor injuries but we will make arrangements for your child to be taken home if she/he becomes too ill to stay. For this reason, it is important that we have sufficient and up-to-date emergency contact numbers for parents and carers.

In an emergency, every effort is made to contact you. Failing this, we shall make arrangements to take your child to the hospital casualty department or call an ambulance.



Medicines in School

Short Courses of Treatment

For prescribed medication, a course of three doses per day can easily be administered at home: at breakfast, directly after school and bedtime and should not be brought into school. However, if your child requires more than three doses please observe the following:

If at all possible, it is preferable for the parent to come into school at the required time to administer the medicine. If that is not practical, then a form, available from the office or from SZapp must be completed before medicines can be permitted in school.

If medication needs to be kept cold, please send to school in a cooler bag with an ice pack.

Long Term Medication

If your child is on long term or permanent medication then parents or carers would need to meet with our Inclusion Leader (SENCo) prior to the child's admittance to our school. A 'care plan' can then be designed for the child's particular needs.

Mobile Telephones

We understand that, on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to or from school unaccompanied or they are being collected by a different adult.

Pupils are not allowed to bring mobile phones into school without agreement by the Headteacher and until a signed contract has been completed. Pupils are not permitted to use a mobile phone during the school day at any time.

If you feel that your child needs to bring a mobile phone to school, please contact the school office.

Breakfast Club

The school run and manage a Breakfast Club starting at 7.45am. Please contact the school for further information.

After School & Holiday Club

The club is run independently but is within the school building and is open from the end of the school day until 6pm term-time and from 8am until 6pm during school holidays and INSET days. Please contact Oaklands After School Club on 07544 390 102 or 01935 426776 (after 2.30pm term time).

The Parent/Teacher Association

The PTA meet regularly to exchange thoughts and ideas and organise regular social and fund raising events. Meetings are informal and friendly and new members are always welcome. If you would like information, please contact the school office.



App - SZapp

We try wherever possible to be paperless therefore we have a school app that parents use:



The app is available on the App Store (iOS) or the Playstore (Android) depending on which device provider you use.

SZAPP is the system we use to communicate with parents.

Parents will receive notifications when new information is sent via the app. You can sign up to receive all information but we suggest you just sign up for the classes your children are in.

We send our fortnightly newsletter via the app which is your main source of information. In addition, parents can inform the school of their child's absence, check term dates and lunch menus all from the 'tiles' on the main home page.

The feed should also be checked regularly as this is where messages are stored once they have disappeared from the home page.

We also ask parents to sign up for events via the app which includes school run after-school clubs, school discos, events and parent evenings. You will also be sent information regarding school trips this way and will need to complete the permission form for the trip via the app.

Website

Please visit our school website www.oaklandsprimaryschool.co.uk where you will find further information on the contents of this leaflet. There is lots of other information about our school on our website including school policies and in particular our Data Protection and Handling Policies (also available from the school office).



We care, we learn, we succeed.