

Dear Parent(s),

Welcome to Oaklands Infant School. By now, you and your child should have been able to visit the school at least once and begin to get a flavour of what Oaklands is all about. We hope to be able to work in partnership with you, to provide the best education we can for your child.

From a very practical point of view, this Hand book is intended to provide you with all that essential but easy-to-forget information that you need as your child starts at a new school. It has been split into sections for ease of use and we hope we have covered all the basics.

This is not supposed to replace the very important contact you need to have with your child's teacher; please do speak to them whenever you need to, although it is best to avoid first thing in the morning and Monday after school if possible.

If there is something, that with hindsight you would have found useful to know, please let us know.

Yours faithfully

Miss J Sheppard
Headteacher



Visit by Harper Asprey Wildlife
Rescue in November 2009

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Reception Children – Spring term 2009

Mission Statement

SECTION 1: THE SCHOOL DAY

1. Format of the School Day

Morning

8.50	Bell goes
8.55 - 9.00	Registration
9.00 - 9.10	Discussion (Speaking and listening)
9.10 - 10.10	Teaching Session
10.10 - 10.25	Assembly (except Friday - 9.10 - 9.25)
10.30 - 10.50	Playtime
10.50 - 12.10	Teaching Session
12.10 - 1.25	LUNCHTIME

Afternoon

1.25 - 1.30	Registration followed by Wake 'n' shake
1.30 - 3.15	Teaching Session
3.15 from	Dismiss (Reception children are dismissed 3.10pm)

THE FOUNDATION STAGE

The format for the Foundation Stage follows the same divisions of day as the main school. However, teaching sessions will be a mixture of teacher led, child initiated and free flow sessions.



2. Arriving at School

Children are expected to arrive at school between 8.40 am and 8.50 am when the school day begins. The school does not accept responsibility for the children before the start of the morning session. A prompt start to the day instils good habits and prepares all the children for the working day. However, if children are late, they should be brought to the office to be signed in before going to the classroom.

In the morning, most of the children line up on the playground in their class lines. The teachers then collect them and bring them into school. We ask that parents stay out of the lines so the children can be brought in safely. Ash and Willow children (Foundation Stage) wait outside the classroom doors with their parents.

At the end of the day, the children are released from their classrooms only to a known adult. If there is an occasion they are being picked up by someone else, we must be informed in writing or by phone prior to the child being collected.

3. Wet Mornings

The hall doors are opened at 8.40 am for children should it be raining heavily first thing in the morning. As space is restricted, we ask that parents say goodbye at the hall door, and leave the children with us. There is always at least one teacher on duty. Once the bell goes, we send the children to class. Ash children can wait under the canopy in the Foundation Stage play area as normal.

4. Assemblies

Each class is involved in one class assembly per term, to which parents are warmly welcomed. The children will share examples of work, and maybe sing songs and recite some poetry. The assemblies are generally on a Friday, begin at 9.10 am and last about fifteen to twenty minutes. They take place in the main hall, and the dates can be found on the diary dates page of the newsletter issued at the beginning of each school term.

5. Playtime and playtime snacks

At playtime all the children go out onto the main playground. Two teachers are on duty each day and their classes change into their plimsolls and are allowed to go on the train/play unit etc.

We are part of the School Fruit and Veg Scheme. This means that a piece of fruit or vegetable is provided free for each child each day. This is given to the children ready for playtime. The fruit will normally be one of: apple, orange, banana, cherry tomato or carrot, depending on availability. Children are allowed to bring in their own piece of fruit or vegetable if parents would prefer.

6. 'Kind Buddies'

Some Year 2 children are trained as 'kind buddies' to support children at playtime. Their actual title changes each year, however their role remains the same. They are identified by their yellow sashes, and are to be found near the friendship bench. Any children without anyone to play with can ask a kind buddy for help. They will then either find them a friend or organise a game themselves.

7. School meals and lunchtimes

Each class has a Lunchtime Controller (LTC) allocated to it. At the start of lunchtime, the children wash their hands and are then taken into the hall. Packed lunch children sit down straight away and the children having a hot dinner queue at the servery. Reception children having school dinner are always the first into lunch. They collect it on a tray and then put on their own cutlery. After lunch, they collect their coats from their classroom and go out to play. At the end of lunchtime, their LTC brings them in and settles them on the carpet, often reading a story until the teacher arrives. She also feeds back to the teacher if there have been any issues during the lunch hour.

A set meal is provided daily at a cost of £1.90. The menu is sent home so parents can choose on which day(s) a meal is required. The children do not get a choice of meal. However if your child is a vegetarian, or has special dietary requirements, they have to let their teacher know first thing in the morning, so the kitchen can accommodate them. There is generally a choice of pudding – hot or fresh fruit.

Payment is made in advance at the beginning of the week. The correct amount must be placed in an envelope and given by the child to the class teacher. This envelope should be clearly marked with the child's name, class, amount of money enclosed, and on what day(s) meals are required. This is most important as dinner money is sent direct to the kitchen in the Junior School and unmarked envelopes can cause problems. Any further instructions (e.g. credit claimed if a child has been absent) must also be clearly marked. Edwards & Ward (the catering company) can only accept cheques for a minimum of 5 meals i.e. 5 x £1.90

Alternatively, children may bring a packed lunch. No bottles, fizzy drinks or sweets are permitted, and please ensure drinks containers are water tight! The children are served with water at lunchtime and should be provided with their own unbreakable drinking cup/mug.

8. Uniform

This is not compulsory, but the majority of parents do feel that they prefer their children to wear a school uniform. Please ensure all items are clearly named.

Boys

Grey Trousers

Blue polo shirt

* Navy blue sweatshirt

Grey or navy socks

Sensible shoes

Girls

Navy blue skirt/pinafore dress

Navy trousers

Blue polo shirt

*Navy cardigan/sweatshirt

White or navy socks

Sensible shoes

Summer uniform

Shorts

blue/white gingham or candy-striped dress.

PE Uniform

*White or blue shorts and white, yellow or blue T-Shirt. Plimsolls. A sweatshirt and jogging bottoms are required for outdoor games.

Art and Craft

An old Adult T-shirt is needed to protect clothing during art work.

Where to purchase

Most department stores stock ranges of clothing suitable for school wear. The items above marked with (*) can be purchased from the PTA, as they have the school logo on them. Order forms for these can be found in the entrance hall, and can be downloaded from the Learning Platform. The PTA attends the new parents' induction visit. They have samples of uniform with them and orders can be placed on the day. Orders are generally received within 2 weeks - sooner if the PTA has them in stock.

The PTA also runs a nearly-new uniform sale twice a year in the Infant playground. Parents are notified by letter of the dates

9. Lost property

As long as clothing etc is named, it will find its way back to the owner. Other clothing is put in the Lost Property box which lives in the school hall, just inside the door to the playground. Lost Property is also displayed for all parents to see on the playground at the end of each term, and in the hall during each parents' evening.

10. After School Club

The After School Club (ASC) provides a range of activities in a comfortable and safe environment. Arts and crafts, games and sport, story-telling and outdoor play are just some of the activities offered. There is an opportunity for homework and quiet play. Activities vary each day and each week to meet the children's social, physical, intellectual, cognitive and emotional needs. Booking forms and further information can be found on the ASC part of the Learning Platform.

Coordinator - Lucy Bouldjedri - Tel: 07801 103610



Section 2: You and Your Child's education

1. Curriculum

Teaching of the National Curriculum is a statutory requirement, although it is up to schools to deliver it in their own individual way. Should you want to know more detailed information regarding the curriculum, it can be found in the prospectus, on the Learning Platform or from your class teacher.

Religious Education and Collective Worship-

RE and daily collective worship are the only elements where parents can exercise their right to withdraw their children. In this case, the Head teacher should be notified in writing. Children withdrawn from these sessions will be provided with appropriate, alternative work.

2. Home Learning

We encourage your support and input into your child's education as all research show the most successful and confident learners are supported by their parents. Letters / words and reading books will be sent home with the children to practise reading. Children will also be encouraged to take Library books home to share with parents. These will be changed weekly and need to be kept in their book bags. Spelling lists will be brought home as applicable to be learnt by the children.

Parental participation in these activities is essential. Home learning sheets will also be given out half termly with ideas and activities you can do at home to support work going on in class.

3. Parents' Evenings

At the beginning of each academic year, a Parents' Information Evening is held by each class teacher (these are termly for Foundation Stage). Parents need to attend this meeting so they can meet the new teacher, find out what will be happening in the class, and learn how their help and support is needed.

Then, once during the Autumn Term and once in the Spring Term, Parents' Evenings are held. These provide an opportunity for individual meetings with the class teacher regarding your child's progress. The meetings are held over 2 evenings and take place in the school hall. A week or so before the Parents Evening, lists of available times go up on classroom doors for parents to sign up against. Parents are notified by letter when these lists will go up.

Should you need to speak to teachers apart from these times, they are always happy to see you. However, it is best to avoid first thing in the morning and Monday evenings.

4. Parent participation

Parents provide valuable help in school, e.g. listening to readers, assisting with language or maths games, supervising needlework and cookery, helping with the library or just generally supervising a group within the classroom. If you would like to come and help in school please contact your child's teacher. The school, and your child, would be pleased to see you. This is subject to the appropriate clearances etc in line with our safety policies.

5. PPA

It is a statutory requirement that all teachers have 10% non-contact time for PPA (planning, preparation and assessment). This means the full time teachers will generally have half a day per week. Part time teachers will vary, depending on the hours they work. During these times the class will be taught by another teacher.

6. School outings

It is the policy of the school to arrange visits to the theatre, museums etc and other places which are of particular interest to children. These are often used as a springboard for work afterwards within the school. Parents may be asked to make a contribution towards the cost of such outings. The children also go off-site in the local area, to places such as the church and Library.

7. Holidays and Absences

All absences should be notified to the school as soon as possible so that the child can be accounted for at registration time. This can be by letter, in person, by phone or via e-mail.

We strongly recommend that parents arrange holidays during times when school is not in session. Holidays and occasional days in term time will not be authorised apart from truly exceptional circumstances. This is following the advice/support of Wokingham Borough Council.

Section 3 A safe environment:

We are proud at Oaklands to offer all our children a safe environment in which to learn, play and develop. As such we have a full set of Safety policies and practices. Copies of all policies are available on request from the school office.

1. Pastoral care

This includes the behaviour, welfare and general needs of the child. Responsibility lies initially with the class teacher, but reference to the Headteacher may be necessary. At Oaklands Infant School we aim to:

1. Create a positive environment
2. Provide a friendly and welcoming atmosphere for all children, parents, staff, Governors and visitors
3. Develop within the children a sense of responsibility for their own actions
4. Promote caring, considerate behaviour within the school
5. Encourage and reward efforts made by the children, whatever their age and ability
6. Celebrate and reinforce positive behaviour with praise and encouragement

Behaviour and discipline is approached from a positive point, and reward systems are used to re-enforce this. Such systems exist at class level and whole school level, where 'Acorns' are awarded to children on a weekly basis.

If there are concerns over a child's behaviour, parents are informed at an early stage and strategies agreed.

2. Medicines in school

On completion of a permission slip, we will administer medication to children if necessary during the day. Infant school children are not allowed to self-medicate and should not be sent into school with medication. Parents are responsible for delivery and collection of the medication. Similarly, children on long-term medication will also require a permission slip, but this will last for the academic year; this will largely apply to children with inhalers. The forms are available from the office.

3. Illness

If your child should become ill while in school, we will contact you and request that you take them home. If your child is sick, they should have 48 hours without vomiting/diarrhoea before being returned to school. In the case of minor head injuries, such as bumps, a 'bumped head' note will go home with the children.

Obviously, it is important that we always have up-to-date emergency contact information so please let us know if you move house/job, or any of your other contact details change.

4. School medical examinations

Parents of new children are reminded that their children should have received their pre-school booster vaccinations from their own doctor. Every child is offered routine screening of hearing, vision and growth during their first or second term in school. If a child needs a referral, the school nurse will contact the parents.

5. Dogs

As the school grounds have been fouled on several occasions, dogs are not allowed in the grounds. Guide Dogs are allowed, but only with prior permission.

6. Bicycles

The rules of both schools forbid the riding of bicycles of any kind or scooters within the school grounds. There is now provision for Infant children to leave their bicycles or scooters in either the infant or junior bike racks. These are to be left at the owners risk - the schools cannot accept any responsibility for them.

7. Car parking in Ellis Road

Please do not drive into the school grounds, especially at the beginning and end of the school day. The police have agreed that the most satisfactory way for parents to park cars along Ellis Road when bringing or collecting children is as follows:-

Park on the SCHOOL side of Ellis Road in the morning when depositing the children, and on the OPPOSITE side when collecting them after school. It is vitally important that the zigzag area is left clear in the morning and that parents collecting their children in the afternoon leave their cars in order to escort their children across the road. Furthermore, cars should not be parked opposite the zigzag lines in the evening. It is felt, however, that a complete satisfactory arrangement will never be arrived at because there are just too many cars in that small stretch of road. The situation could be relieved somewhat if the children were brought by car only when really necessary.

8. Pedestrian access

In the interests of safety, children, even when accompanied by an adult, are not allowed to cross the junior car park. Those approaching from the Butler Road entrance must use the path which passes behind the Junior School. Parents and children must not walk along the road into the infant school – there is no pathway and staff/delivery vehicles are constantly coming and going.

For security reasons the Ellis Road gate is closed at the following times:-

9.30 a.m. on Mondays, Tuesday, Wednesday and Thursdays

9.45 a.m. on Fridays

It can be opened at other times during the school day by using the keypad – please phone the office for the keypad number.

It is opened again at 3.05 pm and locked for the night at 3.45 pm

These times are approximate and may vary slightly without notification.

BROADMOOR HOSPITAL

Our School is close to Broadmoor hospital and as such we have a rigorous set of procedures should anything happen at the hospital so as to assure the safety of pupils and staff. Further information can be found in the appendix.



Year 1 visit to Rushall Farm

Section 4 You and Your School

We encourage all our parents to take an active role in our school

1. Oaklands Schools Parent Teacher Association

Chairman Mrs Catherine Reeves 01344 778563

Secretary Mrs Christina Peyton 01344 761390

The Parent Teacher Association is a joint association between the two schools. It is an extremely active and supportive PTA which organises numerous events - educational, social and fund-raising. All Oakland's parents are automatically members of the PTA.

During recent years the school has benefitted in many ways. Construction toys, calculators, computers and printers, library fittings, garden furniture, a Play Unit for the playground, wall bars for PE, Interactive whiteboard and construction kits are just some of the items bought with PTA funds. If you would like to become more actively involved, please contact the Chairman or Secretary. Any queries or problems should be addressed to the school in the first instance, unless they are clearly the concern of the PTA.

2. The Governing Body

The Governing Body is the group of people responsible for overseeing all aspects of the school. It does not manage the school (that lies with the Head teacher) but rather works in partnership with the staff to set the strategic direction of the school and is also involved with developing policies, objectives, targets and the budget.

The Governing Body is made up of parent governors (elected by the parents of children at the school), the Head teacher, a teaching and a non-teaching staff representative, local authority governors and community governors.

Regular forum sessions as well as the newsletter provide an opportunity for communication between parents and governors (see sections below).

The Governors can be contacted either via the school office or Mrs Nixon, the Clerk.

3. Complaints procedure

Complaints under this heading only refer to curriculum areas, collective worship and charging policy and the actions of the Governing Body and the Local Education Authority. Concerns about individuals should always be referred to the Head Teacher in the first instance.

All complaints must be investigated fully, fairly and carefully and those people making the complaint must be kept informed of progress during, as well as at the end of, each stage.

Procedures to be followed are:

Informal discussion with the Head teacher (where it is hoped that the complaint will be resolved)

If attempts fail to settle the complaint informally, the complainant should write to the Clerk of the Governing Body for presentation to the Governors. The written notification should make it quite clear exactly what the complaint is about.

If the person making the complaint is still dissatisfied after these procedures have been exhausted it will be possible for the complainant to pursue the matter with Secretary of State

A copy of the full complaints policy is available on request.

4. Letters home

Letters come home from the school via the pupils, usually in their book bags. If you think you have missed a letter, there is a yellow file in the entrance hall with copies of all letters.

The school Learning Platform also has copies of the main letters and holiday dates. Please note, however, that not all letters appear here.

The Learning Platform (www.school-portal.co.uk and follow the links) also hosts all photographs that we take in school which are then available for you to download and print.

5. Governor forums and focus groups

The governors try to meet with parents on as regular basis as possible to receive feedback from them. Apart from the newsletters, there are 2 main processes for this. Governors are present for at least part of every parents' evening, ready to listen to parents and/or explain why things happen as they do. In addition to these forums, a randomly selected group of parents are invited in to talk to a couple of Governors each summer term to discuss with them issues that have arisen from the annual questionnaire.

6. Governor newsletter

The newsletter generally comes out once a term, and updates parents on school matters from a governor viewpoint.

7. Learning Platform

The Learning Platform is the main source of information about the school apart from talking to staff themselves! Copies of all the main newsletters, photographs, etc can be found on it as well as links to the PTA, Acorn pre-school, Oaklands junior school etc.

<http://www.school-portal.co.uk> and follow the links. This has now replaced the web-site.

8. Headteacher's newsletters

These come out several times during a term and generally contain information and updates about things going on in school. Copies are always placed in the web site. The first full newsletter of any term always gives important dates for that term as well as curriculum information. Copies of all letters are also put in the yellow folder which lives in the entrance hall on the table.



Book Week

Section 5 Appendix

1. Teaching Staff

Miss J Sheppard B.Ed	-	Headteacher
Mrs Flanders BEd (Hons)	-	Deputy Headteacher Elm Class
Mrs L Terry BA (Hons) PGCE	-	Beech Class
Mrs S Blanke BA Ed (Hons)	-	Chestnut Class
Miss B Wragg BA (Hons) PGCE	-	Silver Birch Class
Mrs K Cooke BA (Hons), PGCE	-	Ash Class
Mrs S Virgo BA (Hons)	-	Ash Class
Miss C Hammerton-Fraser BA (Hons) PGCE	-	Willow Class

2. Non-teaching staff

Mrs P Spence	-	Secretary
Mrs P Nixon BSc (Hons)	-	Finance Officer
Mrs S Goodenough	-	Administrative Assistant
Mrs K Bush	-	ICT Technician
Mrs L Brown (STAC) (HLTA)	-	Teaching Assistant
Mrs D Grace	-	Teaching Assistant
Mrs C Naylor	-	Teaching Assistant
Mrs K Stollery (STAC) (HLTA)	-	Teaching Assistant
Miss K Ashfield (HND) (HLTA)	-	Teaching Assistant
Mrs C Thompson	-	Teaching Assistant
Mrs D Marsh	-	Teaching Assistant
Mrs H Ho	-	Teaching Assistant
Mrs S Rumble	-	Teaching Assistant
Mr P Munson	-	Site Controller

LOCAL EDUCATION AUTHORITY

Wokingham Borough Council	-	Shute End, Wokingham, RG40 1WN Tel: 0118 978 6000
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3. Governing Body of Oaklands Infant School

Chairman of Governors	Mr S Clarke
Non-teaching Staff Governor	Mrs L Brown
Teacher Governor	Mrs L Terry
Parent Governor	Mrs R Philpot
Parent Governor	Mrs J Down
Parent Governor	Mr J Hennings
Parent Governor	Mr G Jones
Parent Governor	Mrs S Finch
LA Governor	Mr S Clarke
LA Governor	Vacant
LA Governor	Mrs S Moutrie
Community Governor	Vacant
Community Governor	Mrs T King
Community Governor	Mr J Chrysostomides
Head teacher	Miss J Sheppard

Clerk to the Governors: Mrs P Nixon
(Contact via the School - 01344 774644)

4. Term dates

The government requires that children attend school for 190 days in the academic year. It also states that teachers should have 5 training days (Inset days) in addition to those 190 days. The local authority sets broad term dates for the schools, of either 192 or 193 days, therefore schools have to set specific term dates to ensure the children have 190 school days, plus 2 or 3 days within term time for Inset days. The additional 3 or 2 inset days are then taken outside the 190 days (i.e. – in the holidays). Different Local Authorities set different 'broad' dates which is why we often have different terms to those of Bracknell Forest.

There is also a recommendation as to the length of the teaching day. For infant schools this is 21 hours. Our teaching day is 21 hours, 40 minutes.

The Oakland's school site is used as a polling station should there be a local, General or European election. This means the schools have to close. The Governing Bodies and Head teachers of both schools have no control over this. It has been requested in the past that another venue is found, but apparently there is no other place that fulfils the electoral requirements.



5. **Broadmoor**

6. **Plan of the school**

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