

Oaklands School & Children's Centre
Together Everybody Achieves More

Parent Handbook

2017-18



WELCOME TO THE OAKLANDS TEAM

Dear Parent/ Carers,


Choosing a school for your child is one of the most important decisions you will have to make. It is vital that you find the right school that will work with you in educating your child so they can achieve their aspirations so thank you for choosing Oaklands School.

Whether you are new to the school or returning to the school, on behalf of the staff, children and Governors we would like to welcome you to Oaklands for 2017-18 academic year. It will, I hope, be a happy, stimulating and rewarding time.

All the staff work very hard to provide an all-round education in a safe and caring environment and we look forward to working with you. We promote a team ethos and encourage everything associated with being a part of a team: a sense of commitment, belonging, support, community, encouragement and care. We hope that you too, as parents, will be able to feel part of Oaklands.

We have high expectations of children, both of their behaviour and the work they produce which is why the children leave our school significantly above the national average. Our school is focused on the pursuit of high standards and achievements for your child so we develop independent learners which possess the skills and ambition necessary to be successful in today's world.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Symons', with a large, stylized loop at the end.

Barry Symons
Headteacher

TERM DATES 2017-18

TERM 1

INSET: **Monday, 4 September 2017 (No Children in school)**

INSET: **Tuesday, 5 September 2017 (No Children in school)**

Start: Wednesday, 6 September 2017

Finish: Friday, 20 October 2017

Autumn break: Monday, 23 October 2017 to Friday, 27 October 2017

TERM 2

Start: **Monday, 30 October 2017 (No Children in school)**

Start: Tuesday, 31 October 2017

Finish: Thursday, 21 December 2017

Christmas break: Friday, 22 December 2017 to Tuesday, 2 January 2018

TERM 3

INSET: **Wednesday, 3 January 2018 (No Children in school)**

Start: Thursday, 4 January 2018

Finish: Friday, 9 February 2018

February break: Monday, 12 February 2018 to Friday, 16 February 2018

TERM 4

Start: Monday, 19 February 2018

Finish: Thursday, 29 March 2018

Good Friday: **30 March 2018**

Easter Monday: **2 April 2018**

Spring break: Tuesday, 3 April 2018 to Friday, 13 April 2018

TERM 5

Start: Monday, 16 April 2018

May bank holiday: **Monday, 7 May 2018**

Finish: Friday, 25 May 2018

May break: Monday, 28 May 2018 to Friday, 1 June 2018

TERM 6

INSET: **Monday, 4 June 2018 (No Children in school)**

Start: Tuesday 5 June 2018

Finish: Friday, 20 July 2018

SCHOOL TIMES

- 8.30. Nursery am session begins
 - Key Stage 2 gate opens
- 8.35. EYFS and Key Stage 1 gate opens
- 8.45. Key Stage 2 morning session begins and gate is closed
- 8.50. Key Stage 1 morning session begins and gate is closed
- 11.30. Nursery am session ends
- 12.00. EYFS and Key Stage 1 lunch
- 12.15. Nursery pm session begins
- 12.20. Key Stage 2 lunch
- 12.50. Key Stage 1 afternoon session begins
- 1.00. EYFS afternoon session begins
- 1.10. Key Stage 2 afternoon session begins
- 3.00. End of day for EYFS and Key Stage 1
- 3.10. End of day for Key Stage 2
- 3.15. Nursery pm session ends

SCHOOL CONTACT DETAILS

Oaklands School
Weeds Wood Road
Walderslade, Medway
ME5 0QS

Phone: 01634 333820
Email: office@medway.sch.uk
Website: www.oaklands.medway.sch.uk
Twitter: [@oaklands_sch_CC](https://twitter.com/oaklands_sch_CC)
Facebook: [@OSandCC](https://www.facebook.com/OSandCC)
KLZ: www.klz.org.uk

TO REPORT A PUPIL'S ABSENCE

Phone: 01634 333820 and [press 1](#)

SCHOOL CLOSURE DUE TO BAD WEATHER

Wherever possible and safe, the school will stay open. If there is bad weather, such as snow, we will close registers at 10.00 to allow families more time to travel to the school.

In the event of a school closure, we will let families know through the school website, Twitter, Facebook and text messages.

KENT LEARNING ZONE (KLZ)

All pupils have access to the Kent Learning Zone. This online service allows you to see class work and information about the school. If you require your log on, speak to the school office.

STAFFING STRUCTURE

The Early Years Team

Nursery teachers	Louise Brace (mornings)	Steph Cullum (<i>afternoons from Jan</i>)
Reception teachers	Kelly Voysey Caroline Collier-Ward (Leader)	Luci Gould
Learning Mentors	Barbara Scott Katie Self Julie Planner	Alicia Manewell Tandi Munson

The Key Stage 1 Team

Year 1 teachers	Sophia Amir	Michaela Williams
Year 2 teachers	Kerry Chappell (Leader)	Levi Winton
Learning Mentors	Caroline Grant Allison Nye	Lisa Dudman

The Lower Key Stage 2 Team

Year 3 teachers	Karen Albert	Mary Shears Laura Brown
Year 4 teachers	Sam Coomber (Leader)	Kylie Jordan (M-W) Rachel Humphrey (T-F)
Learning Mentors	Emma Austen Tara Francis	Marie Bethel

The Upper Key Stage 2 Team

Year 5 teachers	Nadine Obray	Donna Lloyd
Year 6 teachers	Gary Tovell (Leader) Charlotte Collins	Kate Buckeridge (mornings) Georgia Bowie
Teaching Assistants	Shelley Carter Andrea Quarrington	Eileen Nash Sarah Komorowski

The Inclusion Team

Learning Mentor	Mrs Julie Pyne Jane Russell	Mihai Mitroiu Dillon Thomas
Family Liaison Officer	Carol Curtis	

The Admin & Site Team

Office Manager	Liz Stamp
Secretaries	Leigh Cawe (Attendance) Diane Mills (Admissions)
IT technician	Steve Shears
Site Manager	Wayne Rudd
Caretaker	Peter Ford
Crossing patrol	Jane Henson

The Senior Leadership Team

Headteacher	Barry Symons
Deputy Head	Catherine McLaughlin (<i>Outcomes for pupils, Personal development & welfare</i>)
Assistant head	Louisa Jones (<i>Teaching, Learning & Assessment</i>)
Assistant Head	Gillie Russell (<i>Inclusion & SEND</i>)

HELPING YOUR CHILD AT HOME

READING

Reading is one of the most important ways you can help. The school knows that the children who read often with a grown up or sibling do better at school in all areas. Making sure your child gets their 'Reading Mileage' is a must and so we ask you to make sure your child reads every day.

Your child will receive a book from their class which they change when they like. There is also the school library and the local community libraries which you can access. The school also provides a free online reading scheme called 'Bug Club' which your child can access from a tablet or computer.

HOME LEARNING

Each week, your child will receive Home Learning. This is based on 'priming' children for the next week and practising key skills from their learning. They will have a week to complete it and then they will share it with their class and their teacher.

It is the school's responsibility to set the home learning and it is the parent's responsibility for the child to complete it. The home learning is aimed to be collaboration with parents and child and so it's good to help your child. If you need any help or information, then speak to the class teacher who will be more than happy to help.

TAPESTRY

In the EYFS, the staff use an online system called 'Tapestry'. This allows you to view and access your child's Learning Journey from home as well as add pieces yourself from what your child does at home. For your log on, speak to the class teacher or office.

KEEPING HAPPY, HEALTHY AND SAFE

RIGHTS AND RESPONSIBILITIES

Oaklands School is committed to making our community as happy and safe.

RULES

Oaklands School only has two simple rules for all to follow. We follow a no excuses policy for these two rules. No matter the situation or context, we will not accept anyone breaking these.

Always follow adults' instructions.

Keep your hands, feet and unkind words to yourself.

OAKLANDS VALUES

The school has six clear values which we uphold and teach the children:

Ambition	I try my hardest in everything I do. I challenge myself to try new things.
Self-Confidence	I believe I can do it if I try. I learn from my mistakes to become even better.
Perseverance	I don't give up. I always have a go.
Independence	I can work for myself. I know when to ask for help. I take responsibility for my own actions.
Respect	I treat all people kindly. I look after everything and everyone.
Enquiry	I ask questions and want to learn the answers. I take charge of my own learning.

We expect all members of our community to uphold these values and to promote them whenever they are within our local community.

SAFEGUARDING

Oaklands is committed to safeguarding and promoting the welfare of children, achieving equal opportunities and combating discrimination.

If there were ever a concern we had about a child, we would speak to the parent as soon as possible to discuss this problem with them. Equally, if you had a problem or worry, we would want to hear about that as soon as possible.

If we felt there was a need to, we would speak to other professionals who would be able to help the child or family including Medway Children's Advice and Duty Service.

The first point of contact can be the class teacher but for safeguarding concerns, speak to one of the Designated Safeguarding Leads or use the contact form on the safeguarding section of our school website.

DESIGNATED SAFEGUARDING LEADS (DSLs)

Catherine McLaughlin, Deputy Headteacher

Barry Symons, Headteacher

Louisa Jones, Assistant Headteacher

Gillie Russell, Assistant Headteacher

Carol Curtis, Family Liaison Officer

MEDICAL CARE

If your child requires medical care, they will be seen by a trained first aider. The child will be given a red band on their arm which shows you they have had an accident and brief details of what has happened.

For significant injuries or if the child has received a head injury, a parent will be called as standard to inform you. We will advise you if we feel that they require further medical attention.

If your child requires medicine to be taken at school, you will need to speak to a member of the office team and complete a medical permission slip.

ATTENDANCE

Attendance is incredible important and we work with parents to ensure that their attendance is as regularly as possible. The minimum attendance expected is 96%. If a child misses eight sessions (*four days*) they would be below this standard.

If your child is not able to come into school for a valid reason, you must inform the school by phone on 01634 333820 and press 1.

If you are unsure whether to bring a child into school, call the school who can advise you using the Public Health Agency guidance.

PUNCTUALITY

It is important that children develop a sense of punctuality. All children need to come through the Infant or Junior gate. If they are late and cannot access these gates, the child must be brought to the main school office with the parent.

The gates open at:

8.30. Nursery door & Key Stage 2 gate

8.35. EYFS and Key Stage 1 gate

The gates are closed at:

8.45. Nursery door & Key Stage 2 gate

8.50. Key Stage 1 gate

The registers officially close at:

9.25. Key Stage 2

9.30. Key Stage 1

LEAVE OF ABSENCE

Government legislation which came into force from 1 September 2013 states “**schools may not grant any leave of absence during term time unless there are exceptional circumstances**”. The fact that holidays are cheaper during term time is NOT an exceptional circumstance.

Should children go anyway a penalty notice **WILL BE ISSUED**. The fines are **£60 per adult, per child, within 21 days this rises to £120 per child & per adult within 28 days.**

SCHOOL LUNCHES

There are several options which you can make for a school lunch: home packed lunch; hot school dinner or school packed lunch. All the food is freshly cooked on site by 'Caterlink'. School meals cost £190 a day.

You may be eligible for free school meals if you:

- ✓ Receive Child Tax Credit and your wage is under £16,190?
- ✓ Receive Job Seekers Allowance?
- ✓ Receive Income Support?

If you think this may apply to you, come and speak to one of us.

FRUIT AND MILK

Children in EYFS and Key Stage 1 receive free fruit and veg each day as a snack. This is a range of fruit including banana, apple, tomatoes etc. We encourage children to try it all to broaden their experiences of health eating.

You can also have milk for your child. If you would like to have this you will need to register online at www.coolmilk.com. For under 5s, milk is free and for over 5s it is charged at approximately £15 per term.

PHYSICAL EXERCISE

Keeping active and healthy is extremely important. PE is a legal requirement and not optional. PE kit should be brought into school every day. It is best to bring it in at the start of term where it is kept in class and leave it until the end, when it can be taken home for washing.

SWIMMING

Swimming is the one skill which could save your child's life. We are very lucky to be able to offer your child swimming each year of their time at Oaklands. Swimming is charged at £1.50 per week. This is not for profit and the charge goes toward the upkeep of the pool and the costs of the swimming instructor. If you do not keep up with payments, your child will not be able to take part. The exception is in Year 4 and 5 where this is parental contribution to help keep the pool operating.

Weekly swimming	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Year 4	Year 3	Year 2	Year 1	Year R	Year R	Year 6
Year 5						

SCHOOL UNIFORM

At Oaklands, we place a great emphasis on school uniform as we believe that it assists in the promotion of higher standards and gives pupils a sense of belonging to the Oaklands TEAM. It is an interesting fact that children whose behaviour is inappropriate usually are not wearing the correct uniform.

All children are expected to wear:

- **RED** or **GREY** sweatshirts or cardigans
- white shirts/polo shirts
- Grey or black trousers or skirts
- Flat soled black shoes or plimsolls (*not trainers or boots*)

For PE, all children are expected to wear:

- Plain white t-shirt or a t-shirt in the TEAM colours:
 - BEECH- Yellow**
 - CEDAR- Blue**
 - SYCAMORE- Green**
 - WILLOW -Red**
- Plain shorts in the TEAM colours or black.
- Swimming kit all year for Years 4 and 5.

Please MARK ALL CLOTHING CLEARLY. Any lost items are put in a lost property rail in the front office.