

Oaklands School & Children's Centre
Together Everybody **Achieves More**

Parent Handbook

2018-19



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 2018-19 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

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](#)
Text: 07500 294347

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.

TERM DATES 2018-19

TERM 1

INSET 1: **Monday, 3 September 2018 (No Children in school)**

INSET 2: **Tuesday 4 September 2018 (No Children in school)**

Start: Wednesday, 5 September 2018

Finish: Thursday, 18 October 2018

INSET 3: **Friday, 19 October 2018**

Autumn break: Monday, 22 October 2018 to Friday, 26 October 2018

TERM 2

Start: Monday, 29 October 2018

Finish: Wednesday, 19 December 2018

Christmas break: Thursday, 20 December 2018 to Wednesday, 2 January 2019

TERM 3

INSET 4: **Thursday, 3 January 2019**

Start: Friday, 4 January 2019

Finish: Friday, 15 February 2019

February break: Monday, 18 February 2019 to Friday, 22 February 2019

TERM 4

Start: Monday, 25 February 2019

Finish: Friday, 5 April 2019

Spring break: Monday, 8 April 2019 to Thursday, 18 April 2019

Good Friday: 19 April 2019

Easter Monday: 22 April 2019

TERM 5

Start: Tuesday, 23 April 2019

Early May Bank Holiday: Monday, 6 May 2019

Finish: Friday, 24 May 2019

Late May bank holiday: Monday, 27 May 2019

May break: Tuesday, 28 May 2019 to Friday, 31 May 2019

TERM 6

INSET 5: **Monday, 3 June 2019**

Start: Tuesday, 4 June 2019

Finish: Tuesday, 23 July 2019

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
 - Nursery lunch if children are staying (*fees apply*)
- 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

STAFFING STRUCTURE

The Early Years Team

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

The Key Stage 1 Team

Year 1 teachers	Kim Smith (M-W)	Michaela Williams
	Rachel Humphrey (T-F)	
Year 2 teachers	Kerry Chappell (Leader)	Levi Winton
Mentors	Caroline Grant	Lisa Dudman
	Allison Nye	Luke MacMillan

The Lower Key Stage 2 Team

Year 3 teachers	Karen Albert	Laura Brown
Year 4 teachers	Sam Coomber (Leader)	Mary Shears
Learning Mentors	Andrea Quarrington	Nadine Coulson
	Tara Francis	Michelle Sheppard

The Upper Key Stage 2 Team

Year 5 teachers	Nadine Obray	Georgia Bowie
Year 6 teachers	Gary Tovell (Leader)	Sophia Amir
	Charlotte Collins	
Teaching Assistants	Shelley Carter	Kerry-Anne Barlow
	Sarah Komorowski	Julie Pyne

The Inclusion Team

HLTA	Marie Bethel
Sports	Lee Irving
Family Liaison Officer	Carol Curtis
Speech & Language	Sarah Post
Play Therapist	Donna McCray

The Admin & Site Team

School Business Manager	Liz Stamp
Secretaries	Leigh Cawe (Attendance)
	Diane Mills (Admissions)
Admin Apprentice	Curtis Gray
IT technician	Steve Shears
Senior Caretaker	Peter Ford
Maintenance Caretaker	
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 incredibly 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 £1.90 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 £2.00 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 5	Year 3	Year 2	Year 1	Year R	Year R	Year 6 <i>(non-swimmers only)</i>

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.

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*)

PE KIT

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.

HAIR

All hair which is past collar length must be tied securely back. This is crucial in all case to help reduce the risk of headlice or hair being pulled or caught. No hair dye is permitted to be worn.

Bows are acceptable as long as in the school colours (Red, White, Black or Grey) and no bigger than 150mm (15cm) In diameter.

JEWELLERY

On health and safety grounds we do not allow children to wear jewellery in our school with the exception of a single pair of stud earrings. The stud earrings can be any single colour (not multicoloured) or material but may be no larger than 5mm in diameter.

EXTENDED SCHOOL

SUNRISE CLUB

Our Breakfast Club runs from 7.30 – 8.30. As part of this, your child will get choice of breakfast and drink and opportunities to play with other children in a range of activities.

Costs are £3.00 per child and include a range of breakfasts including cereal, toast, fruit, yoghurt and juice.

Sibling discounts are available.

SUNSET CLUB

Our After School Club runs from 3.00 – 6.00. There are a range of inside and outside activities for the children. The children have a snack and you can also pay for a meal for your child if they are staying after 5.00.

Costs are £5.50 (3.00 – 4.30)
 £8.00 (3.00 – 6.00 *without a meal*)
 £10.00 (3.00 – 6.00 *with a home cooked meal*)

Sibling discounts are available.

AFTERSCHOOL CLUBS

Throughout the year, we run a wide range of free after school clubs which the children can sign up for and take part in every week. The clubs change each term and cover a wide range of interests. There is always a range of Sports clubs on every day.

Each term, a letter will be sent home for you to sign up your child. The clubs are allocated on a first come, first served basis.

No clubs every run the first week of each term.

HELPING THE SCHOOL

FRIENDS OF OAKLANDS

The Friends of Oaklands (of FoO for short) are a group of parents, friends and staff who volunteer to help the school with the fun things in life. The team provide various fun events for the children throughout the year from Discos, fun themed events, competitions as well as helping at school events with teas and coffees.

We are always keen for anyone to join the FoO. You don't have to give a regular commitment, just whenever you can spare. Every little helps!

EASY FUNDRAISING

The school is registered with easyfundraising, it's a great site where you can help Oaklands School, Walderslade raise funds simply by doing your everyday online shopping! Over 3,300 big name retailers are included, such as Amazon, Argos, John Lewis, ASOS, Booking.com, eBay, Boden and M&S.

Every time you shop, we receive a small donation to say, 'thank you!' It's completely free and over £20M has been raised for causes just like us so far. We want to raise as much as possible so please sign up and help us at

<https://www.easyfundraising.org.uk/causes/oaklandsschwalderslade/>

PARENT TEAM

We believe in working with parents for the good of the children and school. Each term, we meet with a group of parents to discuss practical ideas of how to make the school even better.

We would like to have one representative from each class. If you are interested in joining this group, contact the school through the main office.

VOLUNTEERING

We are constantly on the look out for any parent or grandparent who wants to volunteer to help in school. This can be for any length or time, any day of the week and for any area of specialism. Some enjoy listening to readers; others help on the school allotments.

If you are interested in helping in any way, contact the school through the main office.

SCHOOL IMPROVEMENT

Each year, the school focuses on a few items to improve on to make the school even better. We like to share these with everyone so that you can help in them if you have a certain interest or expertise.

PRIORITY 1

We want to expand the children's knowledge of the world and in particular to widen their cultural understanding of all the different parts and communities around the world. We hope that by learning about the wider world, they will realise how wide their world is and inspire them for their future lives.

PRIORITY 2

Mental and physical health are currently very high priority across the country. We want to make sure that our children are as happy, healthy and safe as possible. We want to develop the amount of physical activity our children take part in as well as how they live their lives healthily.

PRIORITY 3

Oaklands school has fantastic grounds and we want to make the most of them for the children's learning. As well as this we want to ensure that the children have opportunities to go on visits and have visitors come and enhance their learning. We want learning experiences that the children will remember.

PRIORITY 4

We are very proud of our results which are constant well above the national average. We want to continue to make sure this happens as well as improve the spelling of our children which is a tricky area for some.

PRIORITY 5

Inclusion is at the heart of everything we do. We aim to continue to ensure that children who have any additional needs or are at any form of disadvantage make as much progress as other children.