



Welcome Handbook 2023 - 2024

Welcome to The Oaktree School.

We are delighted that your child is joining our school community. This booklet will provide you with information that will hopefully answer some of your questions about the school. You will also find lots more information about the school on our school website www.theoaktreeschool.co.uk. If you cannot find out what you want to know, our friendly office team are always ready to answer questions, either when you pop to the office, telephone or send an email.

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This handbook is intended as a helpful guide to parents of children who have recently joined The Oaktree School.

Reception Classes

There are 3 Reception Classes.

	Class Teacher	Teaching Assistant
Hedgehog	Mrs Curtis	Mrs Noble
Robin	Mrs Santos-Lewis	Mrs Vickers
Squirrel	Miss Whittingham	Miss Funnell

Daily Programme – Reception (TBC)

8.40	Start of day and general activities
8.50	Registration
8.50	School gate closes
9.00	Phonics
9.20	Child-initiated learning
11.20	Maths
11.50	Lunch
12.50	Registration and Topic
1.10	Child-initiated learning
2.45	Story and poetry time
3.10	End of the school day

Ways of Communication

Newsletters

You will receive a monthly newsletter via Parentmail. This will keep you informed about school life and forthcoming events. The Year Group section of the Newsletter explains what the children are learning and suggests ideas for home learning.

Website

The newsletter information is also published on the website. Notes are shown on the front page of the website on the rolling banner.

Dates List

A Termly Dates List and Events List will also be published during the first week of term.

Parents Messages

Parents who wish to pass a message for their child's class teacher are requested to email the school office. It is important to inform the office of any changes to the pick-up arrangements at the end of the day. This also ensures that the class teacher can prepare the child for any changes to their normal routine. Please note we only allow your child to leave with someone if we have had authorisation from you.

Concerns

If you have any small concerns, please discuss these with your child's class teacher at the end of the day. Please be aware that the class teacher will need to have dismissed their class before they can speak with you. If you wish to speak to the class teacher at length over any matter, please email the school office to make an appointment.

Parent/Teacher Consultation Meetings

The parent/teacher consultation meeting is an opportunity to discuss your child's progress and how you can help your child, at home.

Consultation meetings are held during the day in the Autumn and Spring term. You will receive your child's annual report in the Summer term.

Book Bags

Within the first few weeks at school, your child will start taking home a reading book and a reading diary, along with sound sheets to practise the phonics sounds that they have learnt that week at school. Book bags are to be brought daily so that your child's reading diary can be looked at during the day and so that your child can bring home a new reading book. Sound sheets will be sent home on a Friday. The expectation is that you will write a daily comment about how your child has coped with the reading book that they chose to bring home. Your child's classroom adults will write a comment in the diary on a weekly basis. Your child will have a reading diary throughout their time at The Oaktree School. More information will be available at a reading meeting in the Autumn term.

Please remember to look at Parentmail for messages, forms and newsletters.

PE Bags

PE bags are to be bought in to school on your child's first day and left on their peg. They will be sent home at the end of each half term to be washed. Please bring them back on the first day of each half term.

HOPA

HOPA (Hermitage and Oaktree Parent Association) exists to organise extra-curricular events and raise funds for the school.

Local Governing Committee

The Local Governing Committee have responsibility for the leadership of the school, setting policy and overseeing budgets.

Class Visits

Regularly, throughout the year, classes will hold a Learning Celebration time. These sessions are an opportunity for the children and class teachers to share learning and celebrate achievements. At these sessions, we encourage you to view your child's learning, both in their books and on the displays, and for you to give lots of praise for their efforts. Class teachers are available for informal discussions at the end of the session. These sessions will usually be in the afternoon and you will get a notification through the Dates List and the newsletter.

Home-School Agreement

You will receive a copy of the Home-School Agreement at the start of each year. We will send you two copies and ask that you sign one copy and return it to school, if you agree with the statements. If you would like to discuss any points on the agreement, please make an appointment to see your child's teacher, Mrs Spires or Mrs Larsen.

Praise and Recognition

We believe that children respond well to praise and we therefore give praise throughout the school, recognising effort, hard work and good behaviour. At the start of every school year, the children agree a set of classroom rules with their teacher. The children agree the rewards for good behaviour as well as the consequences. Parents receive a copy of the classroom rules once they are agreed.

Bullying

Bullying will not be tolerated and will be dealt with in accordance with our Bullying Policy which is available in the Policy File in the School main reception area and on the school website.

Celebration Assembly

Your child will bring home a 'Be The Best You Can Be' certificate, on occasion. Each week, we hold an assembly in which we celebrate good learning and behaviour.

Attendance

Attendance is required throughout the year unless your child is unwell. Leave of Absence will not be authorised for holidays, unless exceptional circumstance is agreed with the Headteacher. It is important that the continuity of children's education is maintained. At The Oaktree School, we teach in topics which cover different subjects. This means that we may spend two weeks focusing upon one subject area such as 'green plants', in Science. If your child is on holiday when we cover this subject area, they may find it difficult to catch-up on this learning.

If your child is unwell, it is important that you contact the school by telephone or email on the first day they are absent. The school office opens at 8.30 am; before this time, you may leave a message on the answer machine. You do not need to send in a letter on your child's return. **If your child is late to school, parents must report to the school office and complete the late book**

Lunches

A free hot school lunch is available for all children once they are in full-time schooling. If you do not wish your child to have a school meal, please write a letter to the school office to request that they have a packed lunch.

It is necessary to have a week's notice, in writing, if your child is changing from a school meal to a packed lunch. We have our own kitchen at school and our cook is happy to cater for a special diet.

Lunch Boxes

If a child has a packed lunch the lunch boxes are taken into the classrooms and the children place them on the lunch box trolleys. There is a trolley for each class. The boxes need to be collected at the end of the school day. Please ensure that your child has a well-balanced healthy lunch box **(NO NUTS or CHOCOLATE PLEASE.)** Your child needs to be able to open the food packets, independently. We encourage children to use re-usable plastic boxes for sandwiches etc, instead of disposable boxes and plastic bags, as we are an eco-friendly school.

A Government initiative 'Fruit for Schools' should provide free fruit for children, daily. At this current time, this service has not restarted. We are therefore requesting that the children bring in their own healthy snack such as a piece of fruit, vegetables or dried fruit. Please also bring in a clearly-named water bottle. We do have water fountains within the school, however these are currently not in use.

Pupil Premium

Any qualifying family that registers their eligibility for Pupil Premium, will help raise Pupil Premium money for the school. For 2019-20, the additional funding was £1345 for our school for each registered child. This is money the school can benefit from and use to provide new equipment or maybe more teaching staff or extra support for your child. Your child may be eligible for extra learning support, extra curricula provision or help to pay towards the additional costs of education such as trips and clubs to enable you child to participate fully in their education. We will be checking for eligibility and will meet with eligible families to discuss their child's needs, early in the term.

First Aid

Most staff are first-aid trained and hold an 'Emergency Aid in School' certificate. Our medical area is located in the Office Reception Area.

If a child has a bumped head, at school, we will always let parents know via an orange wristband and if there is an eye injury or nosebleed an orange note will be sent home. If we have any concerns we will telephone you immediately.

Health

Medication

We can only administer prescribed medicines to children in school. If your child is completing a course of medicine, but is well enough to return to school, please give doses before and after school and at bedtime, if possible. If medication is required during the school day, please visit the School Office and complete the necessary forms.

Should your child require long-term medication e.g. an inhaler or epi-pen, we have a form that must be completed. All medication is kept in the school office.

Flu Inoculations

In previous years, the Children's Health Team visit the school in the Autumn Term to administer the flu nasal spray to all of the school. You will be asked to complete a permission form for this.

Dental

The Community Dentist may come to School to check the children's teeth. You will be informed, by letter, of any forthcoming visit. Please try to arrange all personal dental appointments after school hours. Thank you.

Medical / Hearing

In previous years, the School Nurse carries out health assessments for all children. This assessment will include a record of height and weight, an eye test, and a check for colour blindness. Parents can discuss any concerns they have with the School Nurse. You will be asked to complete a permission form before any health assessment. Appointments are organised by the School Office. You will be advised of assessment results.

Illness

If your child becomes ill during the school day, we will contact you to come and collect your child and take them home. It is therefore important that there is always a contact number available, in school. **If your child has been sick, it is important that they stay at home for 48 hours, before returning to school.**

Safeguarding

The Oaktree School takes safeguarding very seriously. Any Child Protection and Racial Incidents will always be reported to the relevant authorities.

School Photographs

In previous years, the School Photographer has taken individual photographs of all children in September/October. We hope that this will continue and that there will be an opportunity to have older or pre-school children included for a family group.

Harvest Day

In previous years, we have held a Celebration of Harvest on the field, first thing in the morning. For the remainder of Harvest Day, we have **Plant a Bulb Day**. All children are asked to bring a bulb to school to plant in the school, that day.

Book Fair

In previous years, a Book Fair is held during the Autumn Term in the Acorn Centre.

Bears at Bedtime

This is a HOPA fundraising event. The children come back to school one evening, in their pyjamas, bringing along their favourite soft toy to enjoy stories with their friends.

Christmas Production

The EYFS Christmas production takes place in December. Unfortunately, we have to limit the audience to two adults per family per performance due to the limited space in the school hall.

Christmas Lunch

All children are welcome to have a school Christmas Lunch at the end of term. The cook provides a traditional Christmas lunch and the majority of children join in.

Christmas Party

This is a fun time of traditional party games. If the children have been really good, Father Christmas may visit.

Christmas Pantomime

Children enjoy a Pantomime performance during December, as an enrichment towards their termly topic.

The School Year - Spring Term

Spring Fair

In previous years, this has taken place on a Wednesday afternoon, with stalls and games organised in the classrooms. The children help to organise this event as part of their work on Citizenship. Parents collect their child from the classroom at 3:00pm and the fair usually ends at about 4:30pm. We request donations towards the fair, prior to the event, and expect parents to help their children run a stall.

Grandparents Festival

Children invite their Grandparents to the Grandparents Festival, which takes place at the end of the Spring term. A short performance, involving all children, takes place in the classrooms, followed by an opportunity for the grandparents to look round the school and return to the hall for a cup of coffee.

The School Year - Summer Term

Flower Power Day

All children bring a bedding plant to school to make the school grounds look spectacular for the Summer. The children come to school dressed in gardening clothes. We will hopefully be able to invite volunteers to help the children with the planting of these plants.

The School Photographer

Class photographs are taken in the Summer term.

Annual Reports

Parents will receive a copy of their child's annual report during the month of July.

Sports Day

All children are involved in the Sports Day, which takes place on the school field and the whole family is welcome to watch. Children are involved in games throughout the morning. After the games, we have a family picnic, weather permitting. Adults are requested to bring something to sit on, a blanket or chair and a picnic lunch.

Extended Services

Breakfast Club

The Breakfast Club is open from 7:15 – 8:40 am, every morning, for children from The Oaktree School and The Hermitage Junior School. A light breakfast is provided and quiet games are played.

After School Club

The After School Club is held in the School Hall every day from 3:10 – 5:45 p.m. for children from The Oaktree School and The Hermitage Junior School.

Children who go to After School Club are escorted to the Oaktree Hall. Hermitage children are requested to make their own way to the Oaktree Hall through the adjoining halls.

If you need to contact the Club Co-ordinators, please use the following telephone numbers during Club opening times (Breakfast Club 01483 474981, After School Club 07788 953112. Further details about both Clubs are available from the Clubs or the Oaktree School Office.

Clubs

We have a variety of Lunchtime and After School Clubs. These start for Reception in the Spring term.

School Office Hours

Monday - Thursday	8:30 a.m.	-	3:30 p.m.
Friday	8:40 a.m.	-	3:30 p.m.

Security

Entry to the school building during the day is through the main front doors where there is an entry phone. All doors have security locks and these will be closed from 8:55am.

All visitors are required to sign in, on arrival.

Complaints

If you have a concern please speak to your class teacher. If you are still concerned, please speak to Mrs Spires or Mrs Larsen, who are available at the school gates. Alternatively, you can make an appointment with the school office to speak to Mrs Spires or Mrs Larsen or alternatively put your concern in writing. All issues raised will be looked into and responded to once the relevant facts have been established. In the unlikely event that you are still concerned, please pick up a 'Responding to Parents Concerns' booklet from the school office, which will explain the next stages of the complaints procedure. There is also a copy on the school website.

Gardening at The Oaktree

We like the children to work in the gardens regularly and appreciate parental support with this on a regular basis. We will notify you as soon as we are able to accept visitors and volunteers to the school to help with this.

Hermitage and Oaktree Parents Association (HOPA)

All parents automatically become members of the Hermitage and Oaktree Parents' Association when their children attend the Oaktree or Hermitage School. An Annual General Meeting is held in

September and the committee are always keen to recruit parents. Please put your name forward if you would like to become involved in any way.

HOPA arrange a variety of exciting events during the year, which enable families to enjoy the school community on a social basis. These events also provide the school with much needed extra funds to provide the extra resources that make The Oaktree School an exciting learning environment.

HOPA organise two big events during the year, the Christmas Fair and the Summer Fair. Parents are expected to help at one of these events. The help is needed for: setting up before the fairs, clearing away after or for 30 minutes during the fair.

Uniform

Girls Uniform

Winter October half-term until end of Spring term	Summer Summer term until October half-term
Charcoal grey skirt / pinafore / trousers	Royal / pale blue and white checked summer dress / Charcoal grey smart shorts
White polo shirt or blouse	White polo shirt or blouse
Grey tights or knee length grey/white socks	Ankle length white socks
School sweatshirt / School sweatshirt cardigan	School sweatshirt / School sweatshirt cardigan
School Coat/ Coat appropriate to the weather	

Boys Uniform

Winter October half-term until end of Spring term	Summer Summer term until October half-term
Charcoal grey long trousers	Charcoal grey smart shorts
White polo shirt or shirt	White polo shirt or shirt
Grey socks	Grey socks
School sweatshirt	School sweatshirt
School Coat/ Coat appropriate to the weather	

PE Kit

- Royal blue PE shorts (not cycling style)
- White t-shirt
- Navy jogging bottoms & sweatshirt (no zip-up tops or hoodies)
- Sensible trainers (NOT PLIMSOLES)

This should be brought to school in a PE bag which can be purchased from the school.

Additional Information:

- Black lace-up/velcro/bar or t-bar shoes made of leather or imitation leather (not fabric) should be worn at all times. Open toe sandals, boots, trainers, slip-ons and shoes with heels are not acceptable
- Lace up shoes/trainers should only be worn if your child can do their own laces.
- Long hair must be tied back at all times with sensible blue hair accessories
- No make-up, nail varnish or temporary tattoos allowed at any time

- Due to the children learning outside, we request that children bring wellington boots to keep in school for the year
- No jewellery is to be worn

All uniform including coats, gloves, shoes and hats should be **clearly labelled with your child's full name** so that we can return it to your child when it is lost.

The Oaktree School Governors annually compare prices of our uniform suppliers to ensure good value for money.

Thank You

We are delighted that you have chosen to join The Oaktree School. We are looking forward to working with you to ensure that your child makes good progress, both academically and socially, and enjoys coming to school.