



Oatlands School

Pocket Book of Useful information for starting school

PLEASE BE AWARE THAT THERE MAY BE CHANGES TO THE INFORMATION CONTAINED WITH THIS DOCUMENT – IT IS SUBJECT TO UPDATED GOVERNMENT ADVICE

Updated 04/05/2021

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Welcome to Oatlands School

I feel extremely privileged to be the head of Oatlands, a school very much part of our community where staff, parents and the wider community work together to ensure that we provide the very best learning experiences for our children.

Our mission statement 'Living our Values, Learning for Life' is central to our ethos. Values lie at the heart of our curriculum and are fundamental in developing the Oatlands identity. As a school we ensure that all our pupils are happy, confident, inspired, independent learners. Our staff and children see every day as an opportunity, a chance to grow and a chance to learn. We believe that the journey as a life-long learner begins the moment a child starts at Oatlands.

We look forward to welcoming you to our school and the Oatlands family.

Tanya Mooney
Head Teacher

All information can be found on our website (www.oatlands.surry.sch.uk), which is constantly updated.

School Roll and Organisation

Oatlands is an infant school in the North East of Surrey Education Authority with a published admission number of 90 children. Approximately 270 children will be on roll during the school year 2020/21 aged four to seven upon admission. The children will be allocated classes according to age, gender and learning needs. There are 9 classes organised as follows:

3 Reception Classes - age range (4 to 5 years):

Butterfly
Ladybird
Bumblebee

3 Year One Classes - age range (5 to 6 years):

Seahorse
Starfish
Jellyfish

3 Year Two Classes - age range (6 to 7 years):

Lion
Tiger
Leopard

Starting School

Local authorities and schools must provide all children with the opportunity to join a Reception class in the September following their fourth birthday. However, a child does not reach statutory school age until the beginning of the term after they turn five years old. In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can defer their start date until later in the same academic year, but not beyond the start of the summer term of the academic year for which a place has been offered.

However, Oatlands School Governors would wish parents to accept and follow current school policy on the admission of children and start full time from the September following their fourth birthday. Allowances can be made for individual pupils where parents and the Head Teacher agree that a full time education would not be beneficial to the individual child.

Our pre-school induction programme has been designed to help new intake children and parents to become familiar with their school surroundings.

In order to support your child to prepare for Reception we have a wealth of information on our website and invite them to various events, including Induction sessions, PTA Welcome Family Picnic and Meet & Play Sessions.

MEET & PLAY VISITS

Meet & Play visits take place during the first week of the autumn term. They enable the Teacher and Teaching Assistant to meet you and your child in the classroom. It gives you the opportunity to provide the teacher with information that they may need to know to help your child settle into school life. As well as a general discussion about their interests, likes and dislikes, they will

- Discuss your child's health or any concerns you may have about your child starting school
- Ask to see evidence of your child's date of birth (passport or birth certificate)
- Provide you with information regarding disability and accessibility

School Roll and Organisation Continued

DATA MANAGEMENT – ARBOR

At Oatlands School we use a data system called ARBOR to manage all our students' personal and academic information. While your child is at Oatlands, you must use ARBOR to view their annual reports and book parents' consultations amongst other things.

It important that your information is kept up to date, i.e. change of home address or change of phone numbers, as this is the only record we hold of your emergency contact details for your family.

Prior to your child starting school, you **must** log into ARBOR and input the information required for your child. Individual login details will be provided via email.

School Life

SCHOOL TIMES

School Starts:	8.50 am
Play time:	10.35 – 10.50 am
Lunchtime:	12.15 – 1.15 pm
School Finishes:	3.00 pm

SCHOOL MEALS

All pupils of infant school age are entitled to receive a free school lunch. Food is cooked on the premises and it is our provider Twelve 15's policy to provide children with a balanced meal each day. Twelve 15 is happy to cater for children with special dietary requirements. We require 2 weeks' notice, in writing, should any child wish to change from having a cooked lunch to a packed lunch, but please ensure that there are no fizzy drinks or drinks in glass containers in lunch boxes. Oatlands promotes sustainability and we encourage drinks and sandwiches to be brought in reusable containers. All children will be provided with a free mid morning snack of either fruit or vegetables from the Fruits for School Scheme.

ASSEMBLY

A daily assembly is held in the school hall. Assemblies are based on our monthly value and incorporate the statutory daily Act of Collective Worship which is broadly Christian in nature. Representatives from local churches and groups are invited to lead occasional assemblies. Reception children increase the number of assemblies that they attend throughout the year.

BEHAVIOUR

Our school Pastoral Policy outlines our approach to behaviour management and we aim to provide a safe and caring environment in which children are encouraged to build positive relationships with their peers and adults. We encourage the development of self-control, good manners, and appropriate behaviour by respecting the rights of others. We try to ensure that any occurrence of anti-social behaviour is dealt with fairly through sanctions that have meaning to the child.

If, for any reason, your child is unhappy at school or you have any concerns about your child, please inform the class teacher or the Head Teacher.

The school operates a 'Home School Partnership Agreement'. A copy of this will be given to you at your Meet & Play session for you to keep and you will consent to the Agreement on Arbor.

APPOINTMENTS

We have an open-door policy and you are always welcome but it is essential that you call the school office first. If you wish to see the Head Teacher to discuss any school matter, it is helpful if you make an appointment. If you have any concerns or worries about any respect of your child's education, do not hesitate to get in touch with your child's class teacher or the Head Teacher. We usually resolve any difficulties through informal meetings. However, if necessary, the school has a procedure for handling complaints both formal and informal (in line with SCC requirements). This is available to parents on request or on our website.

COLLECTION NOTICES

The safety of our children is very important to us. At the end of every day staff will only release pupils to designated adults. Please ensure your authorised adults are kept updated on Arbor. Please also remember to introduce any new adults to members of staff at the classroom door. However, we are aware that collection arrangements can change day to day. Remember to notify the school of these changes by completing and handing in a collection notice. Download or collect from the school foyer.

On the rare occasions when you may be late due to unforeseen circumstances please contact the school office. Your child will then be taken to the school office to wait for your arrival.

Attendance

PUNCTUALITY

The school day begins promptly at 8.50am. We ask that children arrive on time to ensure that they have a positive start to their day. Please ensure your child is not late for school. Children who arrive late must report to the school office where you should sign them in so that we have a record of their arrival. They will then be escorted to their class by a member of staff.

ABSENCES

You are legally obliged to ensure that your child is in school every day. Should your child be ill, or unable to come into school for any reason, you must contact the school office by phone or email, giving a valid reason for their absence **by 09.30 am** on the first day of their absence and every subsequent day of absence until they return.

There is a 24-hour answering service on the school main office number and a dedicated absence answering service (option 1 when you call the school) available from 08.30 each day. Should your child be absent without explanation you will be contacted by the school.

Coronavirus – it is vital that children do not come into school if they show any symptoms of coronavirus. All children and members of their households in England have access to testing if they display symptoms of coronavirus, including children under 5. A positive test will ensure rapid action to protect other children and staff in their setting.

Requests for Absence

In accordance with the school absence policy, while requests for term-time leaves of absence will be treated sympathetically, they will only be approved in exceptional circumstances.

To request an absence, an Absence Request Form must be submitted to the Head Teacher in advance of any planned absence. All requests will be considered against the child's attendance records before permission is granted. Absences without permission will be recorded as unauthorised.

Should you choose to take your child out of school without permission, the policy of Surrey County Council to which the school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Head Teacher, will each be liable to receive a penalty notice. Penalty notices will be issued by the local authority.

ILLNESS DURING SCHOOL HOURS

In the event of any illness or accident in school time, it is imperative that we are able to contact an adult with parental responsibility. Please make every effort to supply us with the telephone number of a neighbour, friend or relative to use in the event of you being uncontactable.

Any injury to the head, however minor, could result in complications. It is our policy to contact parents by telephone of any head bump which shows an abrasion, a swelling or if the child complains of a headache or sleepiness. A head bump sticker is placed on the child in a prominent place and an advisory note is sent home.

If parents are not available when a child becomes seriously ill or sustains an injury, the ambulance will be called and the child will be escorted to the hospital by a member of the Senior Leadership Team.

Attendance

The safety and wellbeing of the children in school is our prime concern. Please ensure that the school is made aware of any relevant health problems or medical history. Please notify the school immediately of any diagnosed contagious condition, e.g. chickenpox.

The school office must be notified of any changes of address or daytime contact numbers immediately. Parents will be asked to verify data held each year.

Medicines

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school.

Please do not send your child to school with medicines unless it is a long-term treatment, i.e. inhalers for asthma.

Long term treatment medicines must be clearly marked with the child's name and dosage and handed to the school office. Parents must complete a medication form annually. Inhalers will be stored in the child's classroom or in the Welfare room to ensure they are readily accessible.

If a child needs medication whilst at school, we encourage parents to administer it. We understand there may be times when a parent is unable to administer medicine and at that time any such medicines needed during the school day should be brought to the school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the school office. These medicines must be in the original bottle/packaging in which prescribed, clearly labelled with the:

- Pupil's name
- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered.

Parents are encouraged to provide the school with full information about their child's medical needs so that staff can exercise appropriate levels of care.

Partnership

PARENT CONSULTATIONS AND OPEN EVENINGS

At the beginning of the autumn term the school holds curriculum meetings which provide an opportunity for parents to be informed of the educational content of each year group's curriculum.

Parent consultations are based on an appointment system during the autumn and spring terms. During these sessions parent and the class teacher discuss a child's progress in detail.

The Head Teacher is always available on these occasions; however, parents are welcome to make an appointment with either the class teacher or the Head Teacher at any time during the term if they have something to discuss.

ANNUAL REPORTS

Each child receives an annual written report. It comments on children's general attitude towards their learning, their behaviour and their strengths and areas for development in all curriculum subjects.

Parents receive an electronic copy of this document via our data management system, Arbor. A copy is kept in our school records.

Parents will also receive the results of any statutory assessments.

PARENT HELPERS IN SCHOOL

We welcome your participation and involvement in the daily life of the school. In normal circumstances, we have many parents who help within the school in a variety of ways. However, due to COVID-19 we are currently not having parent helpers in school. We will notify parents when this is re-introduced.

If you have any spare time during the week when you could come in and help, please contact the school. All parent helpers must complete a DBS check before they can begin volunteering. Details are available from the school office.

PUPIL PREMIUM FUNDING

Additional funding known as the "Pupil Premium Grant (PPG)" is available to all schools to help raise the attainment of disadvantaged pupils of all abilities and help them reach their full potential.

This extra money would mean a lot to the school and we would really appreciate your help to make sure we get it. The amount that each school receives is based on lower income families registering for "Pupil Premium Grant (PPG)". We ask that every family complete a PPG registration form regardless of their income as this helps simplify our administrative process. It also means that families are only asked to complete their form once in their entire time at Oatlands School and do not have to inform the school of any change in circumstance at a future date.

PARENT TEACHER ASSOCIATION (PTA)

All parents are automatically members of the PTA while their child attends the school. We have a thriving PTA that meets regularly throughout the year to organise social and fund-raising activities such as The Fun Day, Children's Disco's, balls and quizzes. These social functions for adults and children liven up our school year as well as instigating many long lasting friendships. The PTA provides enthusiastic and much valued support for the school.

Uniform

What to wear to School

Ensuring that your child is appropriately dressed for school is very important. Wearing school uniform helps children to develop a sense of belonging as well as being practical for all school activities.

The same uniform is worn across the whole school and is based on the school colours of red and green.

All Oatlands Children are expected to wear a green jumper or cardigan embroidered with the school logo. They must also have a red Oatlands book bag and a red, drawstring PE bag. These, and other Oatlands branded items, can be ordered from our school uniform supplier, School Uniform Direct.

In addition to the green Oatlands cardigan or jumper, children should be dressed in their choice of the following items:

- White shirt, blouse or polo shirt.
- Grey trousers, shorts, skirt or pinafore.
- Grey or white socks
- Grey or green tights
- Safe, smart black shoes
- Green, checked summer dresses (in the warmer months).
- Warm, waterproof coat

P.E. Kit

All Children must have:

- Red or green T-shirt with Oatlands school logo
- Black shorts
- Trainers or black slip-on plimsolls
- Green Oatlands branded hoodie and jogging bottoms.

In addition to these essential items, School Uniform Direct also offers for sale the following optional uniform items:

- Elasticated school ties.
- Red or green woolly hats.
- Red or green baseball hats or legionnaire hats.
- Reversible, waterproof fleece coats in either red or green embroidered with the school logo.

Other important information:

- PE kit is worn for all indoor and outdoor Physical Education lessons throughout the school year so must remain in school at all times
- All items of clothing, including footwear, coats and PE kit **MUST** be clearly labelled with your child's name
- No items of jewellery should be worn in school for reasons of health and safety
- Long hair **MUST** be tied back from the face with hair accessories kept to a minimum and **in line with the colours** of the school's uniform (red and/or green)

Oscar Club

OSCAR CLUB

The Oscar Club (Oatlands School Care and Recreation) offers mornings and afterschool childcare to children from Oatlands School.

We are very lucky that Oscar Club is run by Oatlands School staff that are well known to the children and can ensure the same high standards of values-based care before and after school as you can expect during the school day.

Oscar Club is open every school day from 8.00am to 8.50am and 3.00pm to 5.30pm and is authorised to take a maximum of 30 children per session. Children are escorted to class by a member of staff in the morning when the bell rings and again in the afternoon at the end of the school day (or after any after-school activities)

Whilst we aim to include all children at Oscar Club, for some children this provision will not be appropriate. If it is felt that we are not able to meet the needs of your child/ren within our staffing ratios, request for a place maybe declined. If this applies to your child and you are unsure as to why this decision has been made, please make an appointment with the Head Teacher.

Full terms and conditions and registration information will be emailed to you at the beginning of July.