

OAKWOOD JUNIOR SCHOOL

WELCOME TO OAKWOOD JUNIOR SCHOOL

Oakwood Junior School
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Derby
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www.oakwoodjuniorschool.co.uk

Headteacher: Mr S Darby

Dear Parents/carers

Welcome to Oakwood Junior School

We are very proud of our school, the children who learn here and the people who work here. We have a dedicated and enthusiastic team who deliver a broad and exciting curriculum to inspire and challenge children as well as providing a range of opportunities in which children can achieve and excel. We also have support staff for those children who find their learning more difficult.

We are fortunate in our facilities – we have twelve classrooms, a large hall, a very well-stocked library, a music room and a learning support room. Outside there are two courtyards, two playgrounds, a nature area, allotments and a field. Our outside environment is an important learning resource as well as where we play sports against other schools. OFSTED said, ‘the school offers an excellent variety of activities to enrich pupils learning.’

At Oakwood Junior School we offer a wide variety of additional learning experiences:

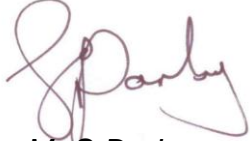
- Children at Oakwood take part in a range of competitive sports, competitions and tournaments and some children organise and lead activities for other children within school.
- Many children have the opportunity to learn to play an instrument including piano, ukulele, recorder and ocarina, sing in our choir or take part in performances in and out of school.
- Trips and visitors to school are arranged to enhance the curriculum and bring the learning to life. Children have the opportunity to take part in a residential trip.
- We run a variety of school clubs depending on interest which have included fencing, Zumba dancing, art and craft, drama and athletics.



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- We have democratically elected positions of responsibility including head boy and head girl, team captains and class councillors.
- We have close links with Rolls-Royce and engage widely with their STEM (science, technology, engineering and maths) programmes along with the 'Imagine Working Here' programme.

With kind regards



Mr S Darby
Headteacher



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Vision Statement

To celebrate excellence and achievement in ALL that WE do.

Aims for pupils

Oakwood Junior School promotes high achievement and learning by working with children to:-

- Become highly motivated to learn with an enquiring mind and a spirit of curiosity
- Try their best to achieve high standards in all areas of the curriculum
- Have high self-esteem by respecting and working well with others
- Take pride in their work and be able to work independently and collaboratively
- Look after their school and those in it – respecting themselves and the environment

Mission for the school

We believe that each child will succeed through experiencing high quality in:-

- a broad and challenging curriculum
- an enriching programme of opportunities, activities, visitors and visits
- a stimulating learning environment
- an ethos of support, challenge and encouragement
- a learning partnership within the wider community

Role of Parents

We encourage all parents to take an active role in their children's education in our school. We all know that children learn most effectively if parents and school work in partnership with one another.

Parent's evenings are held twice regularly and this is your opportunity to talk to your child's teacher about progress with targets. However there will be a number of times during the year when you are warmly invited to come into school to share with us our learning celebrations such as assemblies, presentations, open afternoons and parent workshops.

We will get in touch with you if we have any concerns, and we hope you will do the same with us. If you have any worries or queries concerning your child's learning, a quick phone call, a note to school or a brief chat can easily solve a problem. Although we hope difficulties will not arise, sometimes they do and need to be dealt with quickly. We will also keep you informed through our weekly newsletter.

We will also ring you or send a postcard home if we are particularly pleased with your child. These are always nice phone calls to make!



OAKWOOD JUNIOR SCHOOL

NAMES YOU NEED TO KNOW

HEADTEACHER

Steve Darby

DEPUTY HEAD

Nicola Fray

ASSISTANT HEAD

Katie Stuart

GOVERNING BODY

John Hughes (Chair)

Zoe Hughes

Clare Featherstone

Kate Stuart

Louise Baines

Paul Featherstone

Governors may be contacted care of the school.



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The School Day

Morning school	8.55am	until	12.20pm
Afternoon school	1.20pm	until	3.20pm

The playgrounds are supervised from 8.40a.m and we request that children do not arrive before this time. Please ensure that your child gets to school on time as lateness disrupts lessons. After 8.55am a child is considered to be late and after 9.20am they are considered as an unauthorised absence unless there is an explanation for them arriving after this time, e.g. medical or dental appointment. Once a child has entered school they should not on any account leave the premises alone.

The Curriculum

Our curriculum encourages all children to become active learners rather than passive recipients of information. According to OFSTED, 'teachers plan interesting and enjoyable activities that help pupils to make good progress'.

All subjects are covered and we enrich the curriculum by offering opportunities such as visitors and theatre companies coming in to school and school trips to places such as the Houses of Parliament in London.

We encourage children to work cooperatively with one another as well as being part of a team as we feel this helps children in their future lives. Basic skills are a priority too. We provide good support for pupils and we are committed to inclusion. Intervention strategies are put into place when necessary and we will of course inform you of any special needs provision that we think may be necessary.

Our children have high self esteem, behavior is good and we feel it is important to be polite, respectful of others and tolerant of differences. All our children are proud of their school and they feel safe and well cared for in an environment where their achievements are valued.

Homework

Homework will be set on a weekly basis for all children. This will include English, mathematics or class activities. The expectation is that all children will complete their homework tasks and we would value your co-operation in this. Children really do benefit from regular homework as this allows you to help if necessary and be more aware of what your child is doing in school.

Relationship and Sex Education

We believe that parents are the key figures in helping children to cope with their growing awareness of sexual matters. Our role is to complement the parental role. Our school policy reflects the Local Authority recommendation that primary schools should plan sex education as part of the wider curriculum for Personal and Social Education and Science. The governor's statement on sex education can be viewed on the website. Parents who wish their child to withdraw from sex education lessons should consult the Headteacher.



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Children with Special Educational Needs

We have designated members of staff responsible for coordinating the special needs work throughout the school. Class teachers identify the specific needs of each child. Children with special needs are taught mainly within their mainstream class with as much extra support as possible from teachers and teaching assistants. They may be withdrawn for short sessions to work in small groups for extra help with certain areas of their learning.

At Oakwood Junior School we aim to offer a broad and balanced curriculum with work that is planned to meet the varying needs of our pupils. We believe that early identification and assessment of need provide the best strategies for helping pupils to progress. Parents will always be consulted if it is felt that a child is having difficulty with learning and may require extra help. Our school is wheelchair friendly as it is all on one level. The toilet for the disabled is easily accessed.

Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse. Staff have no alternative but to follow Derby City Council Child Protection Procedures and inform Children and Young Peoples Services of their concern.



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Data Protection

Pupil information is held on the school computer. This is covered by the Data Protection Act and will not be disclosed to any unauthorised person.

Security

In the interests of safety both of pupils and staff, the school doors will be kept locked. The small gate on Holbrook Road is accessible by ringing through to the office. Visitors may gain access to the school building by ringing the doorbell. Children are not allowed to open the doors without permission from a member of staff. Please do not ask them to do so if you are waiting at the door. **Any** visitor to the school must report to the school office, whatever the reason for their visit. Please do not go directly to your child's corridor or classroom without first reporting in. Anyone who has not reported to the office will be challenged and may be asked to leave. Please do not take offence at this as the safety of our pupils is our main concern.

Discipline

We try to establish a good working atmosphere at Oakwood Junior School. Children will not learn effectively if they are misbehaving and they may affect the learning of others in their class. We have rules which are easily understood by all pupils. Many of these rules are concerned with children's safety. If your child breaks these rules they will be expected to make amends in an appropriate manner. If there is a cause for concern about a child's behaviour, this will first be dealt with by staff in school which could involve working with our Learning Mentor whose role includes supporting children with behaviour and emotional problems. Obviously parents will be informed and strategies put in place so that school and home can work together. If there are persistent difficulties, parents will be contacted so that we can try and reach a joint approach to the problem. Persistent aggressive, disruptive or disobedient behaviour may result in exclusion from school.

Quite simply we expect your child to behave with courtesy and respect for other people at all times. We try to encourage them to be polite to all adults and children in the school, to be honest, truthful and hard working and to take care of our school building and equipment.

The great majority of our pupils are extremely well behaved and a credit to their families. They are able to earn team points, credits and certificates as a reward for good behaviour and hard work.

Charges

We ask parents to make a contribution towards the cost of outings and some activities. A charge will be made for loss or damage to school buildings, furniture or equipment, including books.



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School Meals

School meals are provided by CHARTWELLS and cooked on the premises and served on a cafeteria basis. There is usually a choice of traditional or vegetarian meals, a salad bar plus a pudding or fresh fruit.

The cost at present is £2.15 per day (£10.75 per week). Meals **must** be paid for in advance and can be paid weekly, monthly or on a daily basis. Please send money for meals in a purse or sealed envelope clearly marked with your child's name. Children eligible for free school meals can obtain a form from the school office.

We have limited accommodation for children who wish to bring a packed lunch. The packed lunch must **not** include, fizzy pop or glass containers.

Uniform

We want our children to look smart whilst in school and therefore we feel that uniform gives them a sense of belonging to our community. Our uniform consists of:

Shirt/polo shirt - white
Cardigan/v-neck jumper – Bottle green
Tie – green and black stripped with house colour
Trousers/shorts/skirt/dress – Black or grey
Summer dress, green check
Socks and tights – white, black, green or grey
Shoes – flat black shoes

Bottle green v-neck jumpers and cardigans with a logo can be purchased from **Uniform direct**. School ties can be purchased from **Uniform direct** or from the school office.

We would strongly urge parents to support us in encouraging the children to develop a sense of identity within school by wearing uniform.

All clothing should be **clearly marked** with your child's name. Lost property is kept in a box in lower school and upper school. It is sorted on a regular basis and then disposed of.

Clothing for P.E.

Children must change out of their everyday clothes into appropriate clothing for reasons of safety and hygiene.

Indoor lessons Black shorts, jogging trousers and a white T-shirt. Pumps may be worn though bare feet are best as feet become stronger and more sensitive, as footwork develops. Trainers are entirely unsuitable and are not allowed for indoor P.E.

Outdoor lessons As above or a long sleeved sweatshirt or black tracksuit. Trainers may be worn. For health and safety reasons football boots and shin pads must be worn for football club and football training.



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Jewellery and valuables

Please do not allow your child to bring valuable watches or items of jewellery to school. We cannot accept responsibility, if these are damaged, lost or stolen. They are much better left at home. This is also the case with valuable personal items such as electronic games. We cannot accept responsibility for these.

We understand that in a few cases children need to bring in their mobile phone. If this is the case **they must** hand their mobile phone into the office as soon as they arrive into school and collect at the end of the school day. Under normal circumstances there is no need for a child to bring a mobile phone into school and we urge you to discourage this.

All types of jewellery **must** be removed for P.E. and Games for safety reasons. Stud type earrings may be worn if properly covered by sticky tape at the back and front. This is only if there is a valid reason for not removing the earrings. The school is not responsible for covering the earrings or removing them, if children are wearing earrings.

Absence

The school strictly monitors attendance as we believe that in order to succeed children need to attend school on a regular basis. If your child is unexpectedly absent will you please contact the school before 9.30am to let us know the reason for their absence.

If school have not received a message from you concerning absence then we will contact you to inform you that your child is not in school. If we do not hear from you then their absence will be recorded as unauthorised.

If you wish to take your child out of school during the school day you must send a note, telephone, or come into the school reception. A verbal message from your child is not acceptable and children must be collected from the school office by a known adult.

Children are not allowed to go home alone during the school day.

The Department for Education have issued guidelines that state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, Oakwood Junior School will not be able to authorise requests for holidays and parents may be fined if children are taken out of school.

Accidents or illness at school

Parents are asked to fill in a form giving an address and a telephone number where they can be contacted should children become ill or have an accident during the school day. It is vital that you provide us with this information and keep it up to date so that we can act in the best interests of your child.

If your child does have an accident or become ill during the day they should notify their teacher or teaching assistant. A first aider will assess and treat your child accordingly and a note will be sent home to inform you. If the incident is more serious you will receive a telephone call.



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Medicines

We prefer not to administer medicine at school. We only administer Doctor prescribed medicines and you must visit the school office to sign a consent form. The medicine kept in school should have the chemist's label attached which clearly states your child's name and administration instructions.

Parents should be aware that school will not be responsible for remembering to give the correct dosage at the appropriate time. Although we will do our best, it is your child's responsibility to find their Teaching Assistant.

Asthma inhalers should be available to your child at all times. They should be clearly labelled with the child's name and kept in their classroom. Again information must be given in at the school office.

Complaints procedure

If you have any questions, concerns or complaints about the school curriculum or any other matters, please refer them initially to the Headteacher. It is expected that most concerns and questions can be dealt with in this way. If complaints cannot be resolved then a formal procedure can be invoked. Copies of school policies and procedures are available on the website or may be viewed by appointment with the Headteacher.

Please Note

Although information given in this booklet was correct at the time of going to press in May 2016 it should be understood that the information can change before, during or after the school year for which it was intended.



OAKWOOD JUNIOR SCHOOL

SCHOOL DATES 2017-2018

Autumn Term 2017

- Wednesday 6 September - Friday 20 October
- Monday 30 October – Tuesday 19 December

Spring Term 2018

- Wednesday 3 January – Friday 18 February
- Monday 26 February – Friday 23 April

Summer Term 2018

- Monday 9 April – Friday 27 May
- Monday 4 June – Wednesday 25 July

Bank Holidays

- Christmas: 25 December 2017, 26 December 2017
- New Year: 1 January 2018
- Good Friday: 30 March 2018
- Easter Monday: 2 April 2018
- Monday 7 May 2018
- Monday 28 May 2018
- Monday 27 August 2018

INSET days 2017/18

Monday 9 October 2017
Friday 24 November 2017
Wednesday 3 January 2018
Friday 9 March 2018
Monday 25 June 2018

