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Oakdene Primary School

Growing and Learning Together

Everything we do at Oakdene is to strive for excellence. Our aims are:

- to enable all members of our School community to reach their full potential.
- to prepare each child, through all aspects of School life, to become responsible citizens respecting themselves, others and the environment.
- to become independent and highly motivated learners.
- to equip children to be flexible and adaptable to the modern world for each child to feel valued, safe and confident.

The School Community will achieve these aims through:

- engaging all members of the School community in providing a broad, balanced and challenging curriculum for every child.
- opportunities for continuing professional development for all members of staff.
- children becoming partners in their own education and make a positive contribution to the school environment and ethos.
- opportunities for children to take responsibility for their own learning.
- using technology effectively to improve children's learning.
- a secure and safe environment.
- sport, exercise and healthy living.
- an enriching programme of extra curricular activities and visits.
- learning partnerships between home, school and community.

Through all that we do in School we promote a series of School Values with a focus on a different value each half term. We aim to uphold these values throughout our daily school life in order to produce well rounded citizens from our school. Our School Values are:

Responsibility

Friendship

Respect

Honesty

Determination

Excellence

We celebrate the children's achievements with a half termly award for children who have shown our current value. Parents are invited to these assemblies and we celebrate each child's success in keeping to our values.



Staffing 2017 - 2018

Headteacher	Mrs. H. Lee
Deputy Headteacher / KS2 Leader / Year 6 Teacher	Mr. M. Weston
Senior Leader - SENCo & Curriculum/ Year 5 Teacher	Miss. J. Bailey (Aut Term) / Miss. F. Harrison (From Jan 2018)
Senior Leader - Foundation & KS1 Leader / Year 2 Teacher	Miss. C. Barlow
Reception Teacher	Mrs. C. Heskett
Year 1 Teacher	Miss. R. Syeda
Year 3 Teacher	Mr. A. Byrne
Year 4 Teachers	Mrs. E. Garton-Pope / Mrs. G. Hamlin
PPA / Management Cover Teacher	Mrs. A. Hodgson
Higher Level Teaching Assistant	Mrs. A. Green
Senior Learning Assistant	Mrs. C. Nelson
Learning Assistant	Mrs. S. Hayes
Learning Assistant	Miss. T. Woods
Learning Assistant	Mrs. S. Cross
Learning Assistant	Mrs. J. Stewart
Learning Assistant	Miss. S. Green
Learning Assistant	Mrs. T. Hurley
Learning Support Assistant	Ms. W. Clarke
Learning Support Assistant	Mrs. C. Jackson
Learning Support Assistant	Mrs. J. Blennarhassett
Learning Support Assistant	Mrs. J. Evans
Learning Support Assistant	Mrs. R. Roberts
Learning Support Assistant	Mrs. A. Heath
Learning Support Assistant	Ms. K. Johnson
Business Manager	Mrs. Ja. Evans (Temp)
Clerical Officer	Mrs. T. Elliott
Clerical Officer	Mrs. A. Graney
Senior Out of School Club Assistant	Mrs. J. Stewart / Mrs. C. Jackson
Out of School Club Assistant	Mrs. S. Byrne
Out of School Club Assistant	Mrs. T. Elliott
Out of School Club Assistant	Mrs. J. Evans
Out of School Club Assistant	Miss. E. Green
Out of School Club Assistant	Miss. L. McCabe
Out of School Club Assistant	Miss. T. Woods
Operations Manager - The Oaks Teaching School	Mrs. Ja. Evans
Clerical Officer - The Oaks Teaching School	Mrs. K. Hewitt
Consultant - The Oaks Teaching School	Ms. J. Everett-French
Cleaner in Charge	Mrs. S. Bolan
Cleaner	Miss. D. Stringer
Cook	Ms. D. Tuffy
Kitchen Assistant	Mrs. M. Sterry Jones
Kitchen Assistant	Mrs. C. Dendrinou
Sports Coach	Mr. A. Hodgkinson

Correct as of 1.11.17



SCHOOL UNIFORM

We aim to ensure that Parents can afford all items required for our Oakdene School Uniform whilst retaining a sense of belonging to our Oakdene Community. A copy of our Uniform Policy is available on our website.

Winter Pale blue blouse / shirt
School tie (Elastic for Infants; tie to be tied for Juniors)
Navy V-necked Jumper or Cardigan with School logo*
Girls - Navy pinafore / skirt/ smart trousers
Boys - Grey trousers
Girls - White or navy plain socks/tights
Boys - Black or grey plain socks
Black shoes **Trainers / sports branded shoes are not acceptable**
Navy or black coat/anorak *
Navy School Book Bag with School Logo *

Summer Girls - Pale blue and white checked dress
Boys - Pale blue 'Polo' shirt with soft collar with trousers / shorts
Navy V-necked Jumper or Cardigan with School logo *
Black or Navy Blue low heeled sandals
Trainers, sports branded shoes, canvas or plastic 'jelly' types are not acceptable
Navy or dark coat *

Long hair (longer than shoulder length) must be tied back at all times with a dark coloured, plain bobble and if necessary children can wear a thin navy hairband or slide (this can be blue and white checked in Summer to match Summer Uniform). The school does not permit children to have haircuts that could serve as a distraction to other children. This includes no 'razor cuts' or extreme haircuts or colours.

PE/ Games Navy shorts*
Coloured T-shirt with logo* (Please contact school for the Team colour you require) *
Black pumps. PE Bag.*
Navy jogging suit *
Trainers

* Jumpers, cardigans, polo shirts, PE T shirts, jogging suits, fleeces, ties, hats, coats, printed with the school logo are available from the school office.

For all children starting at Oakdene, a cardigan or jumper with the embroidered School logo is compulsory. These are available from School.

PLEASE REMEMBER TO LABEL **ALL** ITEMS OF SCHOOL UNIFORM.



Our School Day

Foundation Stage and Key Stage 1 (Infants)

School starts	8.45am
Assembly	9.00am - 9.15am
Morning Break	10.45am - 11.00am
Lunch	12.00pm - 1.10pm
Afternoon break	2.10pm-2.20pm
School finishes	3.15pm

Key Stage 2 (Juniors)

School starts	8.45am
Assembly	9.00am - 9.15am
Morning break	10.45am -11.00am
Lunch	12.10pm - 1.10pm
School finishes	3.15pm

Classes

All of our classes have an intake of 30 children with 1 full time or 2 part time Teachers ably supported by Learning Assistants and Staff who provide Planning, Preparation and Assessment time for Staff (compulsory) as well as Management time for Senior Leaders (compulsory).

Class name	No. in class Sept 2017
Reception	30
Year 1	30
Year 2	31
Year 3	30
Year 4	29
Year 5	30
Year 6	29

THE CURRICULUM

At Oakdene the children are provided with an outstanding curriculum which is carefully matched to the needs of our pupils. An exciting, broad, balanced and rich curriculum is planned to challenge our pupils in achieving independence. Personalised learning programmes are organised to meet the different learning needs of our pupils. Further details of our curriculum can be found on our website.

Foundation Stage-EYFS (Reception)

When the children start at Oakdene they follow an activity / play based curriculum through continuous provision set up in areas of learning. The provision is enhanced so that the children can make connections in their learning. Focused activities take place throughout each day to ensure the children are making good progress, particularly with reading, writing and maths. There is a combination of child initiated and teacher led activities. Reception practitioners plan experiences and opportunities by using the DfE document Statutory Framework for the Early Years Foundation Stage. The seven areas of learning are as follows:

communication and language
literacy
understanding the world
personal, social and emotional development

physical development
mathematics;
expressive arts and design.



Key Stages 1 and 2

The children move from Reception into Year 1 and then Year 2 (known as Key Stage 1) and onto Key Stage 2 (Years 3, 4, 5 and 6). The school follows the National Curriculum which can be viewed on the Government website <https://www.gov.uk/government/collections/national-curriculum>. The curriculum is tailored to the needs of our children at Oakdene and it is supplemented by visits, visitors or enhancement days within school. The new primary curriculum (introduced in September 2014 at Oakdene) for English and Mathematics is very demanding. Age related expectations for pupils have risen as part of this statutory national curriculum and we have adapted our teaching and learning accordingly.

THE TEACHING OF READING

The basic skills are considered to be of high importance at Oakdene. Developing reading is a life-long skill which we promote from a very early age. Reading with your child and sharing books is so important in their early years so they foster a love of reading and an interest in many different types of books. Enjoying books at home is a big part of our homework policy and we expect pupils to undertake reading at home regularly. All our Staff have been trained to deliver Phonics which is an essential part of learning to read. We deliver the Read Write Inc Phonics programme on a daily basis to all children in Foundation Stage and Key Stage 1. All children also engage in structured reading activities daily including listening to texts, learning from many different authors and reading comprehension exercises.

MATHS

Underpinning all Maths work which is carried out in school is a knowledge of basic number facts. A lot of work is carried out to develop basic number skills as well as the necessary components of fluency and reasoning from the new curriculum. As part of this curriculum, there is an expectation that all children will know their multiplication tables up to 12 x 12 by the end of Year 4. We ask that Parents encourage children to learn their tables from Year 2 upwards so that they can cope with the demands of the mathematics curriculum further up the school.

CHILDREN'S UNIVERSITY

In partnership with Liverpool Hope University, Oakdene Primary School belongs to the Children's University. This scheme involves recognition for all of the extra-curricular learning that children participate in. Pupils in Key Stage 2 graduate formally and are awarded either Gold, Silver or Bronze awards at the end of the year. Children in Key Stage 1 have points collated and saved until they go into Key Stage 2. It is a wonderful way to celebrate life-long learning and participation. For further information please see our co-ordinator, Mrs. Nelson, visit our school website or the Children's University website.

MODERN FOREIGN LANGUAGES (MFL)

All of our children learn French throughout School. This is compulsory in Key Stage 2 and a formal course of lessons is followed throughout the Junior classes. In Reception and Key Stage 1, informal French lessons are delivered learning colours, sayings etc. Our school has achieved the International School Award recognising the work we do, not only in French but also in making our children more culturally aware.

HOMEWORK

Homework is seen as an important part of the home/school partnership and forms part of our home-school agreement. For full details of our Homework Policy please see our website. Our children undertake a mix of weekly tasks and half termly projects. All children should know their multiplication tables up to 12 x 12 by the end of Year 4 in line with the new National Curriculum. We do encourage Parents to work with their children on learning their times tables as they are the foundation of a lot of other maths work. Parents are informed at the beginning of the year about the homework pattern and expectations. Reading is also a vital part of the learning process and we encourage children to read as much as possible at home with Parents asking questions



about the texts. Regular Parent workshops are held throughout the school years to help Parents to help their child.

SCHOOL SPORTS FUNDING

In 2013 the Government introduced additional funding into primary schools to improve provision and access to high quality sport and physical education. We currently have a fully qualified Sports Coach, Mr. Hodgkinson, who delivers some of our Sports Curriculum as well as extra-curricular activities.. The Government's continued funding promise will ensure that we continue with the additional staffing provision and resources. A full breakdown of how we spend our sports funding can be found on the website.

COLLECTIVE WORSHIP

Oakdene Primary School provides a daily whole school or key stage assembly and act of collective worship. The assemblies are largely based around moral, cultural, spiritual, religious and celebratory themes as well as our school values. The assemblies are planned to encourage the children to think about and reflect upon themed topics of interest and incorporate social and emotional aspects of learning (SEAL). All pupils attend collective worship and take part in religious education. Parents have a right to withdraw their child from collective worship by writing to the head teacher.

ASSESSMENT, RECORDING AND REPORTING

The staff constantly assesses the progress of each pupil and will adjust their planning to meet the needs of individuals or groups of children. Parents receive an annual report in July of each year. In this report a summary will be given of progress made during the year as well as whether the age related expectations in each subject have been met. Targets for improvement are also clearly stated.

Tests and / or Teacher Assessments are carried out at the end of each Key Stage (Foundation, Key Stage 1 and Key Stage 2). Results of these assessments are reported to Parents with their Annual Report. A Phonics Screening Check takes place for Year 1 children and again, their results are reported to Parents in July with their Annual Report.

Parents Evenings are held throughout the year to discuss your child's progress and a meeting can be arranged with the Class Teacher at the end of the year if you have any concerns regarding your Child's end of year report.

ADDITIONAL NEEDS AND DISABILITIES

From time to time children will experience difficulties in their learning for a whole host of reasons, sometimes because of a disability. If a child is identified as having additional needs in terms of learning or care then there is a clear system of planning provision, monitoring outcomes and working in partnership with parents and external agencies. We use the St Helens Council Graduated Approach document which identifies how schools and parents can support children with Special Educational Needs or Disabilities (SEND). The 'Local Offer' is available for viewing on our website.

There are disabled facilities in the form of toilets and shower as well as access ramps available to pupils. The school has an accessibility plan and strives to update this regularly for the needs of our school community. Individual Education Plans are written for children who require extra support in School and staff are allocated to work on these targets.

MEDICAL NEEDS/MEDICINES

Children with ongoing medical needs such as diabetes, asthma and nut allergies are cared for following our additional needs procedures. Children with medical needs will have a care plan set up in consultation with Parents and medical staff as appropriate. The staff team is trained regularly in ensuring that all of our



identified pupils receive care in order that they can attend school regularly and safely. Parents are responsible for informing staff immediately if there are any changes to medication and/or care required.

Children with asthma should have up-to-date medicines (usually inhalers) in school, clearly labelled with name and dosage. All inhalers are kept in the child's classroom where they are easily accessed in an emergency. During School trips, the Teacher will ensure the child has access to medication. A medical needs register is kept in school and shared with staff.

Medicines can be administered during the school day if necessary by a first aider. The first aider will record the date, time and dosage given to the child. **A parent must complete a Med 1 Form before ANY medicine can be administered in school.** This form is available from the school office. Should the medicine need to go home at the end of each day then a responsible adult must collect it from the School Office. Medicines will not be given to children to take home. **NO MEDICATION WILL BE GIVEN UNLESS A MED 1 FORM IS COMPLETED.**

SAFEGUARDING

The safeguarding and protection of our pupils is of the highest importance. All staff are trained in child protection awareness and procedures for dealing with concerns. The designated officer for child protection is Mrs. H. Lee, the Headteacher. The deputy child protection officer is Miss. J. Bailey and the Governor responsible for child protection is Mr. J. Heavey, the Chair of Governors. Safeguarding children should be everybody's responsibility. If you are concerned about a child or the safety of pupils do not hesitate to contact a member of staff.

BEHAVIOUR, DISCIPLINE AND REWARDS

We have a well thought out and agreed behaviour and discipline policy. This can be viewed on our website.

The over-whelming majority of children at Oakdene show exemplary behaviour and excellent manners. Our shared ethos is about positive behaviour having a good impact and our pupils being rewarded for behaving well. Dojo points are given regularly for exemplary behaviour as well as following our school values and high standards in work. High levels of Dojo awards are celebrated as a school in Assemblies.

From time to time children need to be reminded about acceptable and unacceptable behaviour. Usually a quiet word or two from a member of staff stops minor incidents recurring. Persistent or more serious incidents are dealt with through a stepped approach. If necessary this will involve referral to a member of the Senior Leadership Team (SLT).

All incidents of bullying are recorded and kept in the head teacher's office. Governors are informed of all bullying incidents and their outcomes. All bullying incidents are taken seriously at Oakdene and all accusations are followed up using the processes as detailed in our Anti Bullying Policy. The children are taught through their PSHE curriculum and through themed assemblies about how to feel and stay safe. Worry or concern boxes are available in all classes and children are spoken to as a matter of urgency when anything is placed in these areas.

POLICIES

We aim to inform pupils and parents of our policies and procedures which directly relate to the children in understandable ways through displays, assemblies, newsletters, website, text messages and lessons. Copies of full policies are available on our website. Policies will be made available in other languages and in large print if requested. Policies are reviewed on a regular basis in line with Government guidelines .



ATTENDANCE AND PUNCTUALITY

Attendance and punctuality is very high at Oakdene as we believe that every second of every day is important for learning. High attendance can have a direct link to high standards of attainment. Good attendance is rewarded.

If a child is ill, please inform the school office preferably between 8.30 and 9.00am. A letter is required when your child returns to school to ensure that we cross reference children's absences.

We operate a first day response system in contacting parents should a child be absent and no reason has been given. You will be telephoned or texted if you have not informed School as to their absence to ensure the safety of all of our children.

We do not authorise any holidays in term time and our Governing Body have adopted the St Helens Council procedure for issuing fixed penalty notices for children who are persistently absent. Penalty notices can also be issued for regular lateness. A 'Leave for Exceptional Circumstance' form must be completed AT LEAST 4 weeks before any planned absence from school. Forms for unplanned absences (eg: funeral) may be completed when required. All periods of absence must be covered by a Leave for Exceptional Circumstance form unless the child is ill, when a letter is required after the period of illness.

School starts at 8.45am. Lateness is recorded from 8.55am. It is important that all children are on time. As well as being disruptive to the class, some children get upset if they are late because they miss the start of a lesson. Late arrivals should come to the main entrance of the building. If you bring your child into school after the gates close at 8.55am, your child must be signed in at the Office and a reason for the late arrival given.

CHILDCARE

During term time we offer breakfast club and after school club from 7.45 am to 5.45pm each day. A breakfast /snacks are provided at each club that meets national food standards. The children undertake many different activities and have access to outdoor play, computers, iPads, games, toys and craft activities

Places for these clubs need to be booked and paid for in advance preferably as soon as your needs are known as this is a very popular childcare setting. Block bookings with advance payments can be made to secure a place. There is a charge for each session. Further details can be obtained from Mrs. Graney in the School Office. A Terms and Conditions document needs to be signed BEFORE any child attends the Breakfast Club or After School Club.

During some holidays we run a Holiday Club as well as a Sports Club. Details of these are available on the School Newsletters and website.

AFTER SCHOOL ACTIVITIES

School Staff and outside providers run a range of after school activities for all year groups. Further details are available from School.

LUNCHTIME ARRANGEMENTS

Children either stay for a school dinner or bring a packed lunch. All children in Reception, Year 1 and Year 2 are provided with a free school meal under the Government initiative introduced a few years ago. The vast majority of our children take up this option in the Infants.

Children in in Key Stage 2 can stay for School Dinners all week or can have a treat on a Friday, staying for a school dinner - known as Fishy Friday. School dinners are delicious with a daily choice as well as a fruit and salad bar. Menus are nutritionally balanced and are sent home when updated. There is a charge of £11.50 per week (subject to change) payable in advance each Monday morning or half termly. We run an online payment



system for School Dinners. Further details are available from the School Office. All money should be sent in a clearly labelled envelope with the child's name, class and amount enclosed. Cheques are acceptable and should be made out to St Helens Council.

We do not allow sweets or fizzy drinks in lunchboxes. We ask that Parents DO NOT SEND in items containing nuts or seeds as we have children with a SEVERE ALLERGY to nuts and nut based products. This can be life threatening for some of our children so we really do appreciate your support with this. If anything is found to contain nuts or seeds it will be taken off the child to ensure the safety of all our children.

One weeks notice to the School Office is required if changing from packed lunches to school dinners and vice-versa please in order to make suitable catering arrangements.

FRIENDS OF OAKDENE ASSOCIATION (PTFA)

We have a very organised and well established PTFA group who work tirelessly to provide resources for all our children. Please try to attend and support these events as well as volunteering to help in any way you can. Please contact anyone in the School Office if you would like to help and support this group and we will pass your details on. Without the support of our PTFA our children would not have great play equipment, iPads in school, free coach travel on all trips and many other resources.

CHARGING POLICY

Although the PTA works hard to raise funds for treats it is unable to finance all curriculum enrichments. Similarly the school budget is unable to fund some extra activities such as visitors and trips. We therefore may ask for voluntary contributions towards the cost of activities such as workshops and visits taking place during school hours. Activities which take place out of school hours may incur a charge to the provider for example fencing, judo and some music tuition (within school hours). Pupils will not be discriminated against if parents are unable to pay a contribution for activities that form part of the curriculum entitlement but must be aware that school may need to cancel an activity should contributions not cover the cost. For further details please refer to the school's charging and remissions policy on our website.

AWARDS

Everyone at Oakdene is justifiably proud of the many achievements we have gained. Below are a selection of these awards which we gain through our hard work whilst teaching and learning with your child.

- ✓ Ofsted Outstanding School
- ✓ Arts Mark
- ✓ International School Award
- ✓ ICT Mark
- ✓ Governor Mark
- ✓ CPLD Mark
- ✓ Eco-Schools Award
- ✓ Science Award
- ✓ 5 Star ***** Hygiene Award in our kitchen

COMPARATIVE DATA

Oakdene Primary School is a high achieving school at all key stages. Parents can view public information regarding the data of our school by visiting Ofsted's Data Dashboard. Please see the school's website for latest comparative data.