

New Parent's Information for entry in 2025

Headteacher's Foreword

Welcome to Oakwood Primary School!

I feel blessed to be working with a dedicated and knowledgeable staff and governor team, actively engaged parents and of course our wonderful, friendly, motivated children who are at the heart of everything we do. At the core of the Oakwood ethos is the firm belief that happy children learn better.

We want to ensure that children enjoy their learning and are curious about the world around them. This all begins when your child joins us in Reception.

It is an exciting time when your child starts school and we hope you will enjoy seeing the progress your child makes.

I firmly believe that building strong connections between all members of the school community is the firmest foundation for a happy and successful school where children can meet their potential. We therefore aim to hold a range of parent events and workshops through the year.

We would encourage you to help prepare your child for their entry into primary school by reading with them at home as often as possible. There are many resources available online – BBC Bitesize has some particularly helpful resources for children starting primary school which can be found at: <https://www.bbc.co.uk/bitesize/collections/starting-primary-school/1>

I hope your child will settle well and have a successful start to their school journey.

A Thompson

Anna Thompson
Headteacher

Oakwood Primary School aims:

- To provide a safe, secure and stimulating environment where children feel safe and enjoy their learning
- To provide a broad curriculum and enriching experiences which promote the spiritual, moral, cultural, and intellectual development of each child
- To nurture the emotional, social, physical development and wellbeing of each individual
- To nurture the positive attitudes and skills necessary to prosper in a changing society, including self-confidence, self discipline, adaptability, creativity and determination
- To encourage each child to show respect, care and consideration for all members of their community and to take responsibility for their actions
- To encourage each child to recognise the importance of responsible use of the earth's resources and develop an understanding of how we can all contribute to creating a more sustainable society



THE SCHOOL DAY

The school day is divided into two sessions.

Foundation Key Stage (Reception)

Morning session: 8:55am* – 11.45am

With one hour of free-flow (inside/outside) child-initiated learning integrated into the morning.

Afternoon session: 12.45pm – 3:05pm

With one hour of free-flow (inside/outside) child-initiated learning integrated into the afternoon.

Key Stage 1 (Year 1 and Year 2)

Morning session: 8:55am* – 12.00 noon

Afternoon session: 1.00pm – 3.10pm

All children in Reception and KS1 are provided with a piece of fruit or vegetable under the Government Fruit for School Scheme.

All children in Reception and KS1 have the option of a free hot meal at lunchtime.

Key Stage 2 (Year 3, Year 4, Year 5 and Year 6)

Morning session: 8:55am* – 12.00 noon

Afternoon session: 1.00pm – 3.15pm

** ("Soft start" available from 8:45am)*

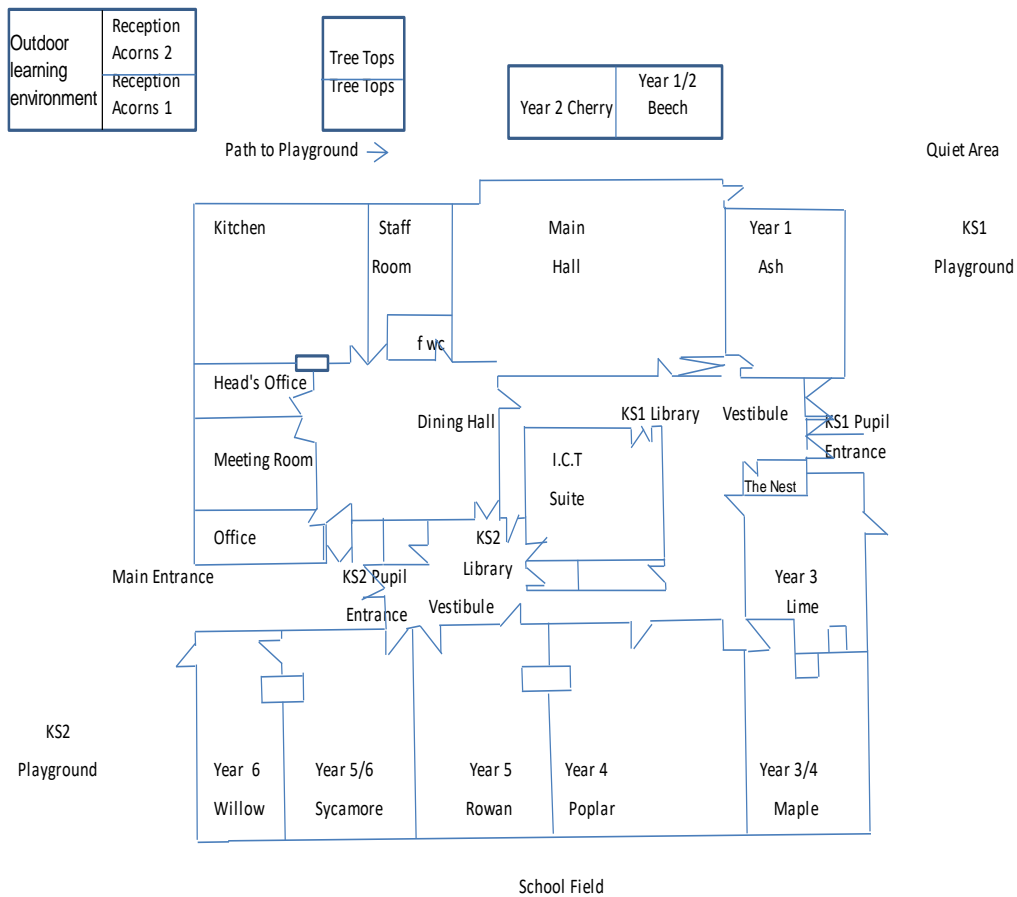
Arriving at School

Children should **arrive between 8.45am and 8.55am**. They should go straight into their classroom to get ready for the day ahead. Children should not play on the playground before this time as this area is unsupervised.

If arriving after 8.55am, children should report to the School Office with a parent or carer to be signed in after registers have closed.

FINDING YOUR WAY AROUND

For reasons of security and for your personal safety, always report to the office when coming into school or when attending an appointment with your child's class teacher.



The pupils are taught to only open the door to a member of staff. Please do not ask any pupil, even if you are known to him/her, to let you into school.

HELPING YOUR CHILD MAKE A SUCCESSFUL START AT SCHOOL

There are some practical ways that you can help us make the transition to school the best possible experience for your child.

- Talk to your child about what to expect
- Encourage your child to be independent at mealtimes
- Ensure that your child is familiar and confident with asking to visit the toilet
- Encourage independence with dressing and undressing
- Encourage your child to take turns when speaking and listening and when playing games
- Encourage your child to listen and follow instructions
- Have everything ready the night before
- Ensure all your child's clothes are clearly named
- Be on time for school
- Your child may be tired in the first few weeks so you may not want to plan lots of extra activities after school
- Wait for your child in the relevant playground at the end of the day

Follow the link to BBC Starting Primary School for lots of useful tips:
<https://www.bbc.co.uk/bitesize/collections/starting-primary-school/1>

Please talk to us if you have any concerns

LIAISON BETWEEN HOME AND SCHOOL

We recognise that your child is special to you and we will do our utmost to work with you for his or her benefit.

Newsletters and meetings

We do our best to keep you fully informed about all school events through fortnightly newsletters. In EYFS, teachers use "Evidence Me" an online journal for reception children to share your child's learning at home.

Every child will have a reading record to keep a record of their reading. The help that you can give by hearing your child practise his/her reading is invaluable. The reading record should be taken to and from school every day. This can also be used to record messages by you and the teacher.

Parent Teacher Consultation Meetings

Formal Parent Teacher Consultation Meetings are held twice a year, in the autumn and spring terms and you will receive a written report about your child in July.

Teachers are also happy to meet with you after school to discuss any aspect of your child's education or welfare or any other concerns that you may have. Should you wish to discuss a matter in any length, then please request an appointment.

Home-School Agreement

Having chosen Oakwood as the School for your child, we ask for your support. We invite you to read and sign the Home-School Agreement during your family meeting.

PASTORAL CARE AND BEHAVIOUR

Pastoral care is concerned with promoting our pupils' personal and social development. As adults, we share responsibility for all the children in school but each class teacher has particular responsibility for his/her class of children. Pastoral care encompasses and pervades the whole life and work of the school in which we aim to ensure all pupils feel valued as individuals, feel safe and secure and are encouraged to develop all their skills and talents. At Oakwood, we develop this through weekly jigsaw PSHE lessons as well as a Protective Behaviours approach to personal safety. Children are able to talk about any worries they may have and their concerns are dealt with sensitively. **If you have any concerns, please speak to your child's class teacher in the first instance.**



More information can be found on our [website](#).



PUPILS' BEHAVIOUR AND WELFARE

All members of staff are responsible for promoting the highest possible standards of behaviour at Oakwood. Our [Behaviour Policy](#) encompasses our school values: kindness, curiosity and ambition. We aim for all members of the Oakwood community to show **kindness** in their interactions. We show **curiosity** when exploring underlying reasons for behaviour. We have the **ambition** that every member of the school community feels valued and respected, and that each person is treated fairly and well. The school behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure, and where pupils become positive, responsible and increasingly independent members of the school community.

If a member of staff has concerns about the behaviour or welfare of a pupil, we will meet with parents. The support of parents is very important to maintain high standards of behaviour or to support children who are experiencing difficulties.

In cases of extreme or continuous misconduct, the Head Teacher has the authority to suspend or exclude a child from the school.

GOLDEN RULES

Pupils and staff have agreed the following Golden Rules which everyone at school is expected to follow to promote high standards of learning, behaviour and consideration for others.



The Golden Rules are on display in every classroom and around the school. They are referred to on a regular basis.

It is helpful if parents discuss these expectations with their child on a regular basis.

OAKWOOD SCHOOL COUNCIL and PUPIL VOICE

Our school council are represented by two elected children from each KS2 class. They meet regularly to make decisions on charity fundraising and events in the school. They are responsible for informing their own classmates of decisions and gathering their views.

At Oakwood, we value the views of our pupils and also want Oakwood to be the best it can be. With this in mind, the children are invited to ask the Headteacher about the running of the school, their curriculum, extra-curricular activities and suggest ways in which Oakwood could be improved.

SCHOOL UNIFORM AND EQUIPMENT

Our school uniform gives our children a sense of belonging. It is designed to be both smart and practical. It is expected that children attending Oakwood comply with these guidelines.

Reception uniform

- Black jogging bottoms or leggings
- Bottle green zip-up fleece with School logo
- White polo shirt with the School logo
- Grey, white or black ankle socks (not trainer socks)
- Flat black school shoes (not trainers)

Year 1 – Year 6 Winter uniform

- Grey school trousers (not leggings), skirt or pinafore and white blouse
- White polo shirt with the School logo
- Bottle green jumper, cardigan or sweatshirt with School logo
- Grey, white or black knee or ankle socks or grey tights (not trainer socks)
- Flat black shoes

Year 1 – Year 6 Summer uniform (optional, children may choose to continue to wear winter uniform)

- Children may wear short grey school trousers (not casual shorts), white polo shirt and grey socks
- Children may wear a green and white checked or striped dress, green cardigan and white knee or ankle socks
- Please exercise care when choosing summer shoes - sandals with open toes or heels should not be worn as injuries may occur
- Please ensure your child has a hat or cap to wear at playtimes in particularly sunny weather. Sun lotion is best applied before school (a long lasting formulation) but may also be sent to school. (Please ensure that your child is able to apply it him/herself and that the bottle is clearly named.)

Long hair should be tied back for safety reasons and to help prevent the spread of head lice.

Hair bands and ribbons etc should be green, white or black.

Stevenson's, 133-135 Victoria Street, St Albans (Tel 01727 853262) stock our school uniform and will be happy to help you with your requirements. Orders for uniform can also be placed online: stevensons.co.uk

P.E. Kit

- White T-shirt with Oakwood logo or plain white T-shirt
- Bottle green shorts (not silky or shiny fabric)
- Plimsolls - optional
- Trainers
- Black or bottle green tracksuit for colder months

Children wear PE kit to school on their nominated PE days.

*Long hair **must** be tied back during PE lessons for safety reasons and to help prevent the spread of head lice.*

Swimming Kit (Year 4 pupils in Autumn and Spring terms, Year 3 pupils in Summer term)

- Swimming costume or trunks (not swimming shorts)
- Towel
- Swimming hat for children with long hair
- Swimming goggles (optional)

Jewellery

For health and safety reasons children are not allowed to wear jewellery to school. Children with pierced ears may wear small plain studs although we strongly discourage it due to the potential risk of injury to the child and others. If studs are worn, the child must be able to remove them or cover them with plasters/medical tape him/herself before PE lessons.

Children should not wear nail varnish and body transfers to school. Please keep them for weekends!

Please name all items to make it easier to return them to their owner.

Extra items, such as water bottles, PE bags, green caps and book bags are available to purchase from the School Office via School Gateway.

Children have access to drinking water at intervals throughout the school day and need a named water bottle.

We recommend that children do not bring expensive belongings to school.

HELPING YOUR CHILD READ AT HOME

At Oakwood, we place great emphasis on working towards a high level of reading competence.

Children will begin to follow a graded reading scheme at some point in the Reception year. This will help them practise their reading skills and they will also have access to a wide range of additional materials to develop their skills further and appreciate the joy of reading. Our well-stocked library is also regularly used by the older children to support their research skills.

We hope you will enjoy sharing in your child's reading development but we also recognise that for some parents it can be an area of concern. Teachers are only too pleased to give advice to parents as to the best ways in which to support their child with reading.

You can help your child by:

- Visiting and borrowing books from your local library
- Reading daily
- Making your reading time pleasurable for you both to look forward to
- Reading a bedtime story to your child
- Reading a variety of texts including story books, information books and comics
- Enjoying the pictures within books and discussing these
- Encouraging your child to talk about books and stories

Please:

Talk to your child's class teacher if you need any reassurance about your child's reading.

SCHOOL MEALS

All Reception and KS1 children receive a free hot meal at lunchtimes.

Children may bring a packed lunch if they prefer.

School Meals Service

Edwards & Blake provide our school meals in line with current Government guidelines. The cook and her staff prepare an excellent variety of meals that give a healthy, balanced diet. School meals are a good opportunity for the children to develop their social skills and can play a major part in broadening children's attitudes to what foods they will and will not eat! For all these reasons, we like as many children as possible to use the school meals service.

In most cases, Edwards & Blake are able to cater for specific diets and allergies and these should be discussed with the school and the school cook in advance.

School meals (from Year 3 onwards) should be paid for in advance on either a half termly or termly basis. If for some reason you no longer wish your child to have a school meal, please write, giving us at least two weeks' notice.

Packed lunches

- We encourage parents to follow healthy eating guidelines when sending packed lunches to school.
- Many children bring carrot sticks and pieces of fruit as healthy extras in their lunch boxes.
- Chocolate, sweets and fizzy drinks are not allowed.

Reception and KS1 children are provided with a piece of fruit or vegetable under the Government Fruit for School Scheme.

KS2 children may bring a fruit or vegetable snack to have during morning break time.

Many children suffer from food allergies and therefore we do not permit nuts or food containing nuts or sesame, Nutella, seeded bread sticks, peanut butter, sesame snaps, humous & tahini

Milk

Milk is available for all Reception children, payable one term in advance. The cost is set by Hertfordshire County Council and varies according to the number of days in the term. The School Office will send out termly order forms.

GETTING INVOLVED

If you are interested in getting more involved with the work of the school, there are a number of ways in which you may wish to help.

PARENT HELPERS

We are always keen to receive offers of help from parents. Parents are a valuable support to the teacher, both in and out of the classroom. Currently, parents help hear children read, support children with their work and support gardening club, swimming and offsite visits, but you may have something else to offer!

If you feel you would like to get involved, please read our [Volunteer Policy](#) and sign up for one of our termly volunteer briefings. Regular parent helpers will require a DBS check.

THE OAKWOOD PTA

The Oakwood PTA has a very active committee that organises social and fundraising events. Every Oakwood parent gets automatic membership of the Oakwood PTA and is eligible to serve on the committee. An Annual General Meeting is held to report on their work and to seek new members for the committee.

Over the years, the Oakwood PTA has provided many extras for the children, including the outdoor adventure equipment, workshops, interactive whiteboards and many books and resources which benefit all the children.

We hope new parents will be interested in serving on the committee or lending their support to fundraising events.

THE GOVERNING BODY

The Governing Body meets at least once a term to plan the strategic development of the School. In addition, a number of committees meet on a regular basis to review every aspect of the work of the school. The Governing Body is responsible for formulating many of the school's policies, including its charging policy.

The School's Development Plan

Each year the school produces a development plan. Through this, we review all areas of school life and target our resources and efforts to those areas we identify as being priorities.

If you are interested in knowing more about being a School Governor, speak to the Head Teacher or another member of the Governing Body.

OTHER INFORMATION

ILLNESS AND INJURY

Please do not send children to school if they have suffered sickness or diarrhoea in the last 48 hours. They should not return to school until 48 hours since the last episode of sickness or diarrhoea has passed. This rule helps to stop the spread of illness. In addition, children will not cope with their lessons and it is not fair to other pupils.

Please inform the school office, either in person, by telephone or by e-mail if your child is off school due to illness so that the registers can be marked accordingly. You must inform the school office **every day** that your child is absent.

Further information can be found in our [Attendance Policy](#).

We will do our best to deal with any illness or injury that occurs at school but we do not have qualified medical staff. If a child is injured in a manner that requires further medical attention or a child is too ill to continue at school, we will attempt to contact you immediately. For this reason, all parents are asked to provide two alternative emergency telephone contacts in case they cannot be contacted in person.

MEDICINES

Schools are not obliged to accept responsibility for administering medicines to children. If a child requires regular medication, it should be given at home or a parent may attend school to administer it.

The Head Teacher should be notified in writing of children suffering from asthma. Children with this condition may take their own medication. It is important that other medical conditions from which your child may suffer, such as nut allergies, epilepsy, diabetes etc. should be noted on the child's admissions form too.

HOLIDAYS AND ABSENCES

Term-time holiday is not permitted unless exceptional circumstances apply. We strongly discourage families from withdrawing their children from school for any purpose during term time because it causes considerable disruption to their learning. Not only do they miss the work from their time off from school but also when children return, they often have difficulty understanding their tasks because of the teaching they have missed whilst they were away. Children may also find it difficult to settle on their return. Staff are not obliged to provide work for children who are taken on holiday during term time.

In cases of absolute necessity, authorisation for absence should be sought in advance from the Headteacher.

We expect routine medical appointments (GP, dentist, optician etc) to be made outside of the school day. If your child has an unavoidable medical appointment during school time, please inform the school office in advance. Please also put a note in your child's home school diary and ask them to give this to their teacher first thing in the morning.

PROVISION OF BIRTHDAY TREATS

We acknowledge that birthdays are special days for children and these are often marked in school by singing 'Happy Birthday' etc. However, we respectfully request that parents refrain from distributing treats to the whole class to mark a child's birthday.

ASSEMBLIES & COLLECTIVE WORSHIP

An assembly in some form takes place every day and lasts up to fifteen minutes. Assemblies (class, phase, key stage, whole school and singing) are broadly Christian in nature and may be led by the Head teacher, Deputy Head, a member of the Teaching staff or the children.

Our assemblies are acts of collective worship, whereby worship is interpreted in its broadest sense, and is a celebration of achievement, of human qualities and appreciation of the world in which we live. Therefore, children's work and behaviour at Oakwood is a subject of many of our assemblies.

RELIGIOUS EDUCATION

Religious education is part of the curriculum throughout the school and is taught according to the Hertfordshire County Council agreed syllabus. We recognise that our children come from many faith groups and aim to extend the children's knowledge of religious customs and events as well as promoting respect for different religious groups.

Whilst we hope that all children will participate in RE and assemblies, we recognise that parents retain the statutory right to withdraw their child from RE and assemblies. If any parent wishes to exercise this right they may do so after consultation with the Head teacher.

SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITY

Some children may have a physical, sensory, medical, behavioural or educational need that requires them to have additional support in school. This support may take a variety of forms. We always involve parents in any discussions regarding the needs of their child and his/her progress.

Where a child's needs require more specialist attention, the support of outside agencies will be sought. Our school SENCo is Miss Stubbs and it is her role to make referrals to outside agencies. Your main point of contact in school will always be your child's class teacher.

More information can be found on our [website](#).

STATUTORY TESTS

Teachers carry out assessments in accordance with statutory assessment arrangements. Currently these are administered in:

- Reception
- Year 1 (phonics)
- Year 4 (multiplication tables check)
- Year 6 (SATS)

With the exception of Year 6, the tests themselves are administered in a low key way, as far as possible. Other internal tests and assessments will also be carried out according to the current schedule in place, this may also include non-statutory KS1 SATs.

BEFORE-SCHOOL, LUNCHTIME AND AFTER-SCHOOL CLUBS

Children are able to choose to join any of the clubs on offer for their year group, typically art, coding and a variety of sports. In Reception, clubs start in the Spring term once the children have settled into their new routines.

MUSIC

Music is an important and extremely valuable part of school life at Oakwood and much of the atmosphere of the school is dependent on the strength of its musical tradition. Music forms part of the curriculum for every child and children also have the opportunity of taking part in extra curricular activities when they start in Key Stage Two.

PAYMENTS

We have an online payment system, SchoolGateway, for parents to use when paying for things such as school lunches, trips, visits, workshops and peripatetic music lessons. This is our preferred method of payment. The system is quick and easy to use. Please go to: www.schoolgateway.com and register as a new user.

We cannot receive cash or cheque payments unless absolutely necessary.

CONTACT DETAILS

It is important that we have up-to-date contact information for all pupils and parents. Please inform the school office immediately of any changes to your address, e-mail address, landline or mobile telephone numbers. Please also inform us of any changes to your child's medical history or dietary requirements so that we can keep our records up-to-date.

DO\$ AND DON'T\$

We keep our rules to a minimum but they are there for good reason, usually to promote high standards of health and safety. They apply to all parents at all times.

1. **Do not** park or wait on the zig-zag lines near the school gates unless you have a Disabled Blue Badge on display in your vehicle
 2. **Do not** use the school driveway or car park (unless collecting your child from Jousts after 5pm)
 3. **Do not** allow toddlers and other children to play on the school play equipment.
 4. **Do not** bring dogs onto the school site.
 5. **Do not** allow your child to cycle or scoot on the school premises.
- Always supervise your child on the school site
 - Stick to the footpaths and zebra crossings when entering and leaving the school site. Do not climb on walls, trees or swing on branches.
 - Always drive carefully and park with consideration for the safety of the children when arriving and leaving school.
 - Remind your child about road safety and ensure that younger children are closely supervised and kept well away from the driveway entrance.
 - Talk to your child's class teacher whenever you have concerns or need clarification on any school matter.
 - Always enter school via the Office.
 - Check your child's clothing regularly to ensure that it is still clearly named.
 - Always be on time for school.
 - Check your email and child's book bag for letters on a regular basis.
 - Be aware of relevant school policies, by accepting a place at Oakwood School, you agree to all policies.
 - Look after the School environment.

CHILD PROTECTION AND SAFEGUARDING

The school works in partnership with parents to support children in every way possible.

However, the Children's Act 1989 places a responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

If concerns are raised within the school or a child or parent reports a situation involving possible neglect or abuse, we have a statutory duty to refer the matter to Children's Services for investigation.

COMPLAINTS AND COMPLIMENTS

The school aims to work closely with parents and we hope you will be extremely pleased with the education and quality of your care your child receives whilst at Oakwood. If this is the case, please feel free to express your feelings of satisfaction, either verbally or in writing to a member of staff. We need to know what is appreciated in order to continue it!

However, if you are unhappy with any aspect of your child's education, we also need to know. In this case you should first speak to your child's teacher. We find that many concerns can be resolved happily through discussion.

If your concern is of a broader nature, or you have already raised it with the teacher, please refer to our [Complaints Policy](#).

