

# *Oaklands Infant School*



## *Parents' Handbook* 2021 - 2022



Dear Parent(s),

Welcome to Oaklands Infant School. By now, you and your child should have been able to visit the school at least once and begun to get a flavour of what Oaklands is all about. We hope to be able to work in partnership with you, to provide the best education we can for your child.

From a very practical point of view, this handbook is intended to provide you with all that essential but easy-to-forget information that you need as your child starts at a new school. It has been split into sections for ease of use and we hope we have covered all the basics.

This is not supposed to replace the very important contact you need to have with your child's teacher; please do speak to them whenever you need to, although it is best to avoid at drop-off in the morning and Monday after school (as there is a staff meeting) if possible.

If there is something, that with hindsight you would have found useful to know, please let us know.

Yours faithfully

*H. O'Neill*

Mrs Hannah O'Neill  
Headteacher





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At Oaklands Infant School we  
**immerse children**  
in an **inspiring, nurturing**  
environment that gives them  
**deep roots for future**  
**growth.**





## SECTION I: THE SCHOOL DAY

### I. Format of the School Day

#### *Morning*

8.40 – 8.50	Classroom doors open for drop off
8.50	Classroom doors close
8.50 - 9.00	Registration
9.00 - 10.10	Teaching Session
9.10 - 10.10	Teaching Session
10.30 - 10.50	Playtime
10.50 - 12.10	Teaching Session
12.10 - 1.25	LUNCHTIME

#### *Afternoon*

1.25 - 1.30	Registration
1.30 - 3.15	Teaching Session
3.15	Dismiss (Reception children are dismissed from 3.10 pm)

## FOUNDATION STAGE

The format for the Foundation Stage follows the same divisions of day as the main school. However, teaching sessions will be a mixture of teacher led, child initiated and free flow sessions. During the Autumn term they will not join the rest of the school for play time – it will gradually be phased in during the Spring term. However, the children will be involved in whole school assemblies.



## **2. Arriving at School**

Children are expected to arrive at school between 8.40 am and 8.50 am, when classroom doors are open for the children to be dropped off. The classroom doors close promptly at 8.50am. Any children arriving after 8.50am will need to be signed in at the office. A prompt start to the day instils good habits and prepares all the children for the working day.

At the end of the day, the children are released from their classrooms only to a known adult. If there is an occasion they are being picked up by someone else, we must be informed in writing or by phone prior to the child being collected.

## **3. Class Assemblies and Celebrations of Learning**

Class assemblies take place on an annual basis. Celebrations of Learning take place at the end of a topic. It enables the children to share their learning and provides an opportunity to visit your child's classroom.

## **4. Playtime and playtime snacks**

At playtime, the children go out into the main playground. Two teachers are on duty each day and their classes change into their plimsolls and are allowed to go on the play equipment.

We are part of the School Fruit and Vegetable Scheme. This means that a piece of fruit or vegetable is provided free for each child each day. This is given to the children ready for playtime. The fruit will normally be one of: apple, orange, banana, cherry tomato or carrot, depending on availability. Children are allowed to bring in their own piece of fruit or vegetable if parents would prefer.



## 5. Playground Pals

Some Year 2 children are trained as Playground Pals to support children at playtime. Their actual title changes each year, as they choose their own name, however their role remains the same. They are identified by their fluorescent bibs, and are to be found near the friendship bench. Any children without anyone to play with can ask for help; this year, they are called: Oakland's army and one of them will then either find them a friend or organise a game themselves.

## 6. School meals and lunchtimes

All infant aged children are eligible to have a free hot school dinner. We offer three lunch choices including a meat, vegetarian and jacket potato. Some children do still bring in a packed lunch on days when they don't like the hot meal on offer, so do please look at the menu and talk through the options. The menu is sent home so parents can choose on which day(s) a meal is required. If your child has a special dietary requirement please let the office know so that a special diet (for example gluten free) can be provided. This will require completion of additional paperwork through liaison with the catering company. To safeguard the child, they will need evidence from the Doctor that there is a need for a special diet. There is also a daily choice of pudding – hot or fresh fruit or yoghurt.

If children bring a packed lunch, no bottles, fizzy drinks or sweets are permitted, and please ensure drinks containers are water tight! The children are served with water at lunchtime and should be provided with their own unbreakable drinking cup/mug. **Please be advised, no products containing nuts are to be brought into school** as we have children with severe nut allergies. (We have added a list of acceptable items for your child's lunchbox on page 10 which also includes chocolate products).

The classes alternate on a weekly basis between first and second sitting. Each class has a Lunchtime Controller (LTC) allocated to it. When it is their time to eat, the children wash their hands and are then taken into the hall. Packed lunch children sit down straight away and the children having a hot dinner queue at the servery. They collect their lunch on a tray and then put on their own cutlery. After lunch, they collect their coats from their classroom and go out to play. At the end of lunchtime, their LTC brings them in and settles them on the carpet, often reading a story until the teacher arrives. The LTC also feeds back to the teacher if there have been any issues during the lunch hour.

A new menu is issued each term. A sample menu is below. The menu for the autumn term will be issued when your child starts in September. It is also available on the school website. We will have a new company, Cucina, supplying meals from September. The menu for the autumn term 2021 will be in your welcome pack (or may be emailed to you at a later date if it is not yet available). It is helpful to discuss the food choices with your child, there are also picture menu boards available to help the children to decide.

**IFG Primary**




**WC – 02.11 / 23.11 / 14.12**

Week 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main Meal	Pork Sausage and Mash with Onion Gravy	Chicken, Tomato & Basil Pasta & Garlic Bread	Roast Turkey, Stuffing, Roast Potatoes, Yorkie and Gravy	Cottage Pie with Root Vegetable Mash	Fish Fingers and Chips
Vegetarian Main Meal	Cheese, Tomato and Spinach Puff Pastry Slice	Tomato & Basil Pasta & Garlic Bread	Macaroni and Broccoli Bake	Quorn Cottage Pie with Root Vegetable Mash	Southern Spiced Crispy Quorn Burger in Floured Bap
Vegetables	Garden Peas	Carrots	Roasted Root Vegetables	Sweetcorn	Garden Peas
Jacket potatoes	Baked Beans or Cheese	Baked Beans or Cheese	Baked Beans or Cheese	Baked Beans or Cheese	Baked Beans or Cheese
Pudding	Chocolate Brownie	Classic Shortbread	Flapjack	Blueberry Muffin	Cookie

Fresh fruit available on request daily

Milk is provided for Foundation Stage children free of charge until the age of 5. If parents of children in Years 1 and 2 would like their children to have milk, this can be arranged via the school office.

Children can bring in their own water bottle, but we request that they only have water. They will have access to these throughout the school day.

There is also the opportunity to come into school to have lunch with your child one term during the year. We welcome your feedback from this regarding the quality of the lunches and there will be more details about this once your child has started school.



Packed Lunches from Home

Chocolate

<u>Yes allowed</u>	<u>No not allowed</u>	<u>Contains Nut Product</u>
Club biscuit bar	Mars	
Kitkat	Twix	
Fox's classic	Maltesers	
Penguin	Milky Way	
Gold bar	Wispa	
Breakaway	Flake	
Blue Riband	Twirl	
Pick up	Smarties	
Snack	Fruit Pastilles	
Timeout Wafer	Starburst	
Rocky	Snickers	Nut
Caramel wafer	Ripple	
Barny	Crunchy	
Jaffa cakes biscuits	Dairy milk	
Iced gems	Caramel	
Coco Pops bar	Boost	
Rice Krispies bar	Kitkat chunky	
Frosties bar	Rolo	
Rice Krispie squares	Aero	
Mini fingers snack pack	Kinder Bueno Milk + hazelnut	Nut
Animals snack pack	Kinder sticks	
Jammie Dodgers snack pack	Haribo	
Viscount	Curly Wurly	
Maryland cookies snack pack	Bounty	
Lotus Biscoff snack pack	Freddo	
Oreo lunchbox vanilla	Fudge	
Wagon wheel	Topic	Nut
	Milky bar	
	Daim	
	Dairy milk buttons	
	Toffee Crisp	
	Reeses	Nut
	Hersheys	
	Double Decker	
	Picnic	
	Butterfinger cups	Nut
	Lion	
	Yorkie	





## 7. Uniform

This is not compulsory, but the majority of parents do feel that they prefer their children to wear a school uniform. **Please ensure all items are clearly named.**

### **Boys**

Grey Trousers  
Blue polo shirt  
\*Navy blue sweatshirt  
Grey socks  
Sensible shoes

### **Girls**

Navy blue skirt/pinafore dress  
Navy trousers  
Blue polo shirt  
\*Navy cardigan/sweatshirt  
White or navy socks  
Navy tights  
Sensible shoes

### Summer Uniform

Grey Shorts

Blue/white gingham or candy-striped dress  
Navy blue tailored shorts

Hats  
PE Uniform

\*School cap available in two styles  
\*Yellow or blue T-Shirt (with logo), navy blue shorts (no logo) and plimsolls. A sweatshirt and jogging bottoms are required for outdoor games.

Bags

\*Bookbags and PE bags with the school logo are available in either royal blue or red.

Art and Craft

An old Adult T-shirt is needed to protect clothing during art work.

Coats

All children are expected to have a waterproof coat with them every day.  
\*Reversible Fleece Jacket

### **Where to Purchase**

Most department stores stock ranges of clothing suitable for school wear. The items above marked with (\*) have the school logo on and can only be purchased from Marks & Spencer via their website <http://www.mandsyourschooluniform.com> or 0333 014 8418. You can order a variety of items with the logo, and also shirts, trousers etc. without the logo all year round. You should receive your order within 7 working days if it requires the logo. Orders should be placed early during peak times to ensure delivery for the start of term. Delivery is free for orders over £50, otherwise a standard delivery charge of £3.50 applies. The PTA will then receive 10% commission on all sales made via M&S. If you are ordering online, the PTA asks that you also sign up to easyfundraising:

<http://www.easyfundraising.org.uk/oaklandsschoolspta/?u=2AQKF2&urp=2AQKF2>

This website provides the PTA with a percentage of online sales with various online retailers (1.5% with M&S & Amazon) if you enter the retailers via the easyfundraising website. Bookbags and PE bags can be ordered from M&S. The PTA attends the new parents' induction visit where they have samples of uniform and bags with them and also runs a nearly-new uniform sale twice a year in the Infant playground. Parents are notified of these dates by letter, nearer the time.

### Jewellery

Jewellery should not be worn in school by boys or girls. If a pupil has pierced ears then one small, plain stud may be worn in each ear. Earrings can be very dangerous when children are participating in PE activities and pupils are responsible for either removing them or covering them with tape to avoid accidents. Alternatively, we would recommend they are not worn to school on those days. No responsibility will be taken by the school for any items brought to school and consequently lost or stolen.

### 8. Lost property

As long as clothing etc is named, it will find its way back to the owner. Other clothing is put in the Lost Property box which lives in the school hall, just inside the door to the playground.

### 9. Breakfast Club / After School Club

The Beehive Club provides a range of activities in a comfortable and safe environment. Arts and crafts, games and sport, story-telling and outdoor play are just some of the activities offered. Activities vary each day and each week to meet the children's social, physical, intellectual, cognitive and emotional needs. Booking forms and further information can be found on the Beehive website: [www.beehiveclub.co.uk](http://www.beehiveclub.co.uk)



Sports Day





**SECTION 2: YOU AND YOUR CHILD'S EDUCATION**

**I. Events during the year to which parents are generally invited**

<b>AUTUMN TERM</b>		
<b>Event</b>	<b>When</b>	<b>Description</b>
Parents' Information Evening	2 <sup>nd</sup> or 3 <sup>rd</sup> week of term/end of September.	Meet the teachers/learn about the new classroom arrangements, routines and expectations.
Parents' Evening	Generally the 2 <sup>nd</sup> week after half term. One early session (3.30-6 pm) and one late (3.30-7 pm). 10 minute slots.	Feedback on individual children to parent(s).
Celebration of Learning	Approximately every half term.	Children have the opportunity to share work they have learnt for a topic and for parents to visit classrooms.
Harvest Festival Assembly	Last week of Sept/1 <sup>st</sup> week in Oct. An assembly in the afternoon.	To celebrate harvest.
Nativity Play	Last 2 weeks of term. One afternoon and one morning performance. Ticket entry.	Whole school Nativity play.
Carol Service	Last week of term, in church. Generally at 2.00 pm and children taken home from there.	Carol service.
<b>SPRING TERM</b>		
Parents' Evening	Generally the 2 <sup>nd</sup> week after half term. One early session (3.30-6 pm) and one late (3.30-7 pm). 10 minute slots.	Feedback on individual children to parent(s).
Celebration of Learning	Approximately every half term.	Children have the opportunity to share work they have learnt for a topic and for parents to visit classrooms.
Grandparents Afternoon	Generally a Friday afternoon 2/3 weeks before the end of term.	Grandparents of children in Ash & Willow classes are invited into school to see what the children have been doing, eat cakes they have made and then shown around the classrooms by the children.

<b>SUMMER TERM</b>		
Celebration of Learning	Approximately every half term.	Children have the opportunity to share work they have learnt for a topic and for parents to visit classrooms.
Sports Day	Family picnic followed by Infant School Sports Day in the afternoon	Round robin of activities followed by running races
Leavers' Play	Normally last week of term, one morning performance for Year 2 parents.	Year 2 perform a play, usually to do with their work, in celebration of leaving the infant school and being grown up enough for the juniors!

Class assemblies take place on an annual basis.



**Nativity Play**

**Visit from an author**



**Class Assembly**





## 2. Curriculum

Teaching of the National Curriculum is a statutory requirement, although it is up to schools to deliver it in their own individual way. Should you want to know more detailed information regarding the curriculum, it can be found in the prospectus, on the website or from your class teacher.

### *Religious Education and Collective Worship*

RE and daily collective worship are the only elements where parents can exercise their right to withdraw their children. In this case, the Headteacher should be notified in writing. Children withdrawn from these sessions will be provided with appropriate, alternative work.

## 3. Home Learning

We encourage your support and input into your child's education as all research show the most successful and confident learners are supported by their parents. Letters / words and reading books will be sent home with the children to practise reading. Children will also be encouraged to take Library books home to share with parents. These will be changed weekly and need to be kept in their book bags. Spelling lists will be brought home as applicable to be learnt by the children.

Reading booklets and reading question sheets are also sent home to support parents in helping their children develop reading skills and support their understanding of the text.

Parental participation in these activities is essential. Home learning sheets will also be given out half termly with ideas and activities you can do at home to support work going on in class.

## 4. Parents' Evenings

At the beginning of each academic year, a Parents' Information Evening is held by each class teacher. Parents need to attend this meeting so they can meet the new teacher, find out what will be happening in the class, and learn how their help and support is needed.

Then, once during the Autumn Term and once in the Spring Term, Parents' Evenings are held. These provide an opportunity for individual meetings with the class teacher regarding your child's progress. The meetings are held over two evenings and take place in the school hall. A week or so before the Parents Evening, lists of available times go up on classroom doors for parents to sign up against. Parents are notified by letter when these lists will go up.

Should you need to speak to teachers apart from these times, they are always happy to see you.

## 5. School Vision Booklet

This booklet explains the school's core values. Please find it on our website in the New Parents' section.





## 6. Reports

At the end of the academic year in July you will receive a written report on your child, summarising their achievements and the results of any national assessment they will have undertaken.

## 7. Parent participation

Parents provide valuable help in school, e.g. listening to readers, assisting with language or maths games, helping with the library or just generally supervising a group within the classroom. If you would like to come and help in school please contact your child's teacher. The school, and your child, would be pleased to see you. This is subject to the appropriate clearances etc in line with our safety policies.

## 8. PPA

It is a statutory requirement that all teachers have 10% non-contact time for PPA (planning, preparation and assessment). This means the full time teachers will generally have a full day per fortnight PPA time. Part time teachers will vary, depending on the hours they work. During these times the class will be taught by another teacher.

## 9. School outings

It is the policy of the school to arrange visits to the theatre, museums etc and other places which are of particular interest to children. These are often used as a springboard for work afterwards within the school. Parents may be asked to make a contribution towards the cost of such outings. The children also go off-site in the local area, to places such as the church and library. Children eligible for the Pupil Premium Grant will pay a reduced rate for these trips.

## 10. Voluntary Contributions

In order to cover the cost of cookery, DT, non-curriculum week and any other events we ask for a voluntary donation of £60.00 for your child's whole 3 years at Oaklands Infants. You can make a BACS payment to the following school account (please put your child's name as reference).

**Account Name: Oaklands Infant School**

**Sort-code: 40 -18 – 46**

**Account Number: 91469088**

## 11. Holidays and Absences

All absences should be notified to the school as soon as possible so that the child can be accounted for at registration time. This can be by letter, in person, by phone or via e-mail.

We strongly recommend that parents arrange holidays during times when school is not in session. Holidays and occasional days in term time will not be authorised apart from truly exceptional circumstances. Absences in excess of five days during any academic year could be liable for a fine. Please look at the school's Attendance Policy in the appendix for further information. Leave of Absence forms can be collected from the entrance hall. These should be completed and returned to the school office at least four weeks in advance of an intended absence.





### SECTION 3: A SAFE ENVIRONMENT

We are proud at Oaklands to offer all our children a safe environment in which to learn, play and develop. As such we have a full set of safety policies and practices. Copies of all policies are available on request from the school office.

#### 1. Pastoral care

This includes the behaviour, welfare and general needs of the child. Responsibility lies initially with the class teacher, but reference to the Headteacher may be necessary. At Oaklands Infant School we aim to:

- Create a positive environment
- Provide a friendly and welcoming atmosphere for all children, parents, staff, Governors and visitors.
- Develop within the children a sense of responsibility for their own actions
- Promote caring, considerate behaviour within the school
- Encourage and reward efforts made by the children, whatever their age and ability.
- Celebrate and reinforce positive behaviour with praise and encouragement.

Behaviour and discipline is approached from a positive point, and reward systems are used to re-enforce this. Such systems exist at class level and whole school level, where 'Acorns' and 'Goldies' are awarded to children on a weekly basis. These children will be invited to afternoon tea with the Headteacher as an additional reward. Each class also has a marble jar, with a group reward for working together to fill it. Rewards include watching a DVD or a party.

If there are concerns over a child's behaviour, parents are informed at an early stage and strategies agreed.

#### 2. Pupil Premium Grant

Additional funding (known as Pupil Premium) is given to the school each year to support children who

- Are/have been in care for 6 months or more
- Have parents in the forces
- Have been adopted from care
- Have parents who receive certain income support payments

If your child fall into one of these categories, please ensure that the school is aware of it **as soon as possible** to release the additional funding. For adopted children, we will need to see a copy of the adoption certificate. Income support eligibility will also subsidise school trips etc. The criteria for this is shown below; please call into the office for further details. Please be assured that in all circumstances strict confidentiality will be maintained. If you have already given the school this information, you do not have to do it again.



- Income support
- Income based Jobseekers Allowance
- An Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (assessed by Her Majesty's Revenue and Customs – HMRC)
- The guaranteed element of State Pension Credit

These children may receive extra support in class (via a teaching assistant or a teacher, Mrs Toublic) or may join in one of the support programmes.

### 3. Support Programmes

Each year a variety of support programmes are run for the children, depending on need. These are the main programmes which are run each year but these may be supplemented as when the need arises. Your child may be involved in one or more of these programmes, or perhaps none.

#### English as an Additional Language (EAL)

For children where English is not the first language, support will be given to develop vocabulary, pre-teach or consolidate new concepts. This may be via withdrawing the children for short periods of time or working with them in the classroom.

#### SEND Support

For children who benefit from additional help in class (generally reading, writing or maths), Mrs Ho and Mrs Brown give support. Again, this is a mixture of withdrawing them from class for short periods and working with them in the classroom.

#### 1:1 Nurture Group

Mrs Lenon runs these sessions once a week. She sees pupils on a 1:1 basis if they need support for emotional difficulties such as anxiety, self-esteem, anger etc.

#### The Proud Lions Group

This group focuses on developing children's social vocabulary through role play and practical activities. It concentrates on modelling appropriate vocabulary in social situations at a slow pace with lots of re-enforcement. Mrs Lenon runs this group, generally for a term at a time. All year groups may benefit from this.

#### Friendship Club

This is to discuss specific friendship issues in detail, giving children the strategies they can use to solve problems themselves. They will also develop more effective language for their social communication. It is envisaged that this will be mainly for Year 2 children and will support their transition to the junior school. Mrs Brown also runs this group.

Additional programmes we may use include:

Time to Talk	develops early language and social behaviour
Write to Start	develops handwriting skills
Catch Up	develops the link between writing and reading.



4. **Parent Support Advisor**

Our Parent Support Advisor (PSA) is Nikki Lenon and she is at the infants and juniors to offer support and information to parents and carers on a whole range of issues. These issues may include transitions between schools, challenging behaviour and additional needs, parenting workshops, holiday clubs and childcare to mention a few. PSAs are here for the parents and the schools and are a friendly face for you to approach to discuss concerns and offer non-judgemental advice and support. Nikki can also attend meetings and help liaise with outside agencies.

She can be contacted via the school office or via the 'Parents' page on the website.

5. **Medicines in school**

On completion of a permission form, we will administer medication to children if necessary during the day. Infant school children are not allowed to self-medicate and should not be sent into school with medication. Parents are responsible for delivery and collection of the medication. Similarly, children on long-term medication will also require a permission form, but this will last for the academic year; this will largely apply to children with inhalers. The forms are available from the office.

6. **Illness**

If your child should become ill while in school, we will contact you and request that you take them home. If your child is sick, they should have 48 hours without vomiting/diarrhoea before being returned to school. In the case of minor head injuries, such as bumps, a 'bumped head' note will go home with the children. Obviously, it is important that we always have up-to-date emergency contact information so please let us know if you move house/job, or any of your other contact details change e.g. if you're travelling and another family member or friend is caring for your child/ren.

7. **School medical examinations**

Parents of new children are reminded that their children should have received their pre-school booster vaccinations from their own doctor. Every child is offered routine screening of hearing, vision and growth during their first or second term in school. If a child needs a referral, the school nurse will contact the parents.

8. **Dogs**

As the school grounds have been fouled on several occasions, dogs are not allowed in the grounds. Guide Dogs are allowed, but only with prior permission.

9. **Bicycles**

The rules of both schools forbid the riding of bicycles of any kind or scooters within the school grounds. There is provision for infant children to leave their bicycles or scooters in either the infant or junior bike racks. These are to be left at the owners risk - the schools cannot accept any responsibility for them.



10. **Car parking in Ellis Road**

Please do not drive into the school grounds, especially at the beginning and end of the school day. The police have agreed that the most satisfactory way for parents to park cars along Ellis Road when bringing or collecting children is as follows:-

Park on the SCHOOL side of Ellis Road in the morning when depositing the children, and on the OPPOSITE side when collecting them after school.

It is vitally important that the zigzag area is left clear in the morning and that parents collecting their children in the afternoon leave their cars in order to escort their children across the road. Furthermore, cars should not be parked opposite the zigzag lines in the evening. It is felt, however, that a complete satisfactory arrangement will never be arrived at because there are just too many cars in that small stretch of road. The situation could be relieved somewhat if the children were brought by car only when really necessary.

11. **Pedestrian access**

In the interests of safety, children, even when accompanied by an adult, are not allowed to cross the junior car park. Those approaching from the Butler Road entrance must use the path which passes behind the Junior School following the footprints. Parents and children must not walk along the road into the infant school – there is no pathway and staff/delivery vehicles are constantly coming and going.

For security reasons the Ellis Road gate is closed at 9.30 am in the mornings

It can be opened at other times during the school day by using the keypad – please phone the office for the keypad number.

It is opened again at 3.05 pm and locked for the night at 3.45 pm

These times are approximate and may vary slightly without notification.

12. **Broadmoor Hospital**

Our School is close to Broadmoor hospital and as such we have a rigorous set of procedures should anything happen at the hospital so as to assure the safety of pupils and staff. Further information can be found in the appendix.



## SECTION 4: YOU AND YOUR SCHOOL

We encourage all our parents to take an active role in our school

### 1. Oaklands Schools Parent Teacher Association

The Parent Teacher Association (PTA) is a joint association between the two schools. It is an extremely active and supportive PTA which organises numerous events - educational, social and fund-raising. All Oaklands' parents are automatically members of the PTA. During recent years the school has benefitted in many ways from paying for an Author to visit on World Book Day, for a Rabbi to visit, a new reading scheme and a Great Fire of London workshop. If you would like to become more actively involved, please contact the Chair or Secretary. Any queries or problems should be addressed to the school in the first instance, unless they are clearly the concern of the PTA. More information on the PTA is provided in the appendix.

### 2. Governance

Oaklands Infant School is part of the Corvus Learning Trust, which is a Multi Academy Trust. The school has a Local Governing Body, which is the committee appointed by the Board of Directors of the trust. The Local Governing Body does not manage the school (that lies with the Headteacher) but rather works in partnership with the staff to set the strategic direction of the school and is also involved with developing policies, objectives, targets and the budget.

The Local Governing Body is made up of parent governors (elected by the parents of children at the school), the Headteacher, a teaching and a non-teaching staff representative, and co-opted governors.

Regular forum sessions as well as the newsletter provide an opportunity for communication between parents and governors (see sections below). The Governors can be contacted either via the school office or via [clerk@oaklands-inf.wokingham.sch.uk](mailto:clerk@oaklands-inf.wokingham.sch.uk).

### 3. Complaints procedure

Complaints under this heading only refer to curriculum areas, collective worship and charging policy and the actions of the Governing Body. Concerns about individuals should always be referred to the Head Teacher in the first instance.

All complaints must be investigated fully, fairly and carefully and those people making the complaint must be kept informed of progress during, as well as at the end of, each stage.





**Procedures to be followed are:**

Informal discussion with the Headteacher (where it is hoped that the complaint will be resolved)

If attempts fail to settle the complaint informally, the complainant should write to the Clerk of the Local Governing Body for presentation to the Governors. The written notification should make it quite clear exactly what the complaint is about.

If the person making the complaint is still dissatisfied after these procedures have been exhausted it will be possible for the complainant to pursue the matter with Secretary of State.

A copy of the full complaints policy is available on request and is on the website.

**4. Letters Home**

A fortnightly newsletter is sent home every other Friday. The newsletter and most other letters will come to you from the school via email. You will be asked to provide your details for this at the beginning of the year and it is important you keep us up to date with any changes. Hard copies can be requested via the school office.

The school website also has copies of the main letters and holiday dates. Please note, however, that not all letters appear here.

**5. Governor liaison with parents**

The governors try to meet with parents on as regular basis as possible to receive feedback from them. Apart from the newsletters, there are two main processes for this. Governors are present for at least part of every parents' evening, ready to listen to parents and/or explain why things happen as they do. They also distribute and analyse an annual questionnaire for parents.

**6. Governor Newsletter**

The newsletter generally comes out once a year, and updates parents on school matters from a governor viewpoint.

**7. Website**

The website is the main source of information about the school apart from talking to staff themselves! Copies of all the main newsletters, photographs, etc can be found on it as well as links to the PTA, Acorn pre-school, Oaklands junior school etc. Go to [www.oaklandsinfants.org](http://www.oaklandsinfants.org) and follow the links.



## APPENDICIES



I. **Teaching Staff** **Headteacher Mrs H O'Neill BA (Hons)**

Class Name	Class Teacher	Year Group
Ash	Mrs K Cooke BA (Hons), PGCE Mrs S Virgo BA(Hons) QTS	Foundation Stage
Willow	Miss G Devereaux BA	Foundation Stage
Silver Birch	Mrs S Bunce BA (Hons)	1
Chestnut	tbc	1
Beech	Miss M Davies BSc (Hons), PGCE	2
Elm	Miss E Weston BA (Hons) PGCE	2
	Mrs S Bunce	SENCO
	Mrs S Whibley	PPA
	Mrs N Bolger	PPA
	Mrs N Thuambe	PPA
	Mrs D Toublic	Pupil Premium Support

(may be subject to change)

2. **Non-teaching staff**

Position	Staff Name
Secretary	Mrs S Goodenough & Mrs S Hutchinson
School Business Manager	Mrs L Howard
ICT Technician	Mr G Jones
Parent Support Advisor	Mrs N Lenon
Site Controller	Mr P Munson
HLTA & Lunchtime Supervisor	Mrs L Brown (STAC) (HLTA)
Teaching Assistant & Play Worker	Mr S Smith
HLTA	Mrs H Ho
Teaching Assistant	Miss A Goodenough
Teaching Assistant	Mrs D Marsh
Teaching Assistant	Mrs C Thompson
Teaching Assistant	Mrs B Baker
Teaching Assistant & Lunchtime Controller	Mrs L Irwin
SEN Teaching Assistant	Mrs N Allen
SEN Teaching Assistant	Mrs E Penman
Lunchtime Controller	Mrs B Lancaster
Lunchtime Controller	Mrs D Lee
Lunchtime Controller	Mrs K Lintell-Smith
Lunchtime Controller	Mrs R Thompson
Lunchtime Controller	Mrs G Greatrex
Lunchtime Controller	Mrs H Platt
Lunchtime Controller	Mrs G Thompson
<b>LOCAL EDUCATION AUTHORITY</b> Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1BN	<b>Tel: 0118 974 6000</b>



3. Local Governing Body of Oaklands Infant School

Governor Type	Name
Co-opted Governor - Chair	Mr C Rossiter
Headteacher	Mrs H O'Neill
Staff Governor	tbc
Parent Governors	Mrs D Croxford Mrs C Barke Mr K Davis
Co-opted Governors	Mrs L Brown Mr Matt Parker Miss S Carr
Associate Governor	Miss E Weston
Clerk to the Governors	Contact via the school ~ 01344 774644 or <a href="mailto:clerk@oaklands-inf.wokingham.sch.uk">clerk@oaklands-inf.wokingham.sch.uk</a>





#### 4. Term dates

The government requires that children attend school for 190 days in the academic year. It also states that teachers should have 5 training days (inset days) in addition to those 190 days. The term dates are set out on the following page.

There is also a recommendation as to the length of the teaching week. For infant schools this is 21 hours. Our teaching week is 21 hours, 40 minutes.

The Oaklands school site is used as a polling station should there be a local, General or European election. This means the schools have to close. The Governing Bodies and Head teachers of both schools have no control over this. It has been requested in the past that another venue is found, but apparently there is no other place that fulfils the electoral requirements.





**2019- 2020 Academic Year Dates**

<b>Date</b>	<b>Autumn term 2019</b>
<b>Tuesday 3<sup>rd</sup> September</b>	Inset day
<b>Wednesday 4<sup>th</sup> September</b>	Children return to school
<b>Friday 25<sup>th</sup> October</b>	Inset day
<b>Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November</b>	Half term
<b>Friday 20<sup>th</sup> December</b>	Finish for Christmas holidays
<b>Date</b>	<b>Spring term 2020</b>
<b>Monday 6<sup>th</sup> January</b>	Staff and children return to school
<b>Friday 14<sup>th</sup> February</b>	Finish for half term
<b>Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February</b>	Half term
<b>Friday 3<sup>rd</sup> April</b>	Finish for Easter holidays
<b>Monday 8<sup>th</sup> April – Monday 22<sup>nd</sup> April</b>	Easter holidays
<b>Date</b>	<b>Summer term 2020</b>
<b>Monday 20<sup>th</sup> April</b>	Staff and children return to school
<b>Monday 4<sup>th</sup> May</b>	Bank Holiday
<b>Thursday 7<sup>th</sup> May</b>	Local Election Day (tbc)
<b>Friday 8<sup>th</sup> May</b>	Inset Day
<b>Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May</b>	Half term
<b>Monday 1<sup>st</sup> June</b>	Staff and children return to school
<b>Friday 17<sup>th</sup> July</b>	Children finish for summer holidays
<b>Monday 20<sup>th</sup> July</b>	Inset day
<b>Tuesday 21<sup>st</sup> July</b>	Inset day



## 5. Getting Ready for School Life

# Getting ready for school

Here is a list of things that will help your child's smooth transition into school.

Be able to:

- separate from their parent or carer
- listen and follow simple instructions and rules
- dress and undress independently, do up buttons and zips, put shoes and socks on
- share, take turns and play co-operatively with others
- ask an adult for help when necessary and say when they need a drink or the toilet
- wipe their own bottom
- blow their own nose
- use a knife and fork independently
- take care of their own belongings
- tidy up when they have finished playing with something
- Use their fingers to grip, press, turn and pinch objects (not other children!)
- hold a pencil correctly

Please ensure that your child sees you writing in lower case letters, not capitals, with the exception of initial letters of names.



# 10 things to do before you read

1. Take your child on a listening walk– sit in the garden, on the beach, in a park or on a bench. What can they hear? Can they compare sounds they hear in different places.
2. Learn and sing familiar rhymes like This old man, Twinkle Twinkle, Incy Wincy Spider etc.
3. Read a familiar story book together and change voices for different characters. Use loud, quiet and soft voices.
4. Play hide and seek but follow your voice as you answer or use a musical instrument and hide. The child can follow the sound of the instrument.
5. Make a shaker using different types of containers. Fill it with bits and bobs from around the house.
6. Make different sounds using parts of the body (clap hands, stamp feet, click fingers).
7. Read a rhyming book. Miss out some of the rhyming words. Can your child fill in the blanks?
8. Build a den (inside or outside). It does not need to be fancy it could just be a sheet placed over a table. Use the den as a story den. Make up a story about absolutely anything! Use family photo to make up a story or a favourite soft toy. Let your imagination take over!
9. Make a bowl of rhyming soup– collect things from around the house that rhyme and put them into a soup bowl. It can be anything,
10. Give your child opportunities to handle books. Let your child hold the book and turn the pages while you read their bedtime story.

**POSITIVE RELATIONSHIPS**

A parent's guide to...  
**getting ready for school**

By Penny Tassoni, early years consultant and author

It is just a couple of days before the school year starts. Uniform has been bought, hair cut and shoes polished. But these are just the last-minute preparations. Getting children ready for school needs to begin a few months earlier. So what things can parents do to help their child get off to a flying start?

A good starting point is to consider how confident your child is in a range of situations. First, your child needs to be able to talk to adults that they do not know well. They need to be able to respond not just to their teacher, but also to midday supervisors, teaching assistants and parent helpers.

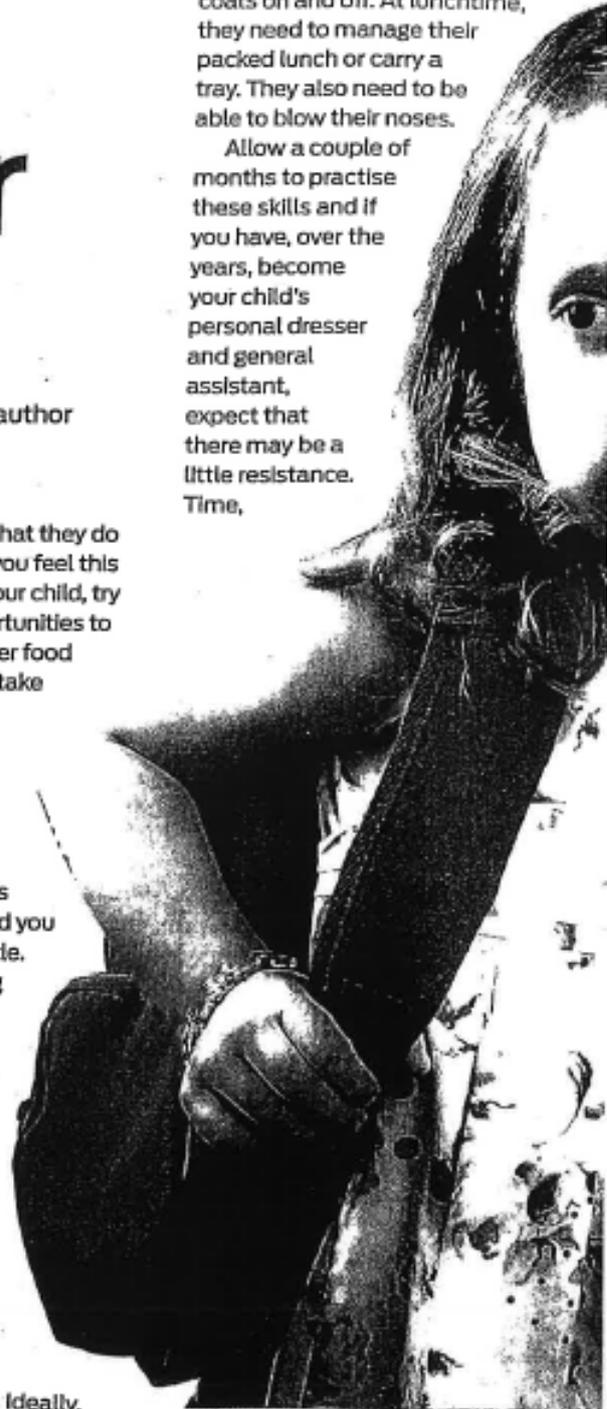
Being able to feel comfortable approaching an adult for help is important, particularly in the early days of adapting to their surroundings. While some children are naturally outgoing, others, who may be fine with friends and relatives, will need a little practice when it comes to

talking to adults that they do not know well. If you feel this is the case with your child, try giving them opportunities to pay at a shop, order food at a restaurant or take a book out of the library. At first you may need to do a little prompting, but with practice you may find that your child becomes more confident and you can step back a little.

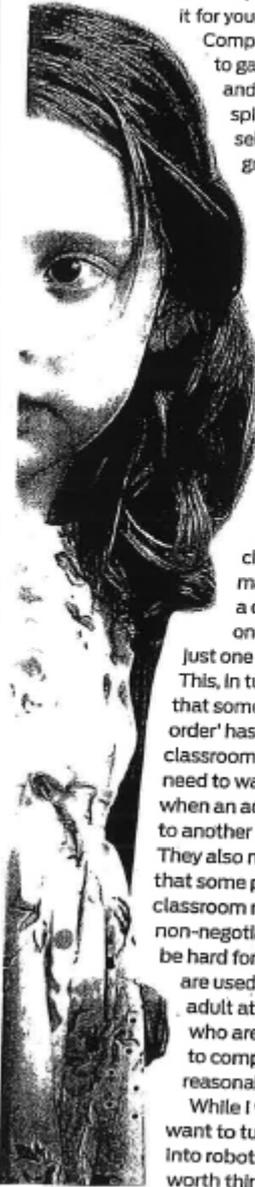
As well as being able to ask for help or respond to questions, children also need to be able to 'stand on their own two feet'! This means looking after themselves and being fairly organised. A classroom is a busy place and there is often a lot going on. Ideally, children need to be able to take

themselves off to the toilet, wash their hands and get their coats on and off. At lunchtime, they need to manage their packed lunch or carry a tray. They also need to be able to blow their noses.

Allow a couple of months to practise these skills and if you have, over the years, become your child's personal dresser and general assistant, expect that there may be a little resistance. Time,



Will your child have the personal and social



skills they need?

patience and a little praise are needed, but it is worth it for your child's sake.

Competent children tend to gain in confidence, and there are other spin-offs too – these self-help skills are great for getting children's hands ready for writing.

Children also need to adapt to having less adult attention than they may have had at nursery or pre-school. While some schools may have exceptionally

good adult-child ratios, in many schools, a child may be one of 30 with

just one or two adults. This, in turn, requires that some 'law and order' has to underpin classroom life. Children need to wait their turn when an adult is talking to another adult or child.

They also need to learn that some parts of the classroom routine are non-negotiable. This can be hard for children who are used to immediate adult attention or who are not used to complying with reasonable requests.

While I would not want to turn children into robots, it is worth thinking about whether your child

**CASE STUDY**

Polly is the youngest of our three children and was very much the baby of the family. From the day she was born, we spoiled her rotten. I just wanted to keep her as my baby, but it meant that when she was four, I was still dressing her and helping her on the toilet. I also let her have her own way most of the time.

When Polly started school, she was excited and bounced happily in. At the end of the first week, she seemed a little subdued. I put it down to tiredness. The following week, she refused to get dressed for school. With coaxing, I got her into school and at the

end of the day had a word with the teacher. It turned out that Polly was not a star pupil. She had been reprimanded several times. The teacher said Polly had also missed out on PE because she had totally refused to get undressed.

My heart sank. Both of the boys had had the same teacher and had loved being in her class.

That evening, a new regime began. We began to treat Polly like a four-year-old, not a toddler. A month later, Polly was no longer the spoiled baby of the family. She was happy at home and happy at school.

can 'toe the line' when needed and whether they understand about waiting for their turn. As with other social skills, a little bit of practice and also mentoring can be useful. It can also be useful to show how you have to wait your turn in places such as shops or before speaking to receptionists. You could also talk with your child about what it would be like if no one waited.

Finally, it is worth looking at your child's sleep patterns – children do find the first weeks very tiring. Children who are not sleeping enough are more likely to pick up a cold or infection. They will also find it harder to concentrate and so learn. Aim in the next couple of months to build up a good bedtime routine and just before term begins, get your child in the habit of being up and dressed early. With a bit of luck, this will help you both to glide through the school gates

on their first day, rather than making a hasty entrance.

**READY-FOR-SCHOOL CHECKLIST**

**Can your child:**

- Respond to an adult or ask for help?
- Put their coat on and off, managing the zip/buttons?
- Get changed into shorts and T-shirt for PE quickly?
- Fold their clothes into a neat pile?
- Go to the toilet and wash their hands independently?
- Get a tissue and blow their nose unprompted?
- Carry a tray and eat with a knife and fork?
- Unwrap food packaging including peeling fruit?
- Tidy up toys and put things away unprompted?
- Wait for their turn when an adult is busy with others?
- Comply with reasonable adult requests promptly? ■

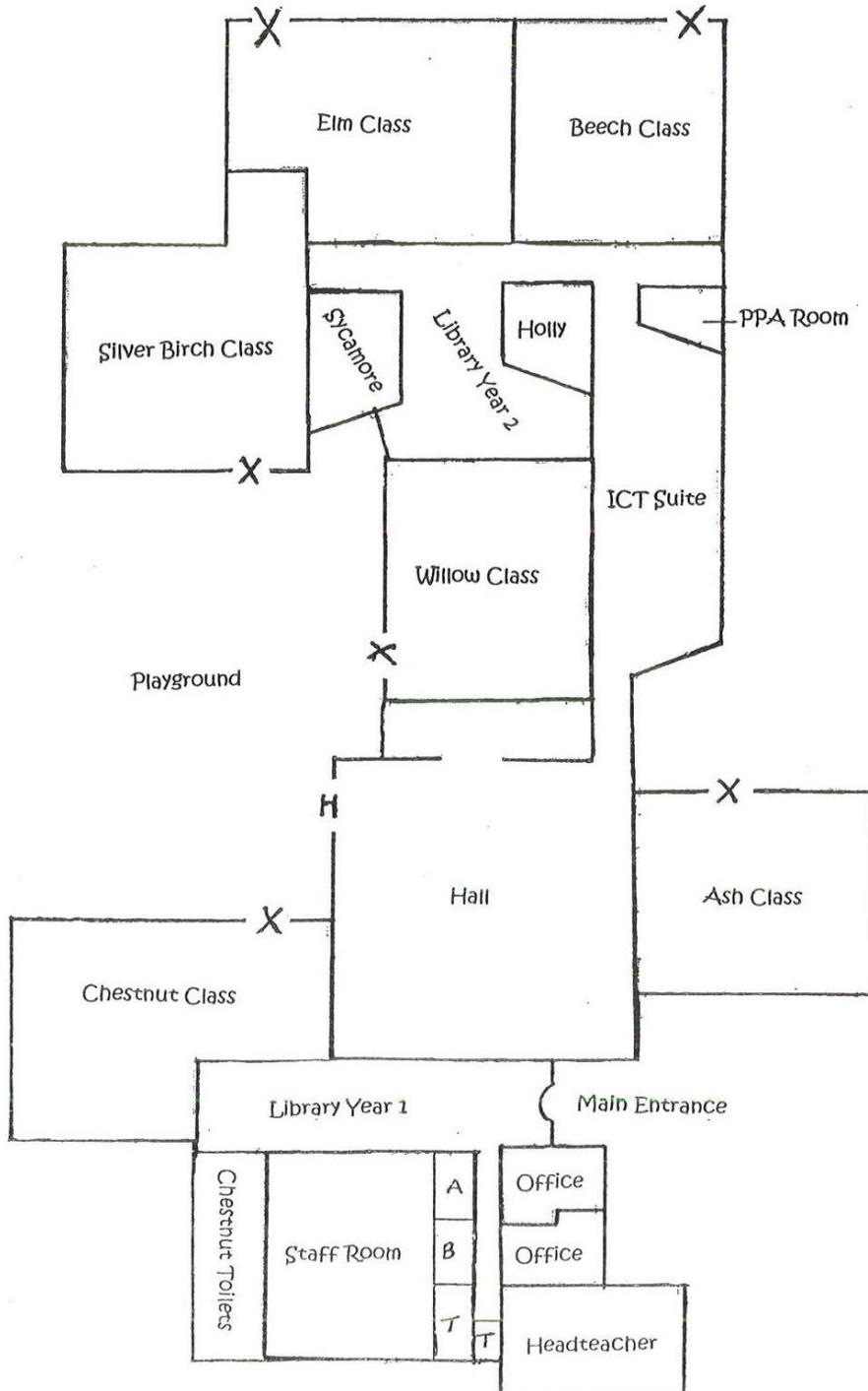
PHOTO: ISTOCKPHOTO



**6. Plan of the School**

The classrooms at Oaklands Infant School are all named after trees. Currently the classrooms are allotted to year groups as follows:

<b>Ash</b>	Foundation Stage	<b>Willow</b>	Foundation Stage
<b>Chestnut</b>	Year 1	<b>Silver Birch</b>	Year 1
<b>Elm</b>	Year 2	<b>Elm</b>	Year 2
<b>A</b>	Stock Room	<b>B</b>	Photocopier
<b>T</b>	Toilets	<b>H</b>	Hall door for class assemblies
<b>X</b>	Classroom doors from which children are dismissed at the end of the day		



## 7. Oaklands Schools' PTA

A message from Oaklands Schools' PTA.....

From organising school fetes, publishing newsletters, balancing books & the odd cake sale – the PTA ultimately supports our children's education.

What is the PTA and what does it do?

The PTA is for the parents and teachers of Oaklands Schools – as soon as your child joins Oaklands, you automatically become a member of our PTA. We are a charity helping to raise funds to improve our schools. We have recently helped the Infants with their Library extension and are currently helping the Junior School to purchase new tablets for the ICT suite.

Meet people and have fun!

We are friendly and fun and proud of our schools. We want to help all parents get more involved and to get to know each other – we welcome volunteers with open arms! If you have a spare hour to help at the school disco or Christmas fayre or fancy being a Class Rep – we'd love to hear from you!



### 100 Club

The 100 club is a lottery open to all Oaklands' parents and staff to join in. It consists of 100 shares that are allocated on a first-come, first-served basis and entered into a prize draw each half term. Cheques are issued to the lucky winners. 1<sup>st</sup> prize: £100, 2<sup>nd</sup> prize: £35 and 3<sup>rd</sup> Prize: £15.

### Class Reps

Every class has a PTA representative. The class reps provide an important link between the PTA and the rest of the school. People usually volunteer for this role at the beginning of September and undertake the role for the school year. The role involves:

- Helping to collect donated gifts for the Summer and Christmas fayres
- Running / finding parents to help run, a stall at the fayres
- Helping to collect/sell uniform for the Nearly New Sales of school uniform

Look at our website: [www.oaklandspt.org.uk](http://www.oaklandspt.org.uk)



Some PTA events:

School Disco, Fireworks, Christmas Fayre, Easter Egg Bingo, Summer Fete

We look forward to seeing you!

School Uniform

With the exception of gym bags and rucksacks, all uniform with the school logo can be ordered online via Marks and Spencer at [www.mandsschooluniform.com](http://www.mandsschooluniform.com) or by phone on 0844 544 7969. Orders placed through the scheme raise money for our schools.

Please look on the PTA website to find out how to order logoed gym bags and rucksacks via the PTA.

Nearly New Sales

We also hold Nearly New Uniform Sales. These are held in the school playgrounds at pick up time once per term for both schools.

Key Contacts

Chair: Alex Minett

Vice Chairs: Gemma Thompson, Sally Cook, Tracey Richards, Emma Cross, Lucy Linett and Camilla Swyer.

Secretary: Kate Collof

Treasurer: Sarah Fowler

School Uniform: Sally Cook

100 Club: Tamsin Cope/Alex Minett

Easy Fundraising

You can raise money for Oaklands Schools from your internet shopping for free! All you need to do is to go to: [Easyfundraising.org.uk](http://Easyfundraising.org.uk), go to 'create an account', then 'support a good cause' and find [Oaklandsschoolpta-Crowthorne](http://Oaklandsschoolpta-Crowthorne) and 'Join'. You can also download the app [easyfundraising](http://easyfundraising) –it's even easier!

## 8. Responsible Internet Use



Pupils and parents/carers are asked to sign a responsible internet use agreement (within registration form).



## 9. Broadmoor

### **Oaklands Infant School Emergency Plan**

#### **1. Warning Systems**

If there is an escape, the warning sirens will sound and all schools within approximately seven miles of Broadmoor Hospital will be notified. The warning siren is tested each Monday at 10.00am for 2.5 minutes. After a break of 2 minutes, the all clear siren is also sounded for 2.5 minutes.

In the event of an escape, local schools operate a cascade alert system. Information is passed from school to school. The cascade system is routinely tested on the second Wednesday of the first term and then periodically.

Telephone numbers for the cascade system are prominently displayed in the school office for easy access.

Schools will stay open and operate as normally as possible.

#### **2. Action in the event of an escape**

In the event of an escape, children will be required to:

- Remain in their classrooms working normally with an adult
- Not be allowed out during breaks or outside PE/games

School will need to:

- Minimise and supervise movement between different buildings on the site
- Ensure that all external doors and windows are closed and gates are locked
- Ensure that visitors calling at the school without prior arrangements are asked to call on another occasion. Visitors will only be admitted to school once identification has been produced or with the approval of the Head or Deputy Head.

All staff on the premises consider themselves on duty during the alert.

**If during the alert there is an immediate and actual intruder threat (eg. the person(s) are known to be on-site or in the immediate vicinity of the site) action may need to escalate beyond these precautionary procedures.** See separate model 'Lockdown' procedure for schools.



## 10. Attendance

As a parent it is your responsibility to make sure your child attends school. Every lesson counts, from the “getting to know you” first days of the Autumn term, the everyday carefully planned teaching sessions, to the final goodbyes and transition events in the Summer term. The following section provides information you may have with regards to attendance. As always, if you have any questions or need advice, please do not hesitate to ask.

### Q What happens if my child is late?

**A** Punctuality is a good habit to develop – lateness is disruptive to the class and means that your child misses out on information. Arrival after the register has been called, but before 9.20am, is considered as ‘Late but present’.

Arrival after 9.20am is deemed ‘unauthorised’ and counts as a half day’s absence.

In severe weather conditions exceptions to this ruling apply.

### Q What is the difference between an ‘Authorised’ and an ‘Unauthorised’ absence?

**A** Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours – these are called ‘**authorised**’ absences.

Things that could be done outside school time – days out, birthday treats, routine dental appointments or having a lie-in because of a late night are all considered ‘**unauthorised**’ absences.

### Q What if my child is ill?

**A** If your child is ill, s/he should stay at home. A child should not be returned until 48 hours after a bout of sickness or diarrhoea.

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

**If your child is ill please make sure you let the school know by telephone/email or in person before 9.30am on the first day of absence.**

### Q Can I take my child on holiday in term time?

**A** There has in the past been a misconception that families are ‘allowed’ to take holiday in term time during a school year. There is **no entitlement** to holidays in term time.

Your child is legally entitled to 190 days of school each year, which leaves 174 days left in which to take holidays.



**Q What if I cannot avoid holiday in term time?**

**A** You will need to complete our Leave of Absence request from **at least 4 weeks** before the date of the holiday. Please be aware that holidays will only be authorised in exceptional circumstances.

**Q What happens next?**

**A** A letter from the Headteacher will be sent to you. If the request is refused and the holiday is still taken, the Education Welfare Officer will be informed and they will decide whether to issue a Penalty Notice or not.

**Q What is the role of the Educational Welfare Officer (EWO)?**

**A** Local Authority EWOs regularly visit the school and checks the registers to monitor absence. If your child has low attendance, the EWO may contact you to ensure this improves. They will become involved if there is persistent absence, particularly if the absence is unauthorised.



**Model  
Attendance  
Policy**

for

Oaklands Schools  
Butler Road, Crowthorne, RG45 6QZ



## MODEL ATTENDANCE POLICY

This school's Attendance Policy is based upon the requirements contained within the following:

- The Education Act 1996;
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013;
- The Education (Penalty Notices) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013; and
- Department for Education Guidance as from time to time issued in respect of school attendance matters.

### Introduction

The Education Act 1996 requires parents /carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise. The Supreme Court has determined that 'regular' attendance means that which is ***"in accordance with the rules prescribed by the school"*** (Isle of Wight Council v Platt) (6<sup>th</sup> April 2017).

### Commitment to Attendance

As a school we recognise the clear connection between regular attendance and achievement and will, therefore, work in partnership with parents/carers, the school's governing body and the Corvus Learning Trust to ensure that pupils achieve maximum possible attendance.

### Expectations

We expect that all pupils will:

- Attend school every day for the entire duration of the academic year unless there are good reasons for their absence;
- Arrive at school on time;
- Be appropriately prepared for the day; and
- Bring to the attention of their class teacher any issues that may affect their school attendance.



We expect that all parents/carers will:

- Ensure they are fully aware of the school's attendance policy, their legal responsibilities with regard to their child's education and the requirement to ensure their child's regular attendance at school;
- Ensure their child attends school every day throughout the academic year unless school has approved the leave of absence;
- Ensure their child arrives punctually and prepared for the school day;
- Telephone the school each day if their child is unable to attend due to illness or any other unavoidable circumstance;
- Provide a written explanation for the absence when their child returns to school, including providing medical evidence where requested;
- Avoid making medical, dental or other appointments during the school day;
- Notify school of any issues that may affect their child's attendance; and
- Advise school immediately of any changes to contact details.

School staff will:

- Ensure Registers are taken promptly at the beginning of the day, and again at the start of the afternoon session;
- Contact parents/carers when a pupil has failed to arrive at school and where no message explaining absence has been received by 9.30 a.m.;
- Send a written request to parents/carers where a pupil's absence is unexplained – see *note below on Authorised and Unauthorised Absence*;
- Provide parents/carers with their child's percentage attendance at regular intervals (parents' evenings when there is a concern, end of year reports etc.);
- Work with parents/carers when there are concerns over a pupil's lack of regular attendance;
- Notify the Education Welfare Service when a pupil fails to attend school regularly or when a pupil has missed 10 school days or more without permission: this being a legal requirement; and
- Where absences persist then a formal referral should be made to the Education Welfare Service which may result in the issue of a Penalty Notice or prosecution in the Magistrates' Court.



### **Authorised and Unauthorised Absence**

Authorised absence is when the school accepts the explanation offered as satisfactory justification for the absence OR has given approval in advance.

Unauthorised absence is when school does not accept an explanation as being reasonable justification for the absence, OR when no explanation has been provided despite a written request being sent to parents/carers, OR when the Headteacher has not approved a parent's/carer's request for leave of absence.

Parents/carers should be aware that it is the Headteacher's decision whether to authorise an absence or not. In the case of long term or frequent absences due to illness or a medical condition, supporting medical evidence may be requested. This could be in the form of a date stamped compliment slip from a doctor's surgery or a copy of a prescription. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for any cost.)

### **Punctuality/Lateness**

It is crucial that pupils arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of other pupils in the class. It is paramount, therefore, that all pupils arrive at school on time. The school site is open from 8.30 a.m. and the school building opens at 8.40 a.m. – 8.50a.m (OIS) and 8.50 a.m. (OJS). Anyone arriving after that time needs to go to School Office and sign child in.

- Registration takes place at 8.50 a.m. (OIS) and 8.55 a.m. (OJS) and pupils who arrive after that time will be recorded as late to school.
- After this lateness is recorded as an unauthorised absence (This could lead to formal legal action by the local authority if the problem persists).
- Persistent lateness by a pupil will initially be followed up by school staff and, if not resolved, will be referred to the Education Welfare Service.



### **Pupils Leaving During the School Day**

- Pupils are not allowed to leave the premises without prior permission from the school.
- Parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out at School Office on leaving the school and signed back in on their return.
- When a pupil is being collected from school, parents/carers are requested to report to School Office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services.

### **Term Time Leave of Absence**

At Oaklands Schools we believe term time absences should be actively discouraged. Our purpose is to ensure pupils achieve their full potential and there is a clear link between poor attendance and underachievement. However, we also recognise that there may be occasions when a parent/carer considers there are extenuating or compassionate reasons for such absence. The law has removed the right for school to grant up to 10 days' leave of absence in special circumstances for the purposes of a family holiday and there is no automatic right to take any leave or holiday in term time. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Headteacher can only grant leave of absence if the circumstances are considered 'exceptional' in which case the pupil's absence will be authorised.



The school holiday dates, INSET days and other important dates are published on the school's website and parents/carers are asked to note these when planning holidays and family events. If there are exceptional reasons for requesting leave of absence during term time, the following procedures will apply:

- The parent/s or carer/s with whom the pupil normally resides must complete and submit a Leave of Absence form at least one month in advance of the requested absence. Forms are available from the School Office. The Headteacher (or person authorised to do so on the Headteacher's behalf) will consider the application, and will decide whether or not the application can be granted on the basis of 'exceptional' circumstances. Each application will be considered on a case-by-case basis depending upon the specific circumstances of the particular application. School will endeavour to respond within 5 working days to the parent/s or carer/s who submitted the application.
- Where leave of absence is granted, the pupil's absence will be authorised.
- A one-off period of irregular attendance, such as an unauthorised period of leave in term time, can result in a referral being made to the Education Welfare Service and this may result in the issuing of a Penalty Notice in accordance with Wokingham Borough Council's Code of Conduct.
- The amount payable on issue of a Penalty Notice is £60 per parent/carer, per child if paid within 21 days of receipt of the Notice, rising to £120 if paid between 22 and 28 days (Figures correct as of 01.09.17).
- If a Penalty Notice remains unpaid after 28 days the matter may result in each parent/carer being liable for prosecution in the Magistrates Court for failure to ensure their child's regular attendance at school contrary to Section 444 of the Education Act 1996.

### **Addressing Attendance Concerns**

Oaklands Schools collects attendance and absence data daily and weekly from the Registers. This collecting of data also enables us to identify those pupils whose attendance is giving cause for concern. Should this apply to your child, the Headteacher will write to you to make you aware of the concern. If your child's attendance does not show an improvement you will be invited to attend a meeting with Headteacher to agree an Attendance Action Plan.



### **The Education Welfare Service**

If your child's Attendance Action Plan fails to bring about the required improvement in attendance, we will consider making a formal referral to the Education Welfare Service which works to support schools, parents and pupils to promote and ensure good school attendance and punctuality. However, the Service also has a statutory responsibility to pursue non-school attendance and persistent lateness.

When a pupil is referred to the Education Welfare Service there are various actions that can be taken to address attendance concerns. In certain circumstances, and in accordance with Wokingham Borough Council's Code of Conduct, Penalty Notices may be used to bring about an improvement in a pupil's attendance. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The Fast Track Intervention may also be offered as an early intervention measure designed to ensure that appropriate action is taken to address school attendance concerns. Fast Track involves engaging parents and identifying what improvements and actions need to be achieved over a fixed time frame (usually 8 or 12 weeks).

Parents have a legal responsibility for ensuring their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates' Court.

### **Changing Schools**

It is important that if parents/carers decide to send their child to a different school that they inform Oaklands Schools in writing as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next;
- The address of the new school; and
- A new home address if appropriate is supplied.

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service and after four weeks the pupil will be registered on the S2S website as a Pupil Missing Education.



### **Elective Home Education**

Parents/carers have a duty to ensure that their child receives a suitable full-time education either by regular attendance at school or otherwise. The law allows parents/carers to choose to educate children at home instead of sending them to school. This is known as Elective Home Education.

Should parents/carers wish to follow this route, they need to put this in writing to the Headteacher with a request that their child is removed from the school roll. School will then inform the Education Welfare Service and arrangements will be made to monitor the education put in place at home.

### **Governors**

It is the Governors' legal responsibility to monitor and evaluate attendance and the Headteachers of Oaklands Schools will regularly monitor attendance and keep Governors informed of any concerns.



## WOKINGHAM BOROUGH COUNCIL

### Oaklands Infant and Junior Schools PENALTY NOTICE CODE OF CONDUCT

#### Background

Wokingham Borough Council's Children's Services are committed to raising standards in education. They recognise that this can be achieved only if pupils are in regular attendance at schools and acknowledge the long established correlation between the absence from pupils at school and poor academic achievement. Good attendance results in higher academic attainment.

- 1.2 In order to comply with the requirements of Human Rights legislation Penalty Notices must be issued in a consistent manner. The measures detailed in this Code of Conduct govern the issuing of Penalty Notices in Wokingham.

#### 2 Legal Basis:

- 2.1 Section 23 of the Anti-social Behaviour Act 2003 empowers designated LA officers, Head Teachers (& Deputy and Assistant Head Teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2007 came into force on 1<sup>st</sup> September 2007.

- 2.2 The issuing of Penalty Notices must conform with the requirements of the Human Rights Act and Equal Opportunities legislation.
- 2.3 The LA has the prime responsibility for developing a protocol within which all partners named in the Act will operate.
- 2.4 Where an unauthorised absence has been dealt with by way of a Penalty Notice, it is not possible for a parent/carer to be prosecuted for the same period of unauthorised absence under Section 444 of the Education Act 1996.



### **3 Rationale:**

- 3.1 Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.
- 3.2 In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty notices supplement the existing sanctions currently available under Section 444, Education Act 1996 or Section 36, The Children's Act 1989 to enforce attendance at school where appropriate.
- 3.3 In Wokingham the Education Welfare Service (EWS) delivers this LA responsibility.
- 3.4 Parents/carers and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Sanctions of any nature are for use only where parental co-operation in this process is either absent or deemed to be insufficiently effective to resolve the presenting problem.
- 3.5 Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that their use will secure an improvement.

### **4 Circumstances where a Penalty Notice may be issued:**

- 4.1 A Penalty Notice can only be issued in cases of unauthorised absence. Use of Penalty Notices will be restricted to one per pupil per term. In cases where families contain more than one poor-attending pupil multiple issues may occur but this will be the subject of careful consideration and co-ordination. Each parent/carer will receive a Penalty Notice for each pupil.
- 4.2 There will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.
- 4.3 The issuing of a Penalty Notice will usually be considered appropriate in the following circumstances (these are cited as examples and are not meant to be exhaustive):
  - overt truancy (including pupils caught on truancy sweeps)
  - parentally-condoned absences
  - unauthorised holidays in term-time –5 days or more
  - excessive delayed return from authorised extended holidays without prior school agreement – i.e.2 days
  - persistent late arrival at school (after the Register has closed) - i.e. 15 occasions in a half term period
  - less than 80% attendance, the absences being unauthorised; during a 4 week period



- 4.4 To ensure consistent deliver of Penalty Notices the following criteria will apply:
- Other than in specific circumstances\* the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement.
- \* no warning given when absence is due to unauthorised holiday.
- The deliberate taking of a holiday in term time without/against school permission (where it can be clearly demonstrated that the parents/carers understood that permission had not/would not be given) and where this has created a period of unauthorised absence in the current term of at least 10 sessions (5 days or more) will result in the issuing of a penalty notice.

4.5 Schools must consider every aspect of a pupil's case before considering #whether a Penalty Notice would be appropriate. This must include strategic discussions with the schools named Education Welfare Officer (EWO) and any services which have involvement with or knowledge of the pupil/family.

## 5 **Procedure for Issuing Penalty Notices:**

- 5.1 In Wokingham all Penalty Notices will be issued through the Education Welfare Service (EWS). This will ensure consistent and equitable delivery, retain home-school relationships and allow cohesion with other enforcement sanctions.
- 5.2 The decision about whether the criteria are met for issuing a fine will be made by the Education Welfare Service.
- 5.3 Penalty Notices will only be issued by post and never as an on the spot action; this is to satisfy that all evidential requirements are in place. First class post and certificate of posting will be used.
- 5.4 The EWO will receive requests to issue Penalty Notices from schools, Thames Valley Police and neighbouring LA's. These requests will be actioned provided that:
- all relevant information is supplied in the specified manner,
  - the circumstances of the pupil's absence meets all the requirements of this Protocol,
  - the issue of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already being processed.



5.5 The EWS will respond to all requests within 10 school days of receipt and where all criteria are met will:

- Issue a formal written warning to the parents/carers of the possibility of a Penalty Notice being issued.
- In the same letter set a period of 15 school days within which the pupil must have no unauthorised absence.
- Issue a Penalty Notice through the post at the end of the 15-day period if the required level of improvement has not been achieved.
- Issue a Penalty Notice for unauthorised holiday absence only after the holiday/absence has occurred

## **6 Procedure for withdrawing Penalty Notices:**

6.1 Once issued, a Penalty Notice will only be withdrawn in the following circumstances:

- proof has been established that the Penalty Notice was issued to the wrong person, or
- the use of the Penalty Notice did not conform to the terms of this Protocol, or
- There is a material error in the Penalty Notice

## **7 Payment of Penalty Notices:**

7.1 Arrangements for payment will be detailed on the Penalty Notice.

7.2 Payment of a Penalty Notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.

7.3 Payment of a Penalty Notice within 21 days is £60, per parent/carer per pupil, and payment after this time, but within 28 days, is £120.

7.4 The LA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event on non-payment).

## **8 Non-payment of Penalty Notices:**

8.1 Non-payment of a Penalty notice, other than those for unauthorised holiday absence, will trigger the fast-track prosecution process under the provisions of Section 444 of the Education Act 1996.

8.2 Non-payment of a Penalty Notice issued for unauthorised holiday absence will result in immediate referral for prosecution for non-school attendance. Where a prosecution does not result following non-payment then the Penalty Notice will be withdrawn under Regulation 9 of the 2007 Regulations.

## **9 Policy & Publicity**

9.1 Deployment of Penalty Notices as a sanction is included in the Authority's Attendance Policy.

9.2 All school Attendance Policies should include information on the deployment of Penalty Notices and this will be brought to the attention of all parents/carers.

9.3 The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions in promotional/public information material.



**10 Reporting & Review:**

- 10.1 The EWS will prepare and publish an annual report on the number of Penalty Notices issued and their outcomes
- 10.2 The EWS will review Penalty Notice use at regular intervals and amend the general enforcement strategy as appropriate.



**Penalty Notice**  
**S.444A EDUCATION ACT 1996**  
Please read the notes overleaf carefully.

**PART I**

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent/carer is guilty of an offence under s.444 Education Act 1996.

To: Title: ... Surname:  
Forename: ...  
Of: Address:  
..... Postcode: ... ..

You are a parent of (called in this notice "the pupil") who is a registered pupil at school.

Between .....and..... the pupil failed to attend regularly at the school and absences were unauthorised..

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £60/£120 in accordance with the table overleaf. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice.

Payment should be made within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £120. Payment should be made to Wokingham Borough Council and can be made in person at Shute End, Wokingham (during office hours) using the *pay-in machine on the ground floor*, or by posting this notice with a cheque or postal order to Education Welfare Service, Brambles Area Team, Budes Gardens, Wokingham, RG40 1PX.

Late or part payments will not be accepted and no reminders will be sent. **If payment is not received by (insert date 28 days from date of issue), you may be prosecuted for the offence and could be subject to a fine of up to £1,000. [£2500]**

This notice is issued by (name) (official particulars) of (address/employer) (within Wokingham LA).

Date of Issue:

21 days: ...

28 days:

NOTES:

**Penalty Notice Table**

£60 - if payment made within 21 days

£120 - if payment made between 22 and 28 days

Prosecution: if no payment received by day 28



**Payment**

By cheque or postal order payable to Wokingham Borough Council

**By Post**

To Education Welfare Service, Brambles Area Team, Budes Gardens, Wokingham RG40 1PX.

**By Person**

Cash Office Pay-in Machine, Shute End.

**Penalty Notice Payment Form****Part 2**

Please complete the following and return this notice with your payment to Wokingham Borough Council, Brambles Area Team, Budes Gardens, Wokingham, RG40 1PX or take this with you if you intend paying in person to the pay-in machine at Shute End.

Name: .....

Address: .....

Pupil Name.....

I attach payment in the sum of £.....

Signed: .....Date:.....

Revenue Code: 40026 3201

**NOTES****1. Contact Details.**

If you have any queries about this notice, please contact Wokingham Local Authority at Education Welfare Brambles Area Team, Budes Gardens, Wokingham RG41 1PX.

**2. Amount of penalty.**

The amount of penalty is as follows:

**When paid**

Within 21 days £60

Within 28 days £120

**3. Code of Conduct.**

This notice is issued in accordance with the PN code of conduct drawn up by the Wokingham LA. Any questions or correspondence about the code should be addressed to the Principal EWO in the Children's Services Department

**Withdrawal.**

The Wokingham LA may withdraw this notice if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. If you believe that the notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the notice is withdrawn. If the notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

**4. Payment.**

You should complete the notice above and send or deliver it to the LA at the address given.

**5. Prosecution.**

If you do not pay the penalty, and the notice is not withdrawn, you will be prosecuted for the offence of failing to ensure your child's regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you would be advised to seek legal representation. In some circumstances you may be entitled to legal aid.



**Oaklands Infant and Junior Schools**

**PENALTY NOTICE FOR UNAUTHORISED HOLIDAY ABSENCE**

**Pathway**

At least 4 weeks prior to beginning of proposed absence school receives absence request form

↓  
Within 10 days, school replies to parent

↘ Absence authorised

↓  
Absence not authorised

↓  
Leave of absence (holiday) form returned to parent: application has been refused

↓  
Letter sent to parent by school confirming that if unauthorised holiday is taken then EWS have the right to issue penalty notice

↓  
Unauthorised holiday taken

↓  
EWS informed of unauthorised holiday and provided with copies of leave of absence form and letter sent by school

↓  
PN issued by EWS

↘ PN Paid

No Further Action

↓  
PN Not Paid

EWO Prepares statement for court

↓  
Legal Case

## 11. Head Lice

Healthcare  
from the heart of  
your community

Berkshire Healthcare **NHS**  
NHS Foundation Trust

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### HEAD LICE

Information for families

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#### About head lice

Head lice are small insects about the size of a sesame seed, when full grown. They live in the hair very close to the scalp.

Nits are *empty* egg cases which are glued to the hair strands and move away from the scalp as the hair grows.

You only have a head louse infection if you find a *live, moving louse* not nits. Nits, on their own, are a sign of a *past* infection.

Itching is an *allergic reaction* to louse bites and is a late sign of infection. The itching can take a while to go away after treatment.

Head lice *walk* or *clamber* from one head to another if heads are *close together* for some time. They do not jump or fly.

Anyone can catch head lice, young or old, whether their hair is short, long, dirty or clean.

Many infections are caught and passed on through *family* and *friends* in the home and community, not just in schools.

The best way to prevent head louse infection is for families to *check* their heads *regularly* (e.g. after each hair wash) using a detection comb and by following the advice in this leaflet.

**Please note** – It does not matter how many nits you find or whether you have an itchy scalp - unless you find a live louse you do not have a head louse infection.



### How to detect a head louse infection

This is best done on wet hair, as lice are more visible and cannot move on wet, conditioned hair.

You will need a plastic detection comb which can be obtained from the pharmacy (the teeth are spaced and angled to lift out lice).

1.	Wash and rinse hair as normal.
2.	Apply conditioner and massage in but do not rinse off.
3.	Remove tangles with a wide-toothed comb.
4.	Change to the <i>detection</i> comb and comb hair in sections from roots to ends starting at the forehead and combing towards the nape of the neck.
5.	Wipe the comb on kitchen paper after each stroke and examine for lice.
6.	Repeat until whole head has been covered.
7.	Rinse hair well.
8.	Dry hair as normal.
9.	If any lice are found then carry out <i>contact tracing</i> and treatment as described in this leaflet.

If you are unsure about what you have found, stick it to a piece of white paper with sellotape and show it to your pharmacist or GP.

[For 'Bug Busting', carry out stages 1 to 7 and then repeat stages 3 to 6 but then comb from nape of neck to forehead until no more lice are being combed out – see under 'How to treat' on the back page].

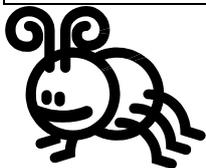
**Please note** – The best way to stop head louse infection is to do detection combing regularly. Do not use insecticide treatments to prevent infection.

**How to track down lice by contact tracing**

You need to find out who the lice have come from or have gone to in order to prevent re-infection. These people may not know that they have lice.

Use the following checklist to make sure that you get in touch with everyone who has been in close head contact with the infected person. Each person on the list should check themselves on wet hair using a detection comb. If lice are found, they too should list and tell contacts and treat the infection described in this leaflet.

	<b>Names</b>	<b>Contacted</b>
Parents		
Grandparents		
Brothers/sisters		
Aunts/uncles		
Cousins		
Close friends		
Other householders		
School/nursery friends		
Babysitter		
Club members		
Dancing/sports friends		
Neighbours		
Others		



**Only treat if you have found a live, moving head louse.**



## How to treat head louse infections

You need to choose which method of treatment is *best* for you:-

A water-based (aqueous) insecticide called a *liquid* used for young children and those with eczema or asthma.

An alcohol-based insecticide called a *lotion* used for older children and adults.

The Bug Busting method, which is wet-combing using a detection comb with conditioner (as described under detection), *repeated twice weekly for two weeks*. Use this method if you wish to avoid using chemicals or the insecticide treatment has failed.

### Using Insecticide treatments

Ask at your surgery or pharmacy which lotion or liquid to use and obtain sufficient for two 50ml applications repeated seven days apart. Thick curly or long hair will need extra lotion.

Apply liquid or lotion to *dry* hair.

Parting hair and working over the whole head, sprinkle on and rub into the scalp until it is *wet*. There is no need to apply further down than where the pony tail band is placed.

Allow the hair to dry naturally and leave on for 12 hours or overnight.

*Repeat* this treatment *7 days later* to kill any lice which may have hatched from eggs which were not killed the first time.

Check head *2 days after* the second treatment. If you find *live* lice, ask at your surgery or pharmacy for advice.

**Please note** – If the problem will not go away – did you:

- use enough lotion or liquid?
- Apply it correctly?
- Leave it on for 12 hours?
- Repeat the treatment 7 days later?
- Check all the close family and friends and treat at the same time?



## 12. Privacy Notice

### **CP2 - PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS**

#### **DATA PROTECTION ACT 2018**

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This privacy notice explains how we use information about you and your child and what we do with it. The information is called 'personal data' or 'personal information'.

Students and parents/carers are asked to read this notice before completing the school's student registration form.

#### **Who we are**

We are Oaklands Infant School which is part of the Corvus Learning Trust. The Corvus Learning Trust is the organisation that is in charge of your personal information. This means that the Corvus Learning Trust is called the Data Controller for the purposes of the Data Protection Act.

The postal address of the Corvus Learning Trust is:

Grant Road  
Crowthorne  
RG45 7HZ

Alternatively you can email us at email here [enquiries@corvuslearningtrust.co.uk](mailto:enquiries@corvuslearningtrust.co.uk)

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Oaklands Infant School  
Butler Road  
Crowthorne  
RG45 6QZ

Email: [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)

#### **How we use student information**

The Corvus Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, the local authority and/or the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and share about your child, please contact the school.



We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide access to online learning environments, such as Google Classroom
- Provide facilities for students, parents and carers to pay for services, such as cashless catering in the school canteen
- Communicate with parents
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law about sharing personal data

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will also use photographs of students in accordance with the permissions indicated by you on the student registration form.

The use of your information for these purposes is lawful for the following reasons:

- The Corvus Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard students
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If you give your consent, you may change your mind at any time

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **How long we keep your information**

We only keep information for as long as we need to or for as long as the law requires us. Most of the information we have will be in the student's file. We usually keep these until their 25th birthday (or until their 35th birthday in the case where a student has a statement for educational needs) unless they move to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and it can be found at

<http://www.corvuslearningtrust.co.uk/policies-and-procedures/trust-policies/>



## Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found at <http://www.corvuslearningtrust.co.uk/policies-and-procedures/trust-policies/>

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

## When we give your information to others

We will not give information about your child to anyone outside the school without your consent unless the law, including the Data Protection Act, and our rules allow us.

We are required by law to pass some information about your child to the Local Authority (Wokingham Council) and the Department for Education (DfE).

Once pupils are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the pupil's and the parents' names and addresses and any further information relevant to the support services' role. This includes sharing certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

However, the pupil (if aged 16 or over) or parent can ask that no information beyond name and address and date of birth be passed on to the youth services provider. Please inform the school if you or your parents wish to opt out of this arrangement.

For more information about young peoples' services, please go to the Direct Gov Young People page at [www.gov.uk/government/policies/young-people](http://www.gov.uk/government/policies/young-people)



We will also disclose student's personal data to:

- Their new school if they move schools
- Services connected with SEN support – e.g. Speech and Language Therapy Service, Occupational Therapy Service, Educational Psychology Service, etc.
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Assessment Tracking Services, such as SISRA

The information disclosed to these people/services may include sensitive personal information about students. Usually this means information about health and any special educational needs or disabilities. We do this because these people need the information so that they can support your child's education.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our students and protect them from harm
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our students with education and pastoral care and connected purposes as outlined above
- The services comply with the Data Protection Act and associated standards

We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

If you require more information about how the Local Authority (LA) and DfE hold and use your child's information, then please go to the following websites:

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/data-protection/>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer  
Wokingham Borough Council  
Shute End Civic Offices  
Wokingham  
Berkshire  
RG40 1BN

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

[www.education.gov.uk](http://www.education.gov.uk)

e-mail: [information.security@wokingham.gov.uk](mailto:information.security@wokingham.gov.uk)

[www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Tel: 0370 000 2288



The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to <https://www.gov.uk/government/collections/national-pupil-database>

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one parent lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. For example, we will look at whether that other country has good data protection laws. If we cannot be sure that it is safe then we will talk to you to make sure that you are happy for us to send your information.

### 13. Immunisations



Dear Parent/ Carer

**Please check your child is up to date with their routine vaccinations before they start school in September 2018.**

Before your child begins school it is really important that they are up to date with their vaccinations to protect themselves from several contagious and potentially serious diseases.

At school, children will be mixing with large numbers of other children in a confined environment, which increases the risk of germs (virus and bacteria alike) spreading. Vaccination builds children's immunity to protect against these illnesses. For a number of diseases it also helps stop germs being spread, thus protecting the very vulnerable children who may not have, or may not be able to develop, immunity.

In some parts of Berkshire and the country more widely, and amongst some age groups, vaccination rates in children are lower than needed. This puts unvaccinated children at greater risk and increases the likelihood of an outbreak in the wider population. There have been recent outbreaks of measles in the UK along with large outbreaks across Europe. Measles is a highly infectious viral illness that can be very unpleasant and sometimes lead to serious complications.

The best protection against measles is to ensure your child has had two doses of the mumps, measles and rubella (MMR) vaccination. Therefore, before your child begins school please check with his/her GP that they have had their routine vaccinations scheduled for 3 years and 4 months of age. These vaccinations include: diphtheria, tetanus, pertussis, polio (DTaP/ IPV) and the second dose of measles, mumps, rubella (MMR).

Please also check that they are up to date with all the other vaccinations that they would have been invited for as a baby and at 12 months old.

If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact your GP surgery. For a checklist of the vaccines and the ages at which they should ideally be given visit [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations)

Yours faithfully,



Jo Jefferies  
Consultant in Public Health  
Public Health Services for Berkshire



Dr Rachel Meankie  
Consultant in Communicable Disease Control  
Public Health England South East



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