



New Parent Handbook

Oaklands Infant School





Welcome to Oaklands Infant School

Dear Parents/Carers,

We are delighted to welcome you and your child to Oaklands Infant School. Our school is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and develop deep roots for future growth. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

Over the coming weeks you will visit the school and begin to get a flavour of Oaklands and our ethos. We hope to be able to work in partnership with you to provide the best education we can for your child.

This Parent Handbook serves as a comprehensive guide to help you understand all the essential information you need as your child starts a new school. We hope we have covered all the basics. If there is something, that with hindsight you would have found useful to know, please let us know.

If you have any questions or need further clarification, please do not hesitate to reach out to us.

Warm regards,



Miss Ellen Weston



Mr Duncan Holland

Co-Headteachers Oaklands Schools



The School Day





Arriving at School

Children are expected to arrive at school between 8.40am and 8.50am, when classroom doors are open for the children to be dropped off. The classroom doors close promptly at 8.50am; all children need to be in class and ready to learn by this time. Any children arriving after 8.50am will need to be signed in at the school office. A prompt and happy start to the day helps children build good routines and feel ready for a successful day of learning.

End of school day

School finishes at 3.10pm for Foundation Stage and at 3.15pm for the rest of the school. At the end of the day, the children are released from their classrooms only to a known adult. If there is an occasion when they are being picked up by someone else, we must be informed by email or phone prior to the child being collected.

A typical day

This table shows an example of a typical day in Foundation Stage. At the start of the year the teachers may implement a 'soft start' with activities set out that the children can choose once they have put away their things.

Once the children have settled in and are feeling more confident, they will be sit down ready for registration and phonics. The children will mostly be taught in small groups supported by an adult and will get a lot of time to freely explore the indoor and outdoor provision. During free flow, the children will usually get to flow between the outdoor area and both classrooms. Other activities that take place throughout the week may include Music, Group Reading, PE, Computing, PSHE, RSHE and RE. More details on the Early Years curriculum can be found in the Teaching and Learning section of this booklet.

Time	Activity
8:40 - 8:50 AM	Drop off
8:50 - 9:00 AM	Registration
9:00 - 9:30 AM	Phonics
9:30 - 10:10 AM	Small group and free flow
10:10 - 10:25 AM	Snack time
10:25 - 10:45 AM	Assembly
10:45 - 11.05 AM	Break
11:10 - 12:10	Small group and free flow
12:10 - 1:15 PM	Lunchtime
1:15 - 1:30 PM	Registration/Show and Tell/Story
1:30 - 2:50 PM	Small group and free flow
2:50 - 3:10 PM	Story/Reflection/Singing
3:10 PM	Pick up



Breakfast Club / After School Club

The Beehive Club provides a range of activities in a comfortable and safe environment for the Infant and Junior Schools together. 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





School meals and lunchtimes

Our school meals are supplied by the catering company Culinera. They supply meals to all the schools in the Corvus Learning Trust.

School meals are pre-ordered online. They can be ordered for the following week or up to a half term, but must be ordered by 8am of the day when lunch is required. All infant aged children are eligible to have a free school dinner. Four lunch choices are available including a meat, vegetarian, jacket potato or sandwich option. There is also a daily choice of pudding, fresh fruit or yoghurt. Children may bring in a packed lunch on days when they don't like the meal on offer. This still needs to be registered online. We encourage you to look at the menu and talk through the options.

If your child has a special dietary requirement, food intolerance or allergy, please email Culinera to let them know so that arrangements can be made.

Steve@culinera.co.uk

Please see the website for latest menus <https://www.myculinera.co.uk/oaklands>

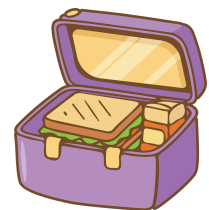


Packed Lunch

If children bring in a packed lunch; no glass bottles, fizzy drinks, sweets or chocolate products are permitted.

NO nuts or products containing nuts are to be brought into school as we have children with severe nut allergies.

During lunch, water is available for all children and milk is provided for Foundation Stage children free of charge until the age of 5.



Snacks

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 during the morning session. If parents would prefer, children are allowed to bring in their own piece of fruit or vegetable. Children bring in their own labelled water bottle and have regular opportunities during the day to have a drink break.

Birthdays

For children's birthdays please do **NOT** bring in sweets or cakes due to allergies. The children are allowed to wear their own clothes for this special day.





Uniform





Our Uniform

Oaklands Uniform is described below, we expect children to take pride in their school uniform as it is a representation of our school. Provided that uniform meets the criteria set out below, there is no expectation for it to be branded.

Please ensure all items are clearly named.



Winter Uniform

- Grey trousers
- Grey or blue skirt/pinafore dress
- Light blue polo shirt
- Navy sweatshirt/cardigan
- Grey/white/navy socks
- Grey or navy tights
- Sensible black shoes



Summer Uniform

- Grey shorts/navy blue tailored shorts
- Blue & white gingham or candy stripe summer dress

PE Kit

- Yellow t-shirt
- Navy shorts
- Plimsols/Trainers
(that can be put on independently)
- Sweatshirt and jogging bottoms for outdoor games

PE kit is left in school and taken home half termly to wash.



Brigade are our supplier for all uniform, for more information on sizes visit:

<https://www.brigade.uk.com/parents/school/OA8711PD/>

Don't forget, the PTA is always happy to help with pre-loved uniform – just drop them an email if you need anything.



Extra Clothing Requirements

- Cold weather: Coats, gloves, hats and closed-toe shoes.
- Warm weather: A wide brimmed hat for outdoor play.
- It is a good idea to pop an extra pair of labelled pants and socks in the book bag in case of spills or accidents.

Jewellery

Jewellery should not be worn in school. 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.

Shoes

Shoes should be flat heeled to ensure your child's safety at all times. This applies even on non-uniform days. Trainers are not acceptable as school shoes.

Hair

Plain headbands and hair accessories are allowed to be worn. It is advisable for long hair to be tied back. Hair must be tied back for PE lessons.

Lost property

**PLEASE DO NAME YOUR CHILD'S UNIFORM, INCLUDING SHOES/HATS/GLOVES etc.
CHECK REGULARLY IN CASE IT HAS WASHED OFF.**

Unnamed clothing is put in the Lost Property box which can be found in the school hall, just inside the door to the playground. Each classroom also has its own lost property box.



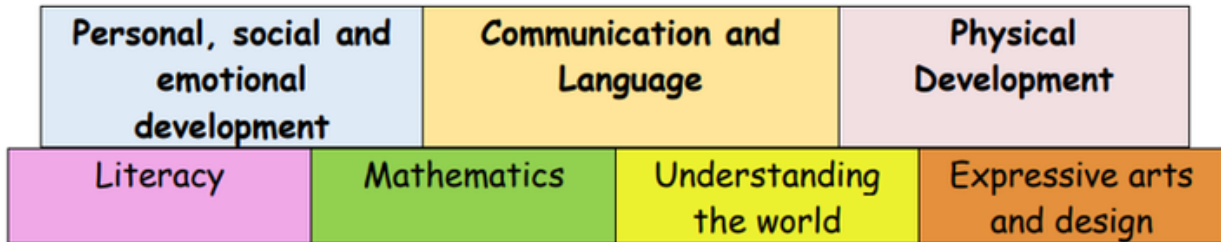


Teaching and Learning



Early Years is where the excitement begins! The children learn together in an environment which encourages them to be active and independent learners through a range of both adult-led and child initiated practical activities.

Our teaching is delivered through carefully planned whole class lessons and small group activities. These activities give children a wide variety of learning experiences and are all linked to the EYFS curriculum. Within the Early Years Foundation Stage curriculum there are seven key areas of learning:



Personal, Social and Emotional Development

Children will be given the opportunity to develop their confidence and self-esteem. They will be supported to make friendships, to respect themselves and others. They will be encouraged to have a positive attitude to learning, to concentrate and persevere at activities and to develop independence.

You can help by:



- encouraging your child to be positive about new experiences
- encouraging independence, self-help and organisation skills e.g. dressing, looking after toys
- praising your child often and celebrating his or her achievements
- encouraging your child to respect other cultures and beliefs
- talk about feelings and encourage your child to be sensitive to the feelings of others
- playing games which encourage turn-taking and sharing

Communication and Language

As children develop their speaking and listening skills they build the foundations for literacy, for making sense of visual and verbal signs and ultimately for reading and writing. In the Reception class, children will be given opportunities to interact with others, to develop their communication and speaking skills through all activities and encouraged to respond to questions using a appropriate vocabulary.



You can help by:

- talking with your child as often as possible
- modelling good conversational skills
- helping your child to learn new words
- explaining the meaning of words
- asking your child to follow instructions



Physical Development

Children will have opportunities to develop their fine and gross motor skills. They will learn to control and co-ordinate their movements. Good physical development helps children to become confident and feel the benefits of being healthy and active. A great deal of emphasis is placed on children being physically active outdoors and we are fortunate at Oaklands to have a well-equipped outdoor classroom. Children will also develop the fine motor skills to enable them to use tools and writing equipment, which will support their handwriting and letter formation.

You can help by encouraging your child to:



- dress and undress independently
- use cutlery and cut up their own food
- deal with their own toileting needs
- handle a pencil/pens for colouring or drawing
- use scissors - cut paper/card/pictures out of catalogues
- write their own name
- have regular and frequent physical activity including ball games and trips to the park. It is very important for young children to develop their upper body strength and gross motor skills, as these have a direct impact on children's fine motor and writing skills.



Literacy

We encourage children to develop a love of books and stories and to practise mark making skills through a variety of media. At Oaklands we use the Sounds-write Phonic Scheme and Drawing Club, a book based approach to writing.

You can help by:

- reading to your child as often as possible at home - bedtime stories, comic books, e-books.
- visit the library and build up a love of reading from the offset
- being a positive role model, showing how reading helps us to find out things, and writing helps us to give others information
- looking at pictures in books, talking about stories, predicting endings
- always making the times when your child reads to you positive and enjoyable
- encouraging your child to write using lower case letters except at the beginning of a name or a sentence i.e. when they are writing their name they should write Dylan and not DYLAN
- teach your child the letter sound rather than the letter name. We will be teaching them both letter sounds and names, but letter sounds come first.



<https://sounds-write.co.uk/support-for-parents-carers>

Mathematics

This area of learning includes numbers, counting, sorting, patterns, calculating, shape, space and measures. Children will be supported to understand these concepts through practical activities and real-life situations.



You can help by:

- using practical, everyday activities to encourage counting or sorting for a real purpose e.g. setting the table, matching socks
- playing board games with dice, dominoes and cards
- using mathematical language such as: more, less, add, take away, makes, total, altogether, bigger, smaller, heavier, lighter
- using positional language such as under, over, on top, behind, in front, in between
- cooking with your child to model weighing

Understanding of the World

This area of learning helps children to develop the knowledge, skills and understanding that will enable them to make sense of the world. Children will have the opportunity to explore and investigate objects and living things, to find out about everyday technology, to find out about their local environment and the natural world and about different people, cultures and places.



You can help by:

- encouraging your child to observe and think about differences and changes e.g. in the weather and seasons
- using outings to look at different places and think about how we get from place to place
- encouraging the use of computers as tools and not just as toys
- helping your child to understand about different people in our society
- avoiding using your phone during 'talk time' with your child

Expressive Arts and Design

Children will be given opportunities to: design and make things using various tools and resources, express and communicate their ideas, thoughts and feelings through a range of media and materials, role-play, dance, singing and music.



You can help by:

- encouraging drawing, painting, chalking activities, junk modelling
- singing songs and listening to music with your child
- providing opportunities for dressing-up and pretend games
- being pleased by the things your child has created at school
- encouraging use of tools such as scissors and sticky tape to create models



Religious Education and Collective Worship

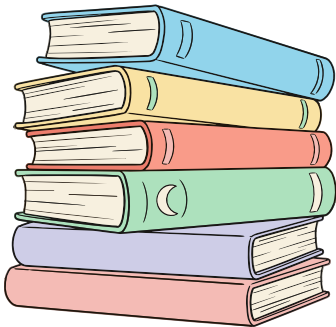
RE and daily collective worship are the only elements where parents can exercise their right to withdraw their children. In this case, the Co-Headteachers should be notified in writing. Children withdrawn from these sessions will be provided with appropriate, alternative work.

Relationship and Sex Education (RSHE)

Relationship and sex education is taught as part of our PSHE and Science programme in a sensitive way with regard for children's age and understanding. We promote the importance of caring families. RSE for infants is about being healthy and provides a basic start for young children to develop relationships and communication skills. If you wish to see the areas covered, please ask your child's teacher who will be happy to share the learning materials with you.

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.



Reading, being read to, and sharing books in the home helps to build a child's vocabulary and understanding of the world. Reading for 20 minutes a day can equate to 1,000,000 words a year. Research shows children who start school with good vocabulary and communication skills make friends more easily, have fewer behavioural issues and are more likely to do well academically. A strong, early foundation in language has even been linked to better mental health as children get older.



Weekly expectations:

- Reading – at least 4 times a week
- Summer Term: Key maths facts to practise to aid mathematical fluency
- Home learning sheets are found on our website and are linked to our topics. They contain ideas and activities you can do at home to support work going on in class.






The Oaklands Way

At Oaklands Infants we are committed to creating a positive learning environment with high expectations of behaviour which benefits both staff and pupils. We strive to ensure that all pupils at our school, have the right to feel safe; the right to learn; the right to be respected and to have fair treatment. Through our behaviour and PSHE Jigsaw curriculum, we will work to ensure the children show respect, care and consideration for others and feel comfortable to voice their opinions, therefore, helping them to make the best possible progress and become good future citizens.

Teaching the behaviour curriculum

The behaviour curriculum is taught explicitly during the first weeks of the Autumn term. At the start of each half term 'The Oaklands Way' is revisited and is consistently reinforced and modelled by all throughout the year.

Our characters state the main behaviours we expect from the children. These are displayed throughout the school and are the foundation of our behaviour expectations.

Our Character Rules		
<p>Goldie <i>I will remember my Marvellous Manners.</i></p> <ul style="list-style-type: none"> • I will listen to adults and other children • I will speak in a polite tone • I will be ready to learn and allow others to learn • I will knock before entering a room 	<p>Holly <i>I will have a go.</i></p> <ul style="list-style-type: none"> • I will try new things • I will have a go at tasks set by my teacher • I will try my best 	<p>Solo <i>I will try it on my own.</i></p> <ul style="list-style-type: none"> • I will try to do tasks by myself before asking for help • I will look after my own things • I will try to find a way to solve a problem myself • I will say 'stop it, I don't like it' if a friend does something I don't like 
<p>Ivy <i>I will challenge myself.</i></p> <ul style="list-style-type: none"> • I will not give up when something is difficult • I will act on advice to improve my work • I will keep trying 	<p>Laurie <i>I will be proud of achievements.</i></p> <ul style="list-style-type: none"> • I will show others that I am proud when they achieve something • I will take pride in all that I do 	<p>Casey <i>I will be caring.</i></p> <ul style="list-style-type: none"> • I will be a good friend to others • I will look after our school • I will use kind hands and words • I will offer to help 

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Parent Behaviour

We encourage parents to support the Behaviour Policy at all times. To help us maintain a positive and supportive environment, we kindly ask that all communication with staff is conducted with courtesy and respect. Our team works hard to provide the best possible education and care, and we appreciate conversations that are calm, constructive, and focused on finding solutions.



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. Key policies are available on the school website. Copies of all policies are available on request from the school office.

Responsible Internet Use

Oaklands Infant School expects children to be responsible and safe users of IT. Parents/carers are requested to sign within the school registration form to show their support of Oaklands Infant school in this important aspect of the school's work. Our school rules for Responsible Internet Use are: -

- I understand that the school will monitor my use of the IT systems
- I will not tell anyone my username or password nor will I try to use any other person's username and password
- I will be aware of 'stranger danger' when I am communicating online
- I will not give out any personal information (e.g. home address and telephone number) about myself or anyone else when online
- I will not arrange to meet people offline that I have communicated with online
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

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 falls into one of these categories, please complete the section in the Registration Form to ensure that the school is aware and can then apply for the additional funding. For adopted children, we will need to see a copy of the adoption certificate. Income support eligibility criteria is shown below; please call into the office for further details. Please be assured that in all circumstances strict confidentiality will be maintained.

- 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

Support Programmes

At Oaklands Infant School we will ensure that we meet the needs of all our pupils through the provision we have available and the advice and support of other specialist professionals and practitioners and ensuring that we have the resources available. If you would like any more information about how we can support a child with additional needs, please see our SEND section on the school website. As with all interventions, the child benefits most if parents and teachers work together.

<https://oaklandsinfants.org/parents/sen/>

Family Support Advisor

Nikki Lenon is our Family Support Advisor (FSA) working across both the Infant and Junior schools. She is a link between home and school and is available to discuss concerns and offer non-judgemental advice on a whole range of issues including transitions between schools, challenging behaviour, additional needs, parenting workshops, holiday clubs and childcare to mention a few. Nikki can also attend meetings and help liaise with outside agencies. She can be contacted via the school office, the 'Parents' page on the website or via email:

nlenon@oaklands-inf.wokingham.sch.uk



Medicines in school

We only administer prescription medication. Parent/carer(s) are required to complete a form authorising us to do so. Medication should be delivered to the school office by the parent, in a secure and labelled container as originally dispensed, clearly labelled with the child's name, the name of the medication and the dosage required.

Bicycles

The rules of both schools forbid the riding of bicycles or scooters of any kind 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 owner's risk - the schools cannot accept any responsibility for them.

Car parking in Ellis Road

Please do not drive into the school grounds, especially at the beginning and end of the school day.

It is vitally important that the zigzag areas are left clear in the morning and afternoon during drop off and pick up times and that parents collecting their children in the afternoon leave their cars in order to escort their children across the road. The zig-zag lines provide a safe crossing for our families and particularly for those Junior School pupils crossing the road independently.

Pedestrian Access

Butler Road entrance: In the interests of safety, children, even when accompanied by an adult, are not allowed to cross the Junior car park. To approach from this entrance please use the path which passes behind the Junior School following the signs. If the gate is not open, please press the Infant School intercom button and the staff will allow access. 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.

Ellis Road entrance: For security reasons this gate is closed at 8.50am in the mornings.

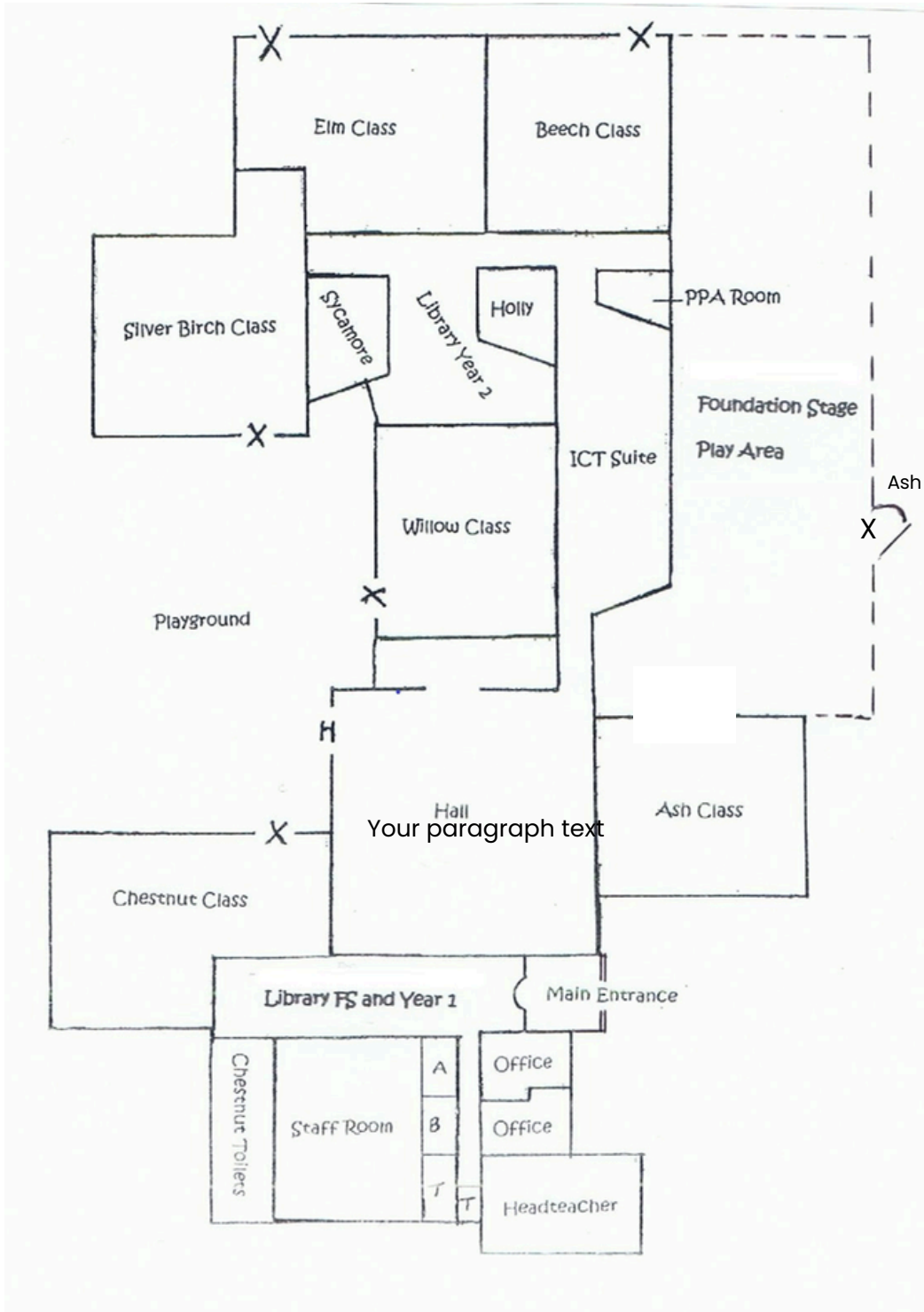
It is opened again at 3.00 pm and closed at 3.45 pm.

These times are approximate and may vary slightly without notification.

Please press the appropriate button (Acorn Under Fives, Infant School or Junior School) which will connect you to that setting's office and the staff will remotely open the gate for your access to site.



Map of the School



Ash	Foundation Stage	Willow	Foundation Stage
Chestnut	Year 1	Silver Birch	Year 1
Elm	Year 2	Elm	Year 2
T	Toilets	H	Hall door for class assemblies
X	Classrooms - please drop off and pick up from here		



Staying in touch





School Website

Here is the school website address – <https://oaklandsinfants.org/>

You can find lots of useful information on there.

Reach More Parents (WEDUC)

The Reach More Parents app is our main portal for communication. School dates can be found on the calendar and it can be used to communicate with the office.

School Newsletter

There are two newsletters each half term that you can access via the school website.

Facebook

We also have a school face book page which can be found at:

<https://en-gb.facebook.com/oaklandsinf/>

We use our Facebook page to share school news and events.

Tapestry

Foundation Stage staff will share photos of your child's learning. You can add observations onto Tapestry too.

Parents' Information and Progress Meeting

At the beginning of each academic year, a Parents' Information Evening is held by each class teacher. Parents are encouraged to attend this meeting so they can meet the new teacher, find out about class routines and expectations, learn about the curriculum for the year and find out the best way to support and help your child.

During the Autumn Term and 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. A week or so before the Parents Evening, an email will be sent out for parents to sign up.

Reports

At the end of the academic year in July you will be emailed a school report, summarising your child's achievements and the results of any national assessment they will have undertaken.

Should you need to speak to teachers apart from these times, they are always happy to see you. Please contact the office to arrange an appointment or speak to the class teacher directly.

Class Assembly

Each child will take part in a class assembly once a year. For Foundation Stage this will be in the Summer term.

Parent Representatives

We invite a parent from each class to be the parent representative who meets with members of the Senior Leadership Team once every half term to discuss school life and help inform future decisions.

Holidays and Absences

All absences should be notified to the school via WEDUC before 8.15 am so that the child can be accounted for at registration time.

Requests for time off for medical appointments should be emailed to the school office with proof of the appointment attached (e.g. screenshot or letter stating time and date).

For holiday/absence requests, you must complete an absence request form. 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. This does not have to be consecutive days but can be 10 sessions in a 10-week period. Please see the school's Attendance Policy on the website for further information.

Leave of Absence forms can also be collected from the entrance area or downloaded from the website. These should be completed and returned to the school office at least four weeks in advance of an intended absence.

<https://oaklandsinfants.org/useful-forms/>

Illness

In case of illness or accidents it is important that we always have up-to-date emergency contact information so please let us know if anything changes. If your child is sick, they should have 48 hours without vomiting/diarrhoea before being returned to school. Parent/carer(s) children with inhalers or epipens will need to complete an Individual Healthcare Plan - please speak to the school office to organise this.



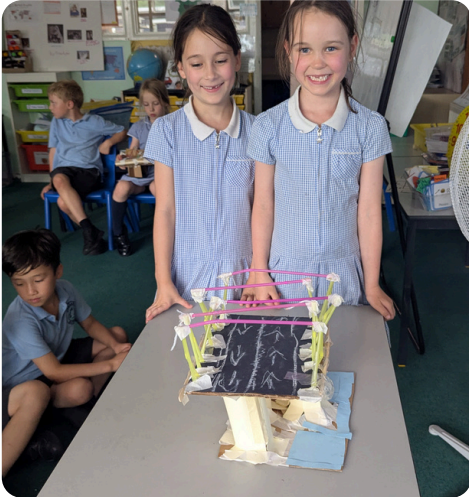


Parent Involvement Opportunities



Parent Participation

We encourage all our parents/carers to take an active role in our school. 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. In order to help in school you must complete a DBS, contact the school office for a form.



Classroom Involvement

- Listen to readers
- Play maths or language games with small groups
- Help change library books
- Arts and Craft activities
- Read a story
- Give a talk to the class



School-Wide Volunteering

- Help on school trips
- Gardening and school grounds
- Fundraise
- Help at school events such as the PTA disco and firework evening
- Help with community events such as the carnival and flower festival



Oaklands Schools Parent Teacher Association

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. Our primary objective is to fund part of the salaries of Teaching Assistants in both the Infant and Junior Schools.

We are friendly, 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 any of our events – we'd love to hear from you!

Some past events include; fireworks, cake sales, discos, quiz night, raffles, Elfridges and much more!

Key Contacts:

Parents Facebook group: Oaklands PTA (OS parents)

Email: oaklandschoolspta@gmail.com

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 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 Co-Headteachers, 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.

The Governors can be contacted:

Website: <http://oaklandsinfants.org/our-school/governors/>

Clerk: clerk@oaklandsgov.co.uk





Oaklands Infant School

Deep Roots for Future Growth

Co-headteachers:

Miss E Weston and Mr D Holland

Address:

Oaklands Infant School
Butler Road
Crowthorne
Berkshire
RG45 6QZ

Telephone: 01344 774644

General Enquiries: admin@oaklands-inf.wokingham.sch.uk

Admissions: admissions@oaklands-inf.wokingham.sch.uk