

Oak Lodge Primary School



OAK LODGE

Parent Information Book



A very warm welcome to Oak Lodge Primary School. It is my privilege to be the Headteacher here and I am extremely proud of all our children and their achievements.

This booklet is arranged in alphabetical order and is intended to provide information regarding school procedures which we hope you will find informative and helpful.

ADDITIONAL NEEDS CODE OF PRACTICE

The school recognises the importance of additional needs provision and uses the Code of Practice in identifying and supporting a child with additional needs. The scheme may be initiated by either parent or teacher and the various stages enable all parties to match the help with the identified need. The school can call on the service of an Educational Psychologist and both parents and teachers can gain from this source of expertise. A copy of the Additional Educational Needs Policy may be obtained from the Headteacher or Special Educational Needs Co-Ordinator (SENCO).

If a child is identified as having an additional need, parents will be informed in order for assessment to begin. We would ask that any parental concerns are similarly brought to the attention of the school at the earliest opportunity.

ATTENDANCE AND ABSENCE PROCEDURE



The school day begins at 8.55am. It is considered an essential part of school discipline that **children arrive by 8.50am in order that the lessons may commence punctually.** Doors to the classrooms are opened at 8.45am and close promptly at 8.55am. Children who are late must report to the school office. If a child is consistently late he/she will be referred to the Education Welfare Officer. We request that children do not arrive before 8.45am. The school has a legal responsibility for the welfare of the children for only 10 minutes before and after the official school hours. For children who need to arrive at school earlier there is a breakfast club is available, which is run independently of the school.

Finishing times are as follows:

Reception:	3.05pm
Years 1 & 2:	3.10pm
Years 3, 4, 5 & 6:	3.15pm

Sickness

When a child is absent we require a telephone call on each morning of absence. If we have received no communication from you by 9.30am we will contact you to ensure child safety.



For minor ailments please keep your child at home until they are well enough to return to school. If your child is sick or has diarrhoea please keep them away from school for at least

48 hours after the last bout of sickness or diarrhoea. This will hopefully prevent the bug from being passed on and also make sure that your child is well enough to return to class.

Illness

If your child is unable to attend school due to illness, it is school policy to require medical verification for absences that exceed three consecutive days. If medical verification is not provided the absence will be unauthorised. If there are twelve or more sessions of unauthorised absences within a six week period the school will consider referring to the Educational Welfare Service for investigation.

Medical Appointments

Preferably appointments with dentists, doctors, hospitals etc. should be made for during the school holidays. For unavoidable medical appointments, the school will require verification of the appointment eg doctor's/dentist appointment card, hospital confirmation letter etc. Failure to provide verification of an appointment will lead to the absence being unauthorised.



Holiday absence

It is school policy not to authorise absence for holidays or special events. Any leave taken during term-time will be marked as unauthorised.



BREAKFAST CLUB AND AFTER SCHOOL CLUB

An independent company, Chucklebox, provide a Breakfast Club and After School Club. The Breakfast Club is run on site between the hours of 7.30am and 8.55am, Monday to Friday. The After School Club is run between the hours of 3.00pm and 6.00pm at The Phoenix Centre near Hawes Down Junior School (children are collected from Oak Lodge and taken to the Phoenix Centre). If you need to leave your child for more than 10 minutes either before or at the end of the school day, you are asked to contact Chucklebox. With this facility you can be comfortable in the knowledge that your child is safe and secure. For more information please contact Chucklebox directly. Telephone 020 8777 0218.

CARS



As a matter of courtesy to all road users cars observe a clockwise route round Chamberlain Crescent. We would also request that parents do not park illegally on the markings outside the school or across our neighbours' drives.

CLOSURE OF THE SCHOOL AND BAD WEATHER PROCEDURE

Within the published dates for school terms and holidays there are five days for staff development. This gives pupils



an academic year of 190 days. Parents are informed of these five closure days as soon as possible.

Other closures may be caused by emergencies such as road conditions, weather or a breakdown in vital services (heating, light, water etc.). If the road or weather conditions look bad prior to your child setting off for school, we would ask you to phone the school and check if the school intends opening. To avoid confusion, an early decision would normally be made.

In the event of sudden bad weather, parents are welcome to collect their children early. On such occasions all children will be kept at school until they can be collected. Should any problem arise during the school day, eg. no water in school, parents will be informed of the proposed action by text message or phone and any subsequent action by letter or phone. Any action taken on such difficult, and fortunately rare, occasions would be for the safety of your child. You would be informed of our decision as soon as possible.

CLUBS

The children are given the opportunity to join a number of different clubs. Information regarding the majority of clubs is sent out at the beginning of the Autumn Term. Clubs that start later in the year are publicised to the appropriate year groups by letter later in the year.

CONTACT

Please ensure that we **always** have up-to-date emergency telephone numbers on our records. Changes to contact details should be given to the school office.

The school uses Home Contact to email letters and newsletters to parents. We have found this to be an effective way to ensure that parents are kept up to date with current events at school. In addition Home Contact will be used to advise parents of urgent information such as unforeseen school closures. To register please complete a registration form (found on the school website or available from the school office) and return it to school.

Please note that teachers are not available for meetings before school, without an appointment. In the case of an issue that you think might affect your child during the school day please talk to a member of staff in the school office who will ensure the teacher is informed at the earliest opportunity. Alternatively you may write a note for your child to give to their class teacher. Appointments to meet teachers can be arranged through the school office.

EDUCATIONAL VISITS

Educational visits are arranged to support learning in school. We may require voluntary contributions to cover the cost of

these visits and where insufficient contributions are received it may be necessary to cancel the visit. We welcome parental support on day visits – please indicate this on your reply slip when you receive information about the visit. All day visits are insured by our Public Liability Insurance and residential journeys are either insured by the Local Authority Travel Insurance Policy or the relevant tour operator’s policy (details of which will be given to you at the time).

EQUIPMENT AND UNIFORM

Children are expected to wear school uniform. An up-to-date list is at the back of this booklet. Jumpers, ties, cardigans, sweatshirts, polo shirts, PE kits and a couple of stationery items are available to buy on-line from www.yourschooluniform.com. For those parents who are unable to order on-line the school shop is open after school in the Acorn Hall on the first Friday of every month.

Children are asked to bring basic items of equipment, ie. writing pen*, whiteboard pen*, pencil, ruler, eraser and glue stick* etc. *These items are available to buy from the school office.

It is essential to mark all clothing and equipment clearly.

FAMILY WORKER



Mrs Jackson is the Family Worker at Oak Lodge Primary School. The main role of the Family Worker is to act as a link between families and the school, providing support, help and a listening ear. You may have a general concern and would like some advice and a friendly chat or are experiencing problems at home or at school with your child, which you feel unable to approach the school about. Mrs Jackson will point you in the right direction, whether it be health issues, breakfast/after school clubs, registered childminders in the area or adult education courses. If she is unable to answer your questions she will put you in touch with someone who can. Mrs Jackson is in school every day. Please feel free to approach her in the playground, or contact her by telephone or via the school office.

FSA

Oak Lodge Friends of the School Associate (FSA) is a group of parents, teacher representatives and other 'friends'. Their

aim is to support the school by organising social and fundraising activities.

These activities enhance the life of the school and raise funds to help buy resources that the school would otherwise be unable to obtain.

The FSA needs people to get involved and bring their ideas and energy to their efforts. The FSA has two main committees – Events and Fete. Both of whom meet once a month.

If you are interested in joining one of the committees or would like to help in any other way then please complete the slip in your induction pack and return it to the school office or alternatively drop a note into the school office.

HEALTH

Parents should inform the school of any specific health problem affecting their child. It is the school policy not to administer any medication to children during the school day unless a care plan for the child is in place. A child with asthma should have two inhalers in school, one with them in class, and a spare in the school office. Both should be named.

If children have had sickness or diarrhoea please do not send them back to school until they have been clear of symptoms for 48 hours.

All pupils with shoulder length hair must have it tied back for health and safety reasons and refrain from extreme hairstyles eg shaving tramlines/full headed braiding. We request that all parents check their child's hair regularly (weekly at least) for head lice using the wet combing method.

Whenever possible please arrange for medical and dental appointments to be outside school hours. (see ABSENCE)

If a child is unable to take part in a PE lesson for health reasons a written note is required.

The school does not have a legal responsibility to administer medication and therefore, unless a child is on a residential school journey or suffering from a medical condition for which a care plan has been written, the school will not be able to administer medication.

The School Nurse has advised that where children have been prescribed medication to be taken '3 times a day' it should be managed at home ie. 1 dose before school, 1 dose after school and 1 dose before bed. If it is necessary for your child to receive an additional dose at lunch time we ask that you or

your representative visit the school to administer the additional dose.

We would also like to mention that cough lozenges are not to be brought to school.

HOMEWORK

Homework is set for all year groups in the school. In setting homework the school aims to reinforce and consolidate the skills and understanding children have learnt in the classroom. Our aim is that homework will foster independent learning skills and provide opportunities for parents and pupils to work together.

JEWELLERY AND MAKE UP

Jewellery, including rings and hoop earrings, may not be worn at school as they are a genuine hazard. Ear studs are also discouraged and they should be removed for PE and Games. **A maximum of one small stud** may be worn in each ear. We do not allow any form of make-up, including nail varnish.

LOST PROPERTY

The Infants and Juniors each have a lost property box. Any named items are returned to their owners, however unnamed items are given to the school shop for resale. Any valuables that have to be brought to school should be left with the class teacher. Personal property is not covered by school insurance. We ask that all items of your child's school clothing and property, including lunch boxes, are clearly labelled.

LUNCHES

School meals

School meals are of high quality and are cooked on the premises. The school operates a cashless dinner money system and payment is made online via sQuid. To find out more about the menus please visit the school's website.

The lunch usually consists of a freshly cooked two course meal with a choice of two items for each course (including vegetarian options). The Kitchen Manager will be happy to discuss and arrange meals for special dietary needs. Currently meals are free for all children in EYF/KS1 due to the Universal Infant school meal programme (please see separate letter with more detail).

Independent Catering can also provide a packed lunch for if your child goes on a class outing. This should be ordered on the slip sent out with each class outing letter.

Packed lunch from home

Alternatively you may wish to send your child with a packed lunch from home. Please provide a lunch box (not a bag) clearly marked on the outside with your child's name and class.

Drinks should be in a free standing container with a small hole for a straw. Hot snacks, sweets, canned, hot or fizzy drinks are not allowed.

If your child forgets to bring their packed lunch to school in the morning please ensure it is brought into school by 11.45am so it can be sent round to your child's class in plenty of time.

All children eat in the school halls. We encourage good social manners and aim for lunch time to be a calm and happy occasion.

If your child is entitled to free school meals, please enquire at the school office for the appropriate form.

MOBILE PHONES

If your child needs to bring a mobile phone to school for any reason, a letter should be written to the class teacher and the phone given to the school office for safe keeping. The school will not accept responsibility for such items lost at school.

MONEY

All money brought into school must be in an envelope or purse marked with the child's name, class, amount enclosed and what it is for, ie. school meals, school trips, music lessons etc. This should be handed to the teacher immediately for safe-keeping. Only essential money should ever be brought into school.

MUSICAL INSTRUMENT TUITION

The school is visited by music teachers from the Bromley Youth Music Trust (BYMT). If you would like your child to have music lessons please write a letter to the Teacher in Charge of Music. They will add your child's name to the waiting list and advise you when a place becomes available.

NEWSLETTERS

Newsletters are sent home once a month to keep you informed of dates and events taking place in school.

In addition to the school newsletter, each Year group produces a termly newsletter which contains information about the topics and work your child will be doing that term.

OUTINGS AND SCHOOL VISITS

All years have the opportunity to make day visits to a variety of locations, usually as part of a school topic. There is an opportunity for pupils in Years 5 and 6 to participate in a residential visit. The school aims to ensure that all children are able to take part in these educational visits and, through our Charging and Remissions Policy, financial assistance may be available in some cases.

Outside 'theatre' groups and guest speakers may make visits to the school during the year.

For visits and visitors we request voluntary donations to finance the activities. Unfortunately if we do not receive enough to cover the cost of an activity it will be cancelled.

Outings and visits are covered by the Local Authority's Insurance Policy.

PARENTS IN SCHOOL

Parents are encouraged to support the work of the school and are welcome to help with reading, games, clubs and other activities. If you would like to help in any way at all please contact the School Business Manager, who will arrange for security clearance to allow support to happen.

PASTORAL CARE AND DISCIPLINE

We expect high standards of behaviour and courtesy and a school atmosphere in which children appreciate that good behaviour is the norm. We aim to foster self-discipline by adopting a rational approach when dealing with misdemeanours.

All teachers exercise care for children throughout the school, but in day-to-day matters the class teacher will have the best knowledge of the children in his or her class and can usually deal with any problems.

Difficulties of a more serious nature are referred to one of the Deputy Headteachers or Headteacher. Parents are always informed of any serious problems. If a child damages or breaks school property parents will be asked to contribute towards the replacement.

If there are any specific difficulties or changes in home circumstances we would appreciate being kept informed so that we can be sensitive to your child's needs.

School rules are kept to a minimum and the children are reminded of them regularly. Generally they attempt to provide for the safety and well-being of the children or to assist with communal living in the school.

Children are expected to move around the school quietly at all times, without running.

A strong line is taken against bad language and theft and parents of offending children are contacted.

We take equally firm action against incidents of racism, bullying or fighting and we ask parents not to hesitate in contacting us if they believe their child is being subjected to racism or bullying.

A copy of the Behaviour Policy is available from the school office.

PEANUTS, SESAME SEEDS AND NUTS

We have a number of children who have a very serious and potentially life-threatening allergy to peanuts, sesame seeds and other types of nuts. It has therefore been agreed by the Governing Body that our school should be a 'peanut, sesame seed and nut free environment'. This means that within the whole school buildings and grounds between the hours of 8.30am and 4.30pm, term time, pupils, staff and other visitors bringing snacks and packed lunches should ensure that they are peanut, sesame seed and nut free.

SCHOOL SITE

The school is a non-smoking site for the health and safety of your children.

Do not bring dogs into the school site because of the dangers to children.

Very young children on the premises should be closely supervised at all times.

The play equipment is only for use by the school children under supervision from a member of staff.

If your child uses a scooter/bicycle to travel to and from school, please ensure they are supervised and ensure they dismount from their scooters/bicycles when on the school site to avoid any accidents or injuries.

SECURITY

All visitors to the school must report to the school office, on arrival and departure, to the school.

SNACKS AND WATER

Children may bring still water to school for drinking during the day. This must be in a clear plastic bottle (no more than 500ml) with a sports top.

Children in Year R, 1 and 2 participate in the National School Fruit Scheme. This scheme provides your child to a free piece of fruit or vegetable each school day. The range of fruit

and vegetables includes apples, pears, bananas, carrots and tomatoes. If you do not wish your child to participate in the scheme or your child has any allergies to particular fruit or vegetables please let your child's class teacher know.

Children in Years 3, 4, 5 and 6 may bring a piece of fruit or vegetable to eat at break time. Children are not allowed to bring sweets or chewing gum or other snacks to school unless under medical direction.

SPORTS

Many children are given the opportunity of participating in a number of competitive and non-competitive sporting occasions. Football, netball, swimming, cross-country and athletics are some of the sporting competitions in which we participate. We have a school wide cross-country run in October and Sports Day in June.

For away matches we need parental support with transport; if you can help please ask at the school office for the appropriate form. The office will need to take a copy of your fully comprehensive insurance policy to enable you to help.

TELEPHONE

As we have a very busy office, use of the telephone by pupils is for emergencies only. Parents are asked not to telephone school asking for messages to be given to their children, unless of the utmost importance.

Children are not permitted to have mobile phones with them in school. All mobile phones should be kept in the school office for safekeeping.

WAITING AT THE END OF THE SCHOOL DAY

Please stand behind the red line in the lower and middle school playgrounds. This is very important so that the teachers have a clear view and can dismiss the children to the appropriate adult.

Please keep younger siblings by your side at the end of the day to ensure they do not affect the concentration of classes still working.

Children in Years R, 1 and 2 are dismissed from the following muster points:

Numbers 1, 2 and 3 – Reception

Numbers 4, 5 and 6 – Year 1

Numbers 7, 8 and 9 – Year 2

UNIFORM

At our school, we encourage all children to take a sense of pride in their appearance by looking smart in their uniform. We ask that parents support the school uniform requirements and expect all children to adhere to the school uniform list.

Lower School (Reception, Years 1 & 2)

	BOYS
<u>‘Winter Uniform’</u> after autumn half term and spring term	Dark green pullover or school sweatshirt Grey tailored trousers Short sleeved aertex shirt* Grey socks Black shoes (no boots or trainers)
<u>‘Summer Uniform’</u> summer term and first half of autumn term	Grey tailored trousers or tailored shorts Short sleeved aertex shirt* Grey socks Black shoes or ‘closed’ sandals
	GIRLS
<u>‘Winter Uniform’</u> after autumn half term and spring term	Dark green cardigan, pullover or school sweatshirt Grey skirt, pinafore or tailored trousers Short sleeved aertex shirt* White socks or grey, green or black tights Black shoes (no large heels, boots or trainers)
<u>‘Summer</u>	Green checked or striped dress

<u>Uniform'</u> summer term and first half of autumn term	Grey skirt, pinafore, tailored trousers or tailored shorts Short sleeved aertex shirt* White socks Black shoes or 'closed' sandals - black or white
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Middle School (Years 3 & 4) and Upper School (Years 5 & 6)

	BOYS
<u>'Winter Uniform'</u> after autumn half term and spring term	Dark green pullover or school sweatshirt Grey tailored trousers White shirt School tie Grey socks Black shoes (no boots or trainers)
<u>'Summer Uniform'</u> summer term and first half of autumn term	Grey tailored trousers or tailored shorts White shirt worn open necked or short sleeved aertex shirt* Grey socks Black shoes or 'closed' sandals
	GIRLS
<u>'Winter Uniform'</u> after autumn half term and spring term	Dark green cardigan, pullover or school sweatshirt Grey skirt, pinafore or tailored trousers White blouse/shirt School tie White socks or grey, green or black tights Black shoes (no large heels, boots or trainers)

<p><u>'Summer Uniform'</u> summer term and first half of autumn term</p>	<p>Green checked or striped dress Grey skirt, pinafore, tailored trousers or tailored shorts White blouse/shirt worn open necked or short sleeved aertex shirt* White socks Black shoes or 'closed' sandals – black or white</p>
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*preferably with Oak Lodge logo

Hair:

- Should be clipped or tied back off the face; shoulder length hair and longer should be tied back.
- Hair bands/hair clips should be plain in the following colours – black, green, brown or grey; also white in summer; no hair 'ornaments'.
- Extreme hairstyles are not permitted eg shaving tramlines/full headed braiding.

Jewellery – None except earrings which should be small, plain studs; Wrist watches. Earrings and wristwatches are worn at owners' risk.

PLEASE ENSURE THAT YOUR CHILD'S CLOTHING IS CLEARLY MARKED WITH HIS/HER NAME.

TERM DATES

For the academic year 2015/16

Autumn Term 2015

Thursday 3rd September to Friday 23rd October

Tuesday 3rd November to Friday 18th December

Spring Term 2016

Tuesday 5th January to Thursday 11th February

Monday 22nd February to Thursday 24th March

Summer Term 2016

Tuesday 12th April to Friday 27th May

(Bank Holiday 2nd May)

Monday 6th June to Wednesday 20th July