



West Oxford Community Primary School

West Oxford Community Primary School Parent Handbook 2014-15

Headteacher

Ms Clare Bladen

Contents

Introduction

Contact Us

The School Day

Attendance and Punctuality

Staff

Children's Welfare

Home-School Communication and Partnership

Curriculum

Positive Relationships and Behaviour

Playtime

Lunchtime

School Wear and Appearance

Parental Involvement

Supporting Your Child's Education at Home

Clubs and Educational Visits

Secondary Transfer

Policies & Additional Information

Introduction

West Oxford Community Primary School is a large, spacious, school dating back to Edwardian Britain. It was built in 1913 and opened in January 1914. Since then it has undergone many changes; more recently growing from 180 to 224 children on roll in 3 years and still expanding.

The school currently has one class per year group. The children learn from a rich, creative, project-based curriculum. Throughout the year, multi-intelligence days give children the opportunity to explore further specific subject areas; helping them to gain additional skills, knowledge and understanding. The school's great facilities include; well-resourced and spacious classrooms, a large playground with a pond and climbing apparatus, excellent Early Years outdoor learning facilities, healthy and tasty lunches provided by our in house kitchen team, and a large school field.

At West Oxford Community Primary School we have a commitment to nurturing each child's unique strengths and aspirations as well as providing children with challenge in order to develop their determination, resilience and resourcefulness.

We aim for each child to leave West Oxford Community Primary School with the self-knowledge that they have achieved their very best and have the capacity to continue learning and developing their potential.

Each member of staff is committed and dedicated to providing quality learning opportunities for all. We foster children's social and emotional development through mutual respect and dedicated care for their wellbeing.

We engender positive relationships and strongly believe that all members of the school community have a voice that is listened to. The partnership between parents and the school is a great strength and at the heart of our school community.

The West Oxford Community Primary School team of staff, governors, families and community members all have a common goal of doing the very best for our children and ensuring that they have bright, promising futures.

Clare Bladen

Headteacher

Contact Us

West Oxford Community Primary School

Ferry Hinksey Road

Oxford

OX2 0BY

Telephone; 01865 248862

<http://westoxfordschool.co.uk>

<https://maps.google.co.uk/maps?aq=&q=west+oxford+community+primary+school,+ferry+hinksey+road,+oxford&ie=UTF-8&hl=en>

The School Day

Arrival at school in the morning

The beginning of the school day is 8.55am

Children and parents are asked to arrive after 8.30am, unless they are attending a pre-arranged before school club. Parents are responsible for their child's punctuality.

Children on the playground before 8.45am must be accompanied by a responsible adult.

Parents are responsible for their child's safety until a teacher assumes responsibility at 8.45am.

The bell for the start of the day rings at 8.50am. Children in years 2-6 are asked to line up in their class groups. Children arriving later than 9.00am will be marked late in the attendance register. During wet weather children are welcome into school from 8.45am.

Parents of children in year 1 are welcome to accompany their child into school. Parents of children attending Nursery or Reception MUST accompany their child into school.

Parents of children in years 2 to 6 are asked to allow their children to enter school unaccompanied in order for lessons to start punctually (unless there is a specific need for the child to be accompanied). This also allows children greater independence and encourages them to take responsibility for their belongings in school.

Collecting your child from school

The school day ends at 3.10pm.

Children in Nursery, Reception and Year 1 are to be collected from the appropriate classroom or entrance. Where possible, please leave pushchairs outside to avoid congestion in the narrow corridors. Children will not be permitted to leave unless accompanied by a known adult.

Parents of children in Year 2 to 6 are kindly requested NOT to collect their children from within the school and are asked to wait outside in the playground. The corridors and stairs are narrow and we must endeavour to avoid congestion; your cooperation in this would be appreciated. Our main concern is the safety of your children.

Teachers will be available to speak with parents at pre-arranged times that are convenient to both parties (unless there is a specific need for the teacher to see the parent).

If you are delayed or there is a change in collection arrangements the school office must be notified as soon as possible and before the end of the school day.

The playground is not supervised after school and parents are responsible for the safety of their child after 3.10 pm.

If a child is not collected promptly, and no contact has been made by a parent, non-collection procedures will be followed.

If a child stays after 3.10pm, for any extracurricular activity, we will ask parents for their permission.

If children have to be collected during the school day, parents (or another responsible adult) must sign the child out at the office.

After-School Club/Holiday Play Scheme

Oxford Active run an after school club from 3.10pm – 6.00pm Monday to Thursday during term time.

They also provide a holiday play scheme during the school holidays.

Please contact Peter Parry at Oxford Active for more information and bookings.

<http://www.activeafterschoolclubs.co.uk/our-clubs/west-oxford/>

Please note that there is provision available for children who are eligible for free school meals to attend after school club. See the Headteacher for further details.

Attendance and Punctuality

In order to progress well at school it is important that children are punctual and attend regularly. We expect all children at West Oxford School to attend school every day. Parents will be contacted if their child's attendance falls below 95% .

Absence from school

It is essential for the school to be informed of any form of absence including illness, hospital appointments etc.

This should be done by telephone every day that the child is absent from school and must be supported by a letter on their return.

Please try to avoid arranging holidays in term time as this can be very disruptive to your child's learning and could have a negative effect on their attainment and progress.

Lateness

All children who arrive after 9.00 should sign in to the late book at the school office – when available, senior staff will direct them to the late book.

Please help your child to be punctual. If children are late, it hinders their ability to settle for the day and they miss important learning time. It is essential for children to develop good routines; persistent lateness will affect their achievement and educational well-being. Parents of children who are frequently late will be contacted by the Headteacher.

Authorised/unauthorised absences

At West Oxford we aim for zero unauthorised absence and always expect an explanation for absences.

Parents must request permission from the Headteacher for absences for reasons other than illness. This is done by completing a form available from the school office. Due to new regulations, which came into force in September 2013, Head Teachers may now only grant authorised absence in exceptional circumstances (e.g. family bereavement or days of religious observance).

Staff

West Oxford Community Primary School Staff List can be found on the school web site.

Children's Welfare

Child protection/safeguarding

We recognise the importance of our role in safeguarding children – to provide a caring, positive, safe and stimulating environment for all our children. The Headteacher and Assistant Headteacher are designated leaders for child protection.

All members of staff are trained in Safeguarding Children.

All adults who come into regular contact with children are vetted under statutory guidance, with a record kept of adults cleared to work with children.

We are required by law to discuss with Social Services any concerns that may arise. We believe our role is a supportive one, ensuring children and families receive the help they require and that children are safe,

happy and are able to achieve their full potential. Obviously we handle these rare occurrences with sensitivity with our main concern being to protect children's welfare.

Family Support

Through the West Oxford Partnership of Schools, the school buys into the services of a Home/School Link Worker who works with families, groups and individual children in need of advice or additional support.

Site Safety

Please supervise your children if they play in the playground at the end of the school day.

To keep our children safe when they are in the playground, please remember to close the playground gates carefully at all times.

Please do not bring dogs into the playground, or tie them up near the gates where parents and children are coming in and out. If you have to bring them into the playground or school please carry them.

In the interests of safety please make sure that items of jewellery are not worn by children at school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

If your child's hair is long, please ensure it is tied back during the school day.

We encourage children to walk or cycle to school. Bikes, scooters and skateboards in the playground can be dangerous for small children and their parents. Please do not allow your children to ride or use them around the playground when picking up or dropping off children. There are bike racks for bicycles to be locked – the school does not accept any responsibility for loss or damage to any scooters or bicycles left on the premises. Please ensure that you provide your own locks.

Sun Safety

The prime message for children and staff is:

- Stay out of the sun as much as possible.
- Cover up with clothing and hats.
- Use high factor sun block

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents and carers at the beginning of the day. School staff cannot be responsible for applying sunscreen unless there is a medical condition.

Photography Permission

We sometimes take photos of the children and put them up in the classroom or on our website to show the sort of activities they enjoy. We ask that you sign a permission slip to allow us to do this. We do not put names with any photographs of the children.

Children's health

Our office staff, teaching assistants and some teachers are trained in first aid. Should a child become ill in school or be involved in an accident parents will be contacted. It is essential that our records of addresses and telephone numbers are kept up-to-date so that contact is gained as efficiently as possible.

If your child requires medication during the school day, a parent or carer must come into school to complete a medical form with the office administrator. Some prescribed medicines must be administered by parents.

If your child requires an EPIPEN for severe allergic reaction, we are able to administer the medication on completion of a Health Care Plan.

- Medicines must have the child's name, current date and dosage clearly marked and must be in the original container.
- No child will be permitted to carry any medication to and from school. It must be collected and delivered by an adult.
- Please note that the school can only accept medication prescribed by a doctor. No other medication should be brought into school.
- **If your child has vomited or had diarrhoea at school or at home, they should not attend school for a period of 48 hours after the last episode. This is to help prevent the spread of infection.**

Head injuries

Parents are informed when a child sustains a minor head injury through a 'bumped head note' that is sent home with the child. However, if staff suspect any risk of concussion, parents will be contacted immediately.

Head lice (nits)

Parents should check their child's hair frequently and comb the hair using a close-toothed comb each night. Further information on the prevention and treatment of head lice can be obtained from your pharmacist or see <http://www.nhs.uk/Conditions/Head-lice/Pages/Introduction.aspx>

Asthma

Any child who needs asthma medication in school must have a completed medical form. Parents should check and clean pumps each term. Please give pumps to your child's class teacher.

Smoking

Smoking is NOT permitted in school or on school grounds.

Home- School Communication and Partnership

All schools are required to have a Home School Agreement signed by parents which sets out a framework of partnership between school, parent and child. This document forms a contract, which protects the rights of all children and aims to promote the raising of achievement.

Nursery and Entry into Reception Class

We aim to begin working with parents before children start school full time in reception class whether your child has attended West Oxford Nursery or is starting the school for the first time in reception. We do this through the following means:

Transition Sessions: these are held in the summer term to help your child become familiar with the reception classrooms and staff and have the opportunity to make friends with some of the other children due to start full time school. You will have the chance to meet with staff and other parents.

Parents Meeting: at this meeting in the summer term we tell you more about the school and how we work.

Welcome to Reception Booklet: this is an information booklet for you and your child to share and become familiar with prior to starting school.

Parent Meetings

Autumn Term

Curriculum Meeting

These are held in the first few weeks and enable parents to become familiar with; the year head, the curriculum, sharing information, homework and routines, as well as highlights of the year, such as special visits.

Autumn and Spring Term

Parent Consultation Meetings

These enable an open dialogue between parents and staff and provide an opportunity to discuss, children's progress as well as academic and personal targets.

Summer Term

Annual Written Report

Communication with Class Teachers

If you would like to meet with teachers after school to share a problem or to discuss your child's work, teachers are happy to do so. Time is limited at the beginning of the day and teachers often have pre-arranged meetings after school.

If a teacher needs to see a parent they will come and find them on the playground. Each teacher will give information of when it would be convenient for a parent to meet the teacher in the information at the curriculum evenings at the beginning of term.

In most cases a brief chat may be all that is needed, but in some cases an appointment should be made so that time can be given to addressing the issue.

Should you wish to see the Headteacher, please make an appointment by email or by contacting the Office.

Of course if the matter is extremely urgent then we will do our best to accommodate you as we do operate an, 'open door,' policy and will endeavour to see you at the first possible opportunity.

Electronic Communication

Where possible we endeavour to communicate with parents via email or text. All newsletters will be sent in this form but paper copies are available on request.

Anything that isn't sent electronically will be handed to children to take home via pupil post at the end of the day.

Throughout your child's time with us, you will be given many opportunities to come into school on either a formal or informal basis.

In addition we have a school information board in the playground in which we display useful information.

Curriculum

West Oxford has a broad, rich curriculum that promotes creativity in all aspects of learning.

Our project based approach excites, motivates, inspires and engages children. We offer termly multi-intelligence days which provide children with opportunities to explore and develop confidence in a wide range of subject areas. Outdoor learning is encouraged and supported both on school premises and in many off site learning environments.

We believe that our holistic approach to education has immense benefits for achievement in all subjects.

Collective Worship

All schools must provide daily collective worship. At West Oxford this takes place within our daily assemblies.

Assembly themes are based on core values that are common to most religions, such as truth, love, honour, caring and peace. Assemblies follow a value based theme each week.

Each week our assemblies include a value focus, a curriculum focus or class assembly, a music assembly and a 'WOW' learners assembly where children and teachers are given the opportunity to share work and achievements. At the end of each assembly children are given the opportunity to reflect on the theme and share their own experiences.

We also have special assemblies to celebrate or mark a variety of special events or occasions including, Easter, Diwali, Eid, Remembrance, Christmas, Harvest, Mother's Day and many more.

Parents are invited to join us for some of our assemblies and we look forward to seeing you there.

Positive Relationships and Behaviour

At West Oxford we promote positive relationships in order to ensure good behaviour from all. It is our aim that every member of the school community feels happy, valued and respected and that each person is treated fairly. We are a caring community with mutual respect for all.

Ours is a multicultural school and as such we expect the children to exercise understanding towards each other and to respect each other's cultures, religion and way of life.

We encourage honesty and respect for others' possessions and property.

At times, however, the positive approach needs reinforcement. Children may be required to miss playtimes or lose certain privileges. Persistent poor behaviour or more serious breaches of discipline will result in the Headteacher contacting the parent. We aim to work with parents to affect a long term benefit to the child.

Our aim is for children to develop as individuals but to realise that we are members of a community and as such, certain specific rules are necessary.

Playtime

Over recent years we have developed our play areas to ensure that they are exciting, interactive environments which encourage fun and purposeful play. We want all children to have an equal opportunity for enjoyment in the playground and to be safe. We actively encourage children to learn playground games like skipping games, hopscotch and handball games.

Children are often hungry by 10.25am (playtime) and therefore we encourage children to bring a healthy snack to eat at playtime such as a rice cake, breadsticks or fruit. They can also buy a healthy snack from the tuck shop.

As part of the fruit for schools scheme, every child in Reception and Key Stage 1 is offered a piece of fruit every day. The fruits on offer are varied and may include bananas, satsumas, apples, pears, strawberries, tomatoes, pea pods and carrots. Key Stage 2 children are encouraged to eat any leftover fruit.

Lunchtime

Parents can choose whether their child has a school lunch or brings a packed lunch from home on a day to day basis.

We strongly encourage all children to stay at school during lunchtime as the social benefits of eating and sharing with their peers develops children's social skills. If a parent opts to take their child home for lunch they must:

- Collect their child from school
- Let the school office know that they have arrived and are taking the child home
- Inform the school office when they have returned the child to school.

Children must return to school from home by 1.05pm at the latest to be ready for the start of the afternoon session.

School Kitchen and Lunches.

School lunches at West Oxford are provided in-house under the management of Ruth Lyster. Ruth and her team provide hot, healthy, tasty lunches each day. Where possible, Ruth sources ingredients locally. School lunches are very popular as the menus are well designed by Ruth in consultation with a nutritionist. Children are given a choice of main courses with a vegetarian option always included. Menus are sent out to parents at the beginning of each term and are available on the school information board. Lunches cost £2.10 per meal and should be paid for in advance; the school prefers to receive payment online using Parent Pay, but if you don't have internet access you may pay by cash or cheque (cheques made payable to Oxfordshire County Council). Please speak to our admin staff to find out your Parent Pay login details. Children are asked at the start of each school day if they require a school lunch or a packed lunch so there is a lot of flexibility.

FREE MEALS - If you are not sure whether you are eligible please ask our admin staff.

Packed Lunch

Children are welcome to bring a packed lunch. Please note the following important points:

- Food must be brought in a clearly labelled packed lunch box. **No plastic supermarket carrier bags please.** Please ensure that your child remembers to take their lunch box home each day
- Fizzy drinks are not acceptable.
- Sweets and chewing gum are not allowed in school.
- We are a NUT FREE school. Please avoid sending in nuts or food containing nuts (e.g. peanut butter or Nutella) as some children have allergies which can be extremely dangerous.
- We encourage children to eat healthily. Please consider including fruit and vegetables and limiting the amount of crisps, biscuits and chocolate bars.
- If any child forgets to bring their sandwiches they will be given a school meal and parents will be charged accordingly.

Lunch starts at 11.30 in Reception and Nursery

Year 1 children go to lunch at 12.00pm

Year 2-6 children go to lunch between 12.10 – 1.10 pm.

Water and Hydration

Water is important for brain function. We encourage children to drink water throughout the day. **Please provide your child with a named water bottle** which they can bring to school in the morning and take home at the end of each day to be cleaned and replenished. The water bottles are kept in the classrooms where they have easy access to them throughout the day.

School Wear and Appearance

School uniform is currently not compulsory at West Oxford however children are expected to dress smartly as well as for comfort and practicality. We aim to encourage children to take pride in their personal appearance and have regard for standards of personal hygiene. Appropriate, well fitting, low heeled footwear should be worn so that they can run and jump around safely at playtime.

We do require all children to have a school fleece or coat to be worn on school outings and walks around the locality.

Children must change into PE kit for PE lessons. PE is an important and compulsory part of the curriculum. If a child comes to school without their PE kit a letter will be sent home informing parents. If your child is fit and healthy enough to attend school they are therefore able to take part in PE lessons; exception from PE lessons will only be granted if a valid reason is given by the parent, via a note.

The school uniform, should you opt for your child to wear it is;

Fleece with the school logo*

Polo shirt with school logo*

Grey or black trousers, skirt, shorts or pinafore

Green sweatshirt with school logo*

All children are expected to change for PE for reasons of hygiene and safety and in view of this it would be helpful if you could equip your child as follows:

White T-shirt (plain or with school logo)*

Black/Navy shorts (jogging bottoms and sweatshirt for outdoor PE on colder days)

Trainers or plimsolls

Swimming Kit (year 4-6 only)

Swimming trunks/swimsuit, swimming hat, towel

ALL CHILDREN SHOULD CARRY THEIR PE & SWIMMING KIT TO AND FROM SCHOOL IN A NAMED DRAWSTRING BAG*.

NO CARRIER BAGS PLEASE.

* *school wear available from the school office*

Ensure that children have suitable clothing for the weather i.e. waterproof coat in wet weather, hat in hot weather.

IT IS VERY IMPORTANT TO NAME ALL YOUR CHILD'S CLOTHING, COATS, FOOTWEAR AND BELONGINGS ETC IN PERMANENT MARKER OR WITH PURPOSE MADE LABELS (see below for suppliers)

<http://www.labels4kids.com/> <http://www.easy2name.com/> <http://www.stuckonyou.co.uk/>

We aim to have zero lost property.

In addition;

- Jewellery should not be worn. This includes bracelets, signet rings and neck chains. If absolutely necessary studs will be permitted
- Children's hair should be neat and not restrict vision. Children with long hair must have it tied up during the school day.
- Nail varnish is not permitted

Your child also needs

- A book bag for carrying books and homework.

Parental Involvement

Friends of West Oxford School

All parents and carers automatically become members of the FRIENDS whilst their children are at the school. A wide range of social and fundraising activities are arranged throughout the year and all FRIENDS are welcome to join in. The organisers of the FRIENDS activities are a dedicated, hardworking group of parents who are passionate about raising funds and supporting the school in many different ways. Many parents give generously of their time and any support you can give would be most welcome. Please see the school newsletter and FRIENDS newsletter for news of upcoming events and how to get involved or join Friends of the West Oxford CP School on Facebook.

Parent Governors

Our Governing Body includes parent governors who are elected by parents. They are elected for 4 years and play a role in monitoring the school's work and in the school's development.

Cake and Produce Sales

Every Friday after school, there is a cake sale organised by parent volunteers. Each class from Nursery to year 6 takes turns, week by week, to provide cakes and other saleable goods such as produce from allotments to sell at the cake sale. All proceeds go to the class to be used towards purchasing new resources and items that the class might need for individual and one-off learning opportunities.

Cakes and volunteers are always needed. Please provide cakes in named tins or boxes and make sure you collect them by the following Monday.

Volunteering during school time

Parent helpers are always welcome in school. Parents are able to help with a variety of activities including; listening to children read, guided reading, gardening, cooking or helping with general classroom activities. Please see class teachers for information of how parents might be able to help them.

Ways in Which You Can Help Us

Please speak to your child's class teacher in the first instance about any concerns you may have. We would rather deal with small problems before they become big ones.

Please keep us informed of anything that may affect your child's education, such as health, upsets with friends or changes in family circumstances.

- Change of address: Please advise us immediately of a change of address, email or telephone number by completing the appropriate form - obtained from the School Office.

It is important that we can contact you in an emergency.

- Children should avoid bringing money into school unless specifically requested. No responsibility can be taken for any lost money. Money brought in should be in a clearly marked envelope.

- Please ensure that your child does not bring toys to school (unless specifically requested to do so by their class teacher) or valuable items as these can be distracting to others and cause upset if they get broken.

Supporting Your Child's Education At Home

Here are a few tips for ways in which you can help your child make progress at school.

- Try to read with your children as much as possible - particularly in the early years of your child's education.

- Encourage your child to read to you. Even if a parent has difficulty with the English language it is helpful for your child to have your interest and support.

- Join a public library and borrow books with your child regularly.

- Allow time to talk to children about the books they are reading.

- Do everyday activities together, such as cooking, paying for items in a shop, gardening and playing board games.
- Encourage children to practice addition and subtraction, to learn the multiplication tables and to learn to tell the time.
- Encourage children to complete and return promptly any extra work they have been given to help them on an individual basis. This applies to follow-up work in general ie topic/story writing, which children are sometimes asked to finish at home.

Above all, encourage and help your children to develop a positive attitude to learning and a desire to give of their best. Try to make learning fun and not criticise your child.

Homework

By providing homework we hope to involve not just the child but the parents as well. It becomes a shared experience and allows a parent to monitor their child's progress.

Children are encouraged to read at home on a daily basis. Other homework activities include further research into themes and ideas started in school, understanding vocabulary that they have been introduced to in lessons, grammar and punctuation tasks that are linked to the class focus areas, learning words to songs, poems or play scripts that they have been studying in class or learning multiplication tables in preparation for a maths unit of work.

We also strongly encourage children to keep up to date with, 'Mathletics,' and, 'Reading- Eggs,' as advised by the class teacher.

Teachers will also set holiday tasks and assignments and project linked tasks to be completed over time. These are often shared with the rest of the class through individual presentations and displayed to parents and other children.

We do not intend homework to be stressful or to put the child or parent under pressure. It should not keep children up all night nor deprive them of going out or involving themselves in other interests. If there is a problem, please tell us! We set the homework for your child's benefit, not ours.

Clubs and Educational Visits

The school runs both in school and out of school clubs and we actively encourage children to develop new interests and try their hand at something different. After school clubs include: football, netball, dance, art, orchestra, choir, creative writing, board games swap, and maths club.

There is sometimes a small fee for these clubs as they are run by parents and out of hours providers who need to be paid for their time and or resources.

If your child is eligible for free school meals please ask the Headteacher for further information as to how your child can access a paid for club.

Other privately run clubs such as French, Ballet and Karate also accept children who do not attend the school.

The school welcomes volunteers to help run and help with clubs. Please get in touch if you have an idea for a club which would meet the needs of the children at West Oxford School.

Details of all clubs are available in the newsletter or from the school office.

Secondary Transfer

At the end of Year 6, children transfer to secondary schools. Most children transfer to Matthew Arnold School but some children will go onto other schools either due to the catchment area in which they live or due to personal choice.

During the autumn term all the relevant information is sent to parents from their Local Authority. Open evenings are held at all secondary schools so parents have the opportunity to visit and hear for themselves from the Headteacher and staff all about the schools. It is very important that parents attend these meetings to gain a real insight into the ethos of a school.

Appointments are offered to parents if they wish to receive individual guidance and advice.

Parents are notified during the Spring Term of the secondary school offered to their child. Parents have the right to appeal against the school offered if they so wish. Children are supported in this transition through visits by secondary teachers and visits to their secondary schools.

Policies and additional information.

Our policies are written by members of staff and/or governors and reflect legislation and Local Authority guidance. All our policies are available for inspection by parents and are available on our website.

Charging Policy

The school has a charging policy, which is strictly adhered to. We only enforce charges for certain activities and always consider and respect the financial situation of the families we serve. Charges are levied for:

- Day and residential visits
- Special activities i.e. cooking
- Special events i.e. discos, pantomimes, visitors
- Some afterschool activities

We ask for a voluntary contribution towards the cost of any travel and entrance fees on school visit.

Unfortunately, due to budgetary constraints, the school can only arrange visits if voluntary contributions are received. Any parent unable to meet the cost should make an appointment for a confidential meeting with the Headteacher who will offer as much support as possible.