



The Oaks CP School

Prospectus

2016 ~ 2017

Bringing learning to life.





Welcome to our school

“Bringing Learning To Life”

- Making learning exciting
- Making learning relevant to children's lives
- Laying the foundations for lifelong learning

Make an appointment to come and visit us and see for yourself what learning looks like at The Oaks.

Please visit our website at www.theoaksbolton.co.uk

We believe that children learn most effectively when they are engaged in purposeful, practical activities that they enjoy and see as relevant to their world. We provide the very best of these experiences within a rich and varied curriculum. We have an excellent reputation for recognising and nurturing talent and providing opportunities to develop new skills.

We teach children to be creative, independent learners who have an enthusiasm for learning. Our teaching is cross-curricular project based with information and communication technology integral to all areas of the curriculum. We achieve high academic standards by ensuring that the children have a purposeful atmosphere in which to work. This is achieved by a dedicated staff, committed to high expectations of behaviour and good manners, working in partnership with parents.

Thank you for taking an interest in our school. Hopefully any questions you might have will be answered in the body of this document but should you have any questions please do not hesitate to contact us using the details below.

Mrs SBWarren

Head teacher

Contact details

Sharples Hall Drive,
Off Andrew Lane,
Sharples
Bolton
BL1 7HS

Telephone 01204 333171
office@the-oaks.bolton.sch.uk
www.theoaksbolton.co.uk

The information in this prospectus applies to the current school year and was correct at time of publication. However changes in arrangements may occur subsequently.



Who is who at The Oaks?

Mrs SB Warren - Head teacher
Mrs J Grundy - Deputy Head teacher

Teaching staff - Mrs J Grundy, Mrs K Robertson, Mrs F Trainor,
Mrs C Hesketh, Mrs G Brown, Mrs C Ashton,
Miss D Coombe, Mrs Z Bullen, Miss S Gill, Miss E Anwar

Support staff - Mrs A Martin, Mrs M Sodoruk, Miss L Copeland
Mrs L Coote, Mrs L Cullen, Mrs C Hamer
Miss J Ralph, Miss C Hart, Mrs R Robinson

Site Manager - Mr D Booth
Office Manager - Mrs K Smith
Admin Assistant - Mrs C Hamer

Governing Body

Representative Status

Mrs C King	Parent
Mr J Wormald	Parent
Mr B Woodfield	Parent
Mr M Matadar	Co-opted
Mr R Dickinson	Co-opted
Mrs J Waring	Co-opted
Mr L Parker	Co-opted (Chair)
Mr N Taylor	Co-opted
Mrs J Grundy	Co-opted (Deputy Head)
Mrs R Unsworth	Co-opted (Vice Chair)
Mr P Wild	Local Authority
Mrs K Smith	Staff representative
Mrs S Warren	Head Teacher



How is the school organised?

The school is a single form entry school which means that there is only one class of 30 children per year group. Classes are taught, in the main, by their class teacher but our part time teachers and higher level teaching assistant release each class teacher regularly. Classes are supported by Teaching Assistants who support learning and teach small groups of children or individuals depending on need.

Our building is an open plan design allowing us to make full use of communal resource areas for more practical activities. The resource areas are also used at meal times.

Mrs Smith and Mrs Hamer are our first point of contact in school, answering the telephone and manning our reception. Should you wish to meet with any other member of staff please make an appointment through the office. Your child's class teacher is available every Thursday afternoon at our "Parent's Drop-In" sessions from 3.15 - 3.45. Staff are only too willing to discuss any matter of concern but, during school hours, are often busy teaching.

When your child starts at The Oaks you will be asked to sign a Home/School agreement. This means we will be agreeing to work together in the best interests of your child.



Admissions

Children are admitted to the Reception Class from September of the school year in which they will have their fifth birthday.

Parents who are interested in a place at The Oaks need to complete a "School Interest Place" form, available from the office to register their child with the Pupil and Student Services Dept at the Town Hall. Early in the spring term, before the child is due to start in the September, places will be allocated by the LA according to the LA's admissions policy. Please ask at the office for a booklet explaining the procedures if you need one but the following criteria are used throughout the LA when admitting children to primary school.

Places will be allocated in the first instance to those children who

- Have a statement of Special Educational Need
- Are in the care of the Local Authority
- Have an older brother or sister attending the school at the time of the child's admission
- Suffer from an illness or have a disability, which makes it better for them to attend this school rather than another. This must be notified at the time of application. (An examination by the School Medical Officer may be necessary.)

- Face a difficult or unreasonable journey to another school. Those children with the easier or shorter journey to an alternative school will have a lower priority for this school.

It is hoped that the allocation procedure described above will result in a satisfactory offer of a place for each child. If however the final offer is not satisfactory parents have the right to appeal under Section 7 of The Education Act 1980. A leaflet explaining the Appeals Procedure is available from the Education Department. An appeal must be made in writing within 15 days of the date of the final offer to the Assistant Chief Executive, Town Hall, Bolton.

During the term before the children are due to start at The Oaks families are invited into school to discuss procedures and admission arrangements.



Attendance

We ask that you ensure that your child attends regularly, arrives for school on time, is appropriately dressed and ready to learn.

At the start of the school day we ask that children arrive on time and certainly not before 8.40am. Doors open at 8.50am to ensure a gradual flow into the cloakroom areas and in order to ease traffic congestion at the front of school. Parents are responsible for their own children up until the start of school at 9.00am. Children must not be left on their own before the start of school and parents of Reception children must ensure they are in the classroom before leaving the premises. Parents who wait with their children are respectfully requested to keep the health and well being of all of our children in mind. Dogs are not allowed on the premises. Thank you for your co-operation in this matter.

At the end of the school day older children who have written permission to travel home alone must go straight home. Those being collected by an adult must wait at the cloakroom door and if an adult is late or does not arrive at all they must report to the school office. Children are not allowed to wander the playgrounds or surrounding roads to meet adults off the premises. Children in Reception and KS1 classes must be collected from school by an adult. Reception children will not be handed over to an older sibling. We ask that school is informed in writing of any changes to normal arrangements to ensure your child's safety.

In the event of a parent not arriving to collect a child before 4.15pm the Social Services Team will be informed and they will send someone to collect that child and take responsibility for them from there on in.

Absence from school can be very disruptive, not only to your child's education but to the teaching and learning of the whole group. Please inform school either by telephone or letter in advance if your child is going to be absent in order to attend a medical appointment. A

permission slip will be issued by the office - we ask that you show your medical appointment card at the office when collecting your child.

Absence, for reasons other than attendance at a medical appointment, must be requested in advance by obtaining an "Absence Request" form from the office and making an appointment to see the Head teacher to discuss the reason for the request. Permission is granted only at the Head teacher's discretion. There is no automatic entitlement to take children out of school for family holidays, and we actively discourage parents from doing so. Absence without permission will be recorded as unauthorised absence and will be referred to the Social Services for investigation. The government has the power to impose fines for non-attendance and the Local Authority is taking an increasing number of parents to court.

There will be times when your child is not fit to attend school and to do so would affect the health of the rest of the school community. Please contact school as soon as possible at the start of the day, to inform us of an absence. We ask at these times that you make arrangements for your child to be cared for at home until they are well enough to return to school.

When your child is admitted to school you will be asked to provide us with emergency contact numbers in case we have to contact you regarding an accident in school. Please ensure the numbers you provide are of people in a position to come into school and collect your child if necessary. Granny in Aberdeen cannot help us to look after your child! It is also important that these contact numbers are updated regularly, for example, if you move house, job or change your telephone number.

We operate a text messaging service in school as another way of passing on information and notices to a parent's mobile telephone. Please ensure that we have up to date mobile numbers for parents.

Our current attendance record is better than the National Average, but this situation can only be maintained with your support.



School Uniform

At The Oaks we take great pride in wearing our school uniform. Our uniform is an important and valued feature of the school's traditions and ethos and contributes to the high standards set by the school.

Our school colours are royal blue and gold. Uniform can be obtained through our school supplier, Mr Lucas, who provides a 'Home Service' and can be contacted on 07883 844 185. Uniforms can also be purchased at Harrison's (on Blackburn Road), and online from Marks & Spencers at www.mandsyourschooluniform.com

Please ensure that ALL items of clothing, including coats, are named.

Black shoes - (not boots or trainers) with low heels. Remember your child has to wear them all day and play out on the playground in them!

White or grey socks, or royal blue or grey tights.

Short or long grey trousers

Royal blue pinafore or skirt - Blue or yellow checked dress in warmer weather if desired

Light blue shirt - formal shirt with button up neck and either short or long sleeves but not a polo shirt.

Tie - school tie in blue and gold

V-necked cardigan or sweater with either the school logo and/or gold stripes at the neck and/or cuffs.

Games kit - Black pumps, trainers, white or grey socks, blue shadow stripe shorts, gold polo shirt. A track suit or royal blue hoody with "The Oaks" across the back (available from Mr Lucas) may be sent to school for colder weather but this is optional. Please do not buy football boots unless they are needed for school teams. Information on swimming kit will be issued to the appropriate children as they are timetabled for the activity.

The wearing of jewellery is not allowed in school for health and safety reasons. This includes piercings of any nature. Nail varnish and elaborate hair adornments are not part of our school uniform.

Long hair must be tied back, again for reasons of health and safety.



Pastoral Care

At The Oaks we maintain the highest standards of behaviour and discipline by encouraging positive attitudes, rewarding good behaviour and developing the children's understanding of the benefits of good behaviour to the smooth running of the school community and the wider community to which they belong. We ask that, whilst at school, they try their best to be happy, work hard and allow others to be happy and to work hard.

Our positive ethos is maintained through a calm, understanding approach to all aspects of children's behaviour. We aim to foster children's self-esteem in order for them to be receptive to learning and to enable them to achieve their potential intellectually, physically, spiritually and emotionally.

Through our system of Golden Rules we actively promote

- equality of opportunity
- fair play
- respect for property, each other and for authority
- a caring, understanding approach to each other

- good manners
- punctuality
- high self-esteem
- positive attitudes
- responsibility for your own actions
- healthy eating
- a sense of community

Should children display negative behaviour of any kind it is dealt with promptly and in a manner appropriate to the specific behaviour. In all instances the children concerned are dealt with in a fair and even handed manner. Should misbehaviour become a concern then it may be necessary to involve parents in discussions and ask for support in dealing with a particular matter. Otherwise you can be assured that all matters are dealt with in school according to our Discipline Policy, a copy of which is available on request.



Parents as Partners

Many parents ask "How can I best prepare my child for school?" The following notes may prove useful but the most important way you can support your child's learning, all through their school career, is to listen to them, praise their efforts and remain positive!

Spending time together, including your child in conversation, singing nursery rhymes, playing games, painting, baking, shopping and tidying up are all good preparation for starting school. On a practical level there are a number of skills you could teach your child to help us out at school including:

- Washing and drying hands
- Dressing and undressing independently
- Using the toilet properly
- Managing outdoor clothing
- Using a knife and fork correctly
- Tidying up activities after themselves

Join the library and/or buy books for your child and share stories with them regularly. Allow them to "read" alongside you so that they can see the words and pictures as you read and help them to enjoy listening to and discussing a variety of stories. We cannot emphasise too strongly the importance of sharing reading activities with your child throughout their school career, don't step back once they "can read" - sharing reading activities helps develop high level comprehension skills into adulthood!

Homework

Although we do not set homework in the traditional manner the children will from time to time bring home small tasks to complete, the nature of which will change as they move through school. It is expected that every child does their reading every day, learns their times tables when appropriate and engages with their Research Log - the main means of sharing learning at The Oaks. A full copy of our homework policy is available on request.

Parent Helpers in School



At the start of the school year we ask for volunteer helpers in school and try to arrange help for each of the classes at some time during the week. Any time you can spare to help out in school is appreciated, there is nothing like another pair of hands. Grandads, grandmas, aunts and uncles are as welcome as mums and dads. The benefit of extra adult help to the children is priceless whether you can spare just half an hour a week or blocks of time to suit you, we would appreciate whatever you can offer. Some parents feel that they don't have a particular skill to offer or that their skills will not be relevant. Not so! We need help in all sorts of areas, for example:

- Escorting older children to the swimming pool
- Playing games with individual children
- Supervising children using the library
- Helping with art, design and craft activities
- Photocopying teachers resources
- Sharing reading activities
- Working alongside small groups of children supporting the whole range of the curriculum, particularly practical lessons like science
- Computer support
- Baking
- Coaching particular sporting activities outside school hours and helping out with school sports teams
-

The list is endless!

If you miss the list at the start of the year give us a ring and we will slot you into the timetable.

Throughout the year we organise a series of fund raising events to help to purchase those little extras. Please keep an eye on the newsletters as we often ask for help from parents to run such events.

Thank you in anticipation of your support!

Our main form of communication with parents is via the newsletter which you will find on our website www.theoaksbolton.co.uk. We urge you to read the newsletter - this may sound obvious but parents ask for details about all sorts of events that have been printed on the newsletter well in advance and then complain that they were not informed because they admit to not actually reading the newsletters! Occasionally we will send a text if there has been a change to arrangements or to remind you of a particular event.



The Curriculum

At The Oaks we value every child's contribution to the learning environment and aim to meet the needs of all in order to maximise potential and to nurture every aspect of children's talents. We recognise children as individuals with unique strengths and aim to create opportunities for them to flourish.

Our mission statement is

"Bringing learning to life"

which has three aspects -

- engaging children in the lifelong learning process so that they will have the skills to continue learning long after they have left our school and grow as citizens of the 21st century
- enriching every aspect of our teaching so that all aspects of the school day are fun, exciting and challenging and children want to engage with learning at every opportunity
- ensuring that learning experiences are relevant to children's lives by engaging with our local community as much as possible

Our curriculum is project based and is underpinned by our core principles:

- Ensure every learner succeeds - set high expectations
- Build on what learners already know - structure and pace teaching so that learners understand what is to be learnt, how and why
- Make learning real and vivid
- Make learning an enjoyable and challenging experience - stimulate learning through matching strategies to learning styles and needs
- Develop learning skills and personal qualities across the curriculum, inside and outside the classroom
- Encourage independent learning and learning from peers through talking about their learning.
- Empower children to be self-evaluative and engage them actively in the target setting process.

Literacy, numeracy, science, history, RE, geography, music, art and design technology, environmental science and ICT are all taught through a project based approach. The Oaks is developing its "Forest Schools" provision. Personal, social, emotional and economic well being have a high profile and thread through everything that we do in school and are particularly supported by Forest Schools learning. Engagement in Forest Schools means that your children will be getting wet and muddy outdoors so waterproofs and wellies are best kept in school!

We pride ourselves on our specialist provision at The Oaks.

- Music teachers from Bolton Music Service come into school and offer tuition in brass, woodwind and strings to children who wish to join our Music Club. We have a large and active choir who sing across the region.
- PE lessons are taught by Mr Grundy, a specialist sports teacher. Sports coaches are employed to support skills teaching and introduce new games and sporting experiences.
- French is taught throughout school.
- A specialist drama teacher, Mr Harvey, teaches drama lessons in KS2 to support all areas of the curriculum.

There is a non-denominational whole-school assembly every day, which the children are encouraged to contribute to. Parents do have the right, by law, to withdraw their child from religious education or worship by arrangement with the Head teacher. Most parents are keen for their children to take part in assembly and appreciate its importance in the corporate life of the school. We invite parents to attend when their child's class is presenting assembly for the rest of the school, a weekly event greatly enjoyed by all the children.

We regularly celebrate children's achievements through our Praise Assembly, Golden Book and House Point systems. Children's names go in our Golden Book for abiding by the six Golden Rules, for displaying respect and good manners or for trying hard in any area of learning.

We also run an Academy system whereby the children engage in extra sport, technology or life skills activities in order to extend their skills in these areas and make links to our wider community through Academy activity.

Extra-Curricular Activities

The formal curriculum is supplemented with a full and varied programme of activities. Currently there are opportunities to:-

- Learn to play the violin, cello, and guitar and to sing in the choir
- Take part in, football, cricket, netball, rounders, cross country, tag rugby, cheerleading, tennis, dance.
- Visit places of interest in the North West and further afield
- Visit local theatres
- Attend drama, knitting, gardening and computer clubs

- Join in the activities of the Eco-Council caring for the garden areas and wildlife area within the school grounds.
- Represent other class members as part of the School Council.

Special Educational Needs

All of our children are special. Their differences are celebrated, as are their varied contributions to school life. Working in partnership with parents we ensure that each child has the opportunity to benefit from all that the school has to offer, and we aim to identify those needs which require additional support as soon as they arise.

Special Educational Needs provision is co-ordinated at The Oaks by Mrs Grundy who works alongside class teachers, and our Teaching Assistants, to provide support both within the classroom setting and outside the classroom in the form of small group or individual support. In line with the Special Needs Code of Practice an annual audit of provision is made. A copy of the school's SEN Policy is available on request.

Sex Education

It is the policy of the Governing Body that sex education is provided as part of the school's Personal, Social, Health, Emotional and Economic education programme. This aspect of PSHEE is delivered by the year six teacher during the final school year. Parents have the right to request that their children do not take part in these lessons.



Assessing and Reporting Progress

At The Oaks the children are informally assessed during their first term at school. This assessment process continues throughout their school career in order for us to plan a challenging curriculum and monitor each child's progress.

Our children work on individual targets that are relevant to their specific needs. Children are given the opportunity to assess their own learning and decide on their next steps.

Parent's evenings are held at the start of the autumn term and again during the spring term, we encourage parents to attend to celebrate their children's successes. A written report is sent to parents at the end of the summer term. In addition to this, teachers are available at an open session each Thursday from 3.15 - 3.45 pm when you can discuss your child's progress, look at their work or share any concerns that you may have.

Children's curricular records are continually updated. Parents have the right to view their child's educational records by appointment with the Head teacher. The LA has a policy to deal with curriculum complaints but should parents have cause to complain about any aspect of the curriculum an appointment can be made to discuss the concern with the Head Teacher in the first instance.



The Governing Body

The governing body at The Oaks is composed of the Head teacher, LA representatives, parent representatives, a teacher representative and community representatives. When vacancies arise for parent representatives all parents are given the opportunity to participate in nominating and voting. The full governing body and its sub-committees meet once per term, with meetings taking place in the evenings in the school building.

The governors are ultimately responsible for:-

- The general conduct and development of the school
- Admission of pupils
- The curriculum
- The budget
- Appointment of staff
- Local conditions of service for staff
- Non-structural maintenance of the building
- Making information available to parents

The governing body is responsible for ensuring that the school is run effectively, acting within the framework set by the LA and school policies, so that it provides the best possible education for its pupils.



Health and Safety

The school nurse visits regularly to conduct routine health screenings to which parents are invited. Dental inspections and hearing tests are also carried out at set times. The school nurse also works alongside class teachers to provide a full programme of health education. Should you need advice the school nurse can be contacted via Castle Hill Centre on 01204 463563.

The following health information is taken from Bolton and Wigan Health Authority Infectious Diseases Booklet and may be used as a general guide when your child is not well.

- **Chickenpox** - the child should remain at home for at least one week after the spots appear returning to school providing the spots are dry.
- **Vomiting or diarrhoea** - the child should remain at home until 48hrs after the symptoms have ceased. Please encourage children to wash their hands before eating, after playing and particularly after going to the toilet. Many gastric bugs are transmitted via poor hand hygiene.

- **Threadworms, Head Lice, Impetigo, and Scabies** - some families find these conditions embarrassing but it is important to seek medical advice and to inform school if your child should become infected. The information is treated confidentially but it will allow us to prevent the spread of the infection. We ask that children remain at home until these conditions have been treated.

Should a child be involved in an accident involving minor cuts and bruises whilst at school they will be dealt with by a member of our First Aid team. All accidents are logged in the accident book. If the injury is thought to be of a more serious nature, or the child becomes ill whilst at school, designated adults will be contacted in order that the child can be more comfortably cared for at home or referred to medical services if necessary.

If it is necessary for a child to finish a course of medicine whilst at school then parents are requested to come into school to give their child the medicine or, only in exceptional circumstances, will the Head teacher administer a single dose with the written consent of the parent or guardian. It must be stressed that school is not the place for a sick child.

Children who require an asthma inhaler whilst at school will be asked to keep it in their own classroom where staff will store it safely. The children who require such medication will be expected to administer it themselves unless arrangements have been made otherwise with the Head teacher. **Parents are asked to ensure that inhalers are named and use by dates have not expired.**

Children must not leave the school premises at all during the course of the day unless the express permission of the Head teacher has been sought. Adults collecting a child in order for that child to attend an appointment must collect an exit permit from the office and produce the relevant appointment card at the office. Our school is kept secure throughout the school day with locks to the perimeter fence gates and a security lock on the internal main entrance.

Children are regularly reminded not to speak to strangers and to respond to strangers requests clearly with "I cannot stop I must go home".

Personal belongings (toys, games, mobile phones etc.) should not be brought into school unless by special arrangement. Wristwatches should be worn for the purpose of telling the time, "fun" watches that are noisy or distracting should not be worn to school.



Food in School

Parents can opt for their child to take school meals or to bring a packed lunch from home. Children eat together in the shared resource areas. School meals are charged per day and must be paid for on a Monday morning for that week or half termly or termly in advance. Cash or cheques must be sent in a named container with

the children, who then hand it in to their class teacher or post it in the post box outside the office. Please do not queue to pay at the office. The children can all manage to hand their dinner money in at registration. Please make cheques payable to "The Oaks CP School"

Packed lunches need to comply with our healthy eating ethos. We ask that you do not send sweets, chocolates or canned drinks as part of your child's packed lunch and that small spoons are included for yoghurts etc. Pouches or boxed drinks are easier for us to manage in school, please do not send canned drinks as they explode at the lunch table!

All children have access to cooled drinking water throughout the day.

At playtimes the children in KS2 can bring a portion of fruit from home. During the day the children in Key Stage 1 will be given a small portion of fruit provided free via the National Fruit for Schools Scheme.

If your child suffers from any kind of food allergy school **must** be notified.



We currently host Beavers & Cubs who meet on Wednesday evenings, Scouts who meet on Friday evenings and Turton Strings music group who meet on a Thursday. Although we don't operate any before and after school care facility there are various types of provision locally and contact numbers are available from our office.

And finally,

We recognise that choosing a school is a very important decision for parents. Hopefully you will have found all of the information you need in this booklet but if you have any questions or would like to look around, please do not hesitate to contact us. You will be very welcome!

Mrs SB Warren
Head teacher

Our Ofsted Inspection in Oct 2010 graded us as

an OUTSTANDING SCHOOL

The full report can be found at www.ofsted.gov.uk