



Welcome to Oatlands Junior School



Headteacher: Mrs Scarth

Tel: 01423 872827

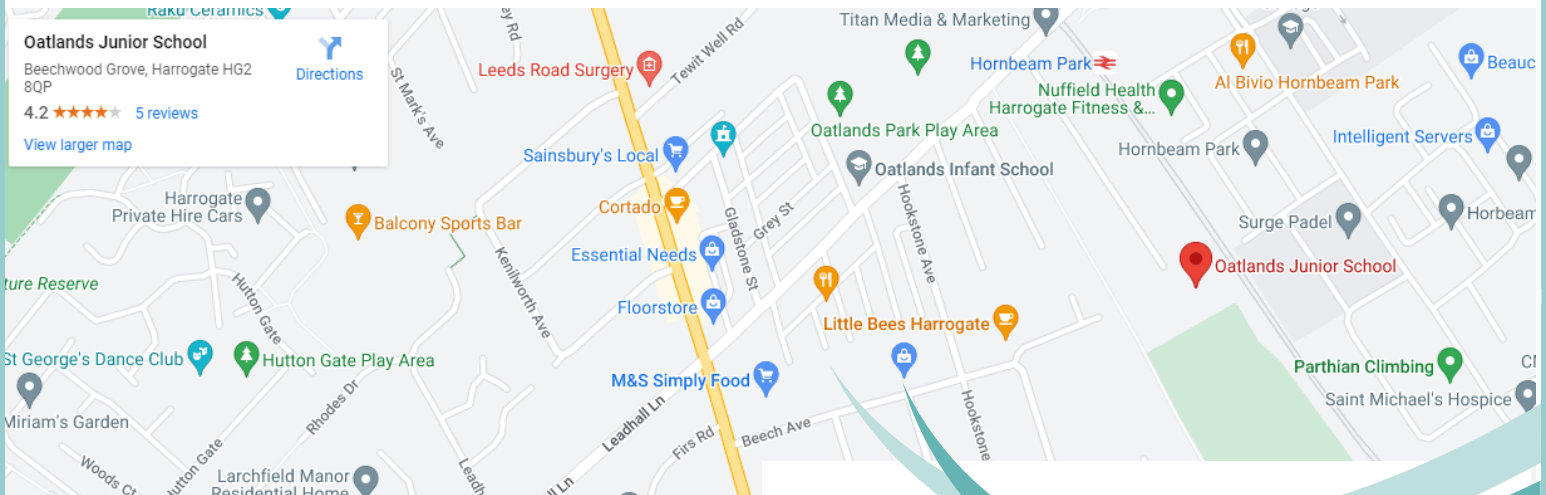
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School Contact Details



Contact

Telephone: 01423 872827

Email: admin@ojs.rklt.co.uk

Named contacts

School Business and Operations Manager: Miss H Hardy-Dawson

School Admin Officers: Mrs J Sanderson and Mrs C King

School Administrator: Ms A Fisher

Headteacher: Mrs E Scarth

SENCO: Mrs McNerney

Chair of Governors: Mrs L Devenny

Address

Oatlands Junior School
Beechwood Grove
Harrogate
North Yorkshire HG2 8QP

Please contact the school office who will be happy to answer any queries or provide copies of any of the information displayed on the school's website. We also welcome any feedback you may have. You can contact or find us using any of the details shown on this page.



Staff and Governors

Senior Leadership

Headteacher

Mrs Estelle Scarth

Deputy Headteacher

Mr Andrew Morley

Assistant Headteacher

Inclusion Leader

Year 3 Leader

Mrs Wendy McNerney

Year 4 Leader

Miss Emily Mansfield

Year 5 Leader

Ms Rachel Coyne

Year 6 Leader

Mrs Kate Ritchie

Business and Operations Manager

Miss Holly Hardy-Dawson

Admin Officers

Mrs Carmel King

Mrs Julie Sanderson

Administrator

Miss Alice Fisher

Site Superintendent

Mr Tomasz Rownicki

Catering Staff

Ms Charlotte Dean

Mrs Tracy Sowden

Ms Tanya Taggart

Ms Sonia Blanche

Ms Ning Reavley

Midday Supervisory Assistants

Mrs Stephanie Peers

Mrs Christina Chan

Ms Lauren Nolan

Mrs Piuma Ranaweera Arachchige

Ms Emma Calvert

Teachers

Year 3

Miss Laura Hind/ Mrs Rachael Post

Miss Rachel Allenby

Mr Chris Gray/ Mrs Wendy McNerney

Year 4

Mrs Jane Stockton

Mr Matt Hunter

Miss Emily Mansfield

Year 5

Miss Ellen Ramsey

Mr Peter Freeman

Ms Rachel Coyne

Year 6

Miss Keshia Starrett

Mrs Claire Fretwell/Mrs Ruth Wilkinson

Mrs Kate Ritchie

PE

Miss Fran Bakes

Art

Ms Hannah Alderson

Music

Mr J Bulmer

Learning Mentor

Mrs Tricia Morales Macias

Higher Level Teaching Assistant

Ms Anna Kashkina

Learning and Teaching Assistants

Mrs Polly Nicholson

Mrs Pat Willis

Mrs Sarah Bradley-Coles

Mrs Karen Layton

Mrs Flora Viney-Everitt

Mrs Nadine Badran

Governors

Mr Paul Ko-Ferrigno – Chair of Governors Vice Chair

Mr Jason Wurzal - Chair of Governors Vice Chair

Mrs Rai Shacklock

Mrs Karen Washer

Mrs Anne Luke

Mrs Estelle Scarth

Miss Holly Hardy-Dawson

Miss Rachel Allenby

World of Learning, Classes, Vision and Values

Welcome to our World of Learning

Our school is a whole world of learning, full of creativity, discovery, friendship and fun. Each corner has its own habitat, with classes named after animals that live there.

OJS CLASSES

WOODLAND

Owls, Foxes, Badgers

MOUNTAIN

Grizzly Bears, Snow Leopards, Falcons

RAINFOREST

Lemurs, Tigers, Macaws

SAVANNAH

Cheetahs, Flamingos, Meerkats

Our School Vision

We are a community where children are empowered to unlock their full potential and which celebrates independence, tolerance, success and excellence.

Our School Values

We are Oatlands Juniors, we're amazing!

We're friendly, kind and caring.

We're tolerant and respect one another.

We're enthusiastic and positive.

We love to learn!

We imagine and create.

We try new things and learn from our mistakes.

We work together and help each other.

We're determined and always do our best.

Caring about today creating successful tomorrows.



We love to learn!

Welcome Message from Headteacher Mrs Scarth



Dear parents and carers,

Welcome to Oatlands Junior School. We are part of the *Red Kite Learning Trust* family of schools. Thank you for visiting our website which provides a window into our busy world of learning: full of discovery, creativity, friendship and fun.

We are a friendly, welcoming school and enjoy the strong relationships we have with parents, relatives, governors and the PTA, who regularly support learning in the classroom, extra-curricular clubs, trips and fundraising events.

Every child is important to us at Oatlands Junior School. We are committed to providing an inclusive, safe, positive and stimulating learning environment, where excellence thrives through high standards of learning, attitudes and behaviour. Our collective aim is to ensure that all children strive to achieve and exceed their goals, whilst nurturing a life-long love of learning. At Oatlands Juniors, children play an active role in the life of the school, through the many Pupil Voice groups. We are proud of our rich, broad and creative curriculum that encourages our children to be inquisitive, enterprising and independent learners.

Oatlands Junior School is surrounded by spacious, beautiful grounds with fantastic outdoor facilities and an Arts Studio. Our Trim trail, is popular with all our children and our Running Track, especially the 'Daily Mile' challenge. Our sculpture garden, at the entrance to our school, displays works of art throughout the year in collaboration with local artists. We have been recognised for our high quality curriculum provision through the many awards that we have achieved, including: Primary Science Quality Mark; Arts Mark Gold; Sports Games Gold; Healthy School Award Bronze.

Our dedicated staff, parents and governors all work together to make Oatlands Junior School a place where we are all *'Caring About Today, Creating Successful Tomorrows'*.

Welcome to Our World of Learning...
Headteacher, Estelle Scarth



Transfer to Oatlands Junior School

A very warm welcome is extended to you from everyone at Oatlands Junior School. We hope that this will be the beginning of a long, happy and successful partnership between you, your child and our school. The information in this booklet is about school procedures and routines and hopefully this will make your child's start as smooth as possible.

Welcome to Oatlands Junior School

At Oatlands Junior School, we recognise that transition from infants to juniors can be both exciting and overwhelming for all involved. More so because the children in our community move to us from completely different schools. We understand that transition is a process and not an event, which is why we begin liaising with our main feeder school, Oatlands Infant School long before the children are due to start with us in September. Key members of staff meet to share and receive relevant information about the children and as we feel that it is such an important time in a child's life, Mrs McNerney is the designated named member of staff at our school who is responsible for transition between Year 2 and Year 3.

Most children, despite their anxieties, settle in quickly and thoroughly enjoy the challenges presented. The quicker your child can become independent, the happier they will be. An independent child feels more comfortable in a different setting and will make the most out of opportunities presented to them. These are some of the things you can do to promote independence and confidence:

- Give your child some responsibility, however small. For example, packing their own school bag or lunch box; giving you letters from school.
- Getting homework done is your child's responsibility, with your help and support.
- Help your child to become a better time manager by asking them to carry out your instructions and to complete tasks asked of them. This could include laying the table, feeding pets, watering plants and tidying up.
- Ensure that your child can tie their own shoe laces, buttons, and zips.
- Help your child to look after their own things at home. This will help them with their personal organisation at school.
- Give plenty of praise - sometimes apparently small achievements have taken a lot of effort.

Further information can also be found in the following locations:

School Website and Twitter

<https://www.oatlandsjunior.co.uk/>

@JuniorOatlands

There is a wealth of information about the school including a tour of the school, policies and information about staff, class pages, school calendar and events.

Parent Information

There are information booklets, policies and procedures that are issued to parents as the need arises. They are available on the school website or on request from the school office.



Curriculum

Our Curriculum Vision

At Oatlands, our curriculum is rich, inclusive and innovative. Learning extends beyond the classroom through our outdoor environment and extra-curricular opportunities, involving pupils, parents and the local community. Our children are immersed into interesting and fun topics, that develop lively, enquiring minds as they gain essential knowledge, skills and understanding. Our curriculum encourages children to imagine and create, to make links through well-connected knowledge and celebrates diversity. They learn how to keep themselves safe and interact with the digital world as independent and enterprising learners.

From 'Our World of Learning' we want all our children to go out into the world as responsible, confident citizens in a global community, making a positive contribution as life-long learners.

Curriculum

The most important resource that any school has, of course, is the staff. At Oatlands we are fortunate in having experienced and enthusiastic teachers and support staff who provide a broad, balanced and enriched curriculum within school hours and, after school hours, offer numerous extra curricular clubs and activities. Information about the curriculum that we follow is contained on the school website. More details of topics and subject long-term planning will be given by teachers in the Curriculum Overviews, issued at the beginning of each term. These are accessible here: <https://www.oatlandsjunior.co.uk/curriculum/>

Artsmark

Oatlands has joined the prestigious Artsmark Award. Artsmark is Arts Council England's award for schools that champion the Arts and strive for excellence in their provision. It celebrates schools that embrace the Arts across the curriculum and make the Arts come alive for pupils. It is a badge of distinction for schools who engage children and young people in the Arts.

Sex and Relationships Education

Our Personal, Social and Health Education policy provides the framework for delivering Sex and Relationship Education at Oatlands. The school holds the view that its relationships education supplements the parents' role in this matter. Parents are informed about the coverage of each lesson to support the child's learning at home.

PSQM

We have been awarded the Primary Science Quality Mark which is a whole school accredited programme. The aim of the programme is to celebrate our ongoing commitment to ensuring a high quality science curriculum.

Sports Games Gold

The School Games Mark is a government led awards scheme launched in 2012 to reward schools for their commitment to the development of competition across their school and into the community. Participating in this process allows schools to evaluate their PE provision and assists them in developing an action plan for future progress. We have successfully achieved the Sports Games Gold.



Extra-curricular activities, Educational Visits, Visitors and Charging Policy

Extra-curricular activities

Children have wide and varied talents. We recognise how important it is that they are given opportunity to find a variety of ways in which they can achieve success and raise their self-esteem. The provision of extra-curricular activities is very important and we offer a wide range of clubs which you will be informed about, at the start of each term. You can also visit our school website for more information about [School Clubs](#) and individual costings. If you feel that you would like to run a club, or assist at a club that is already running, please contact school. Whilst we welcome your support it is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm, as such we have a responsibility in line with DfE guidance to ensure that all adults working for the school are suitable people to work with children. Please speak with the Business and Operations Manager, Holly Hardy-Dawson for further details.

Educational Visits

Children also have opportunities to go out of school to extend their knowledge and experience. They provide a direct first hand experience to make learning more meaningful as well as providing a stimulus for work in the classroom. As children are admitted to school, we ask for parental consent to allow the children to work outside school, in and around the Oatlands area, in supervised groups. The Governors and staff take the issues of safety on school visits very seriously and have implemented the Local Authority guidelines to ensure careful supervision on such visits at all times. Recent visits have included a 5-day residential visit to the Lake District, Flamingo Land and Yorkshire Arboretum. As per terms and conditions, refunds will not be provided for parent/carer(s) unless there are exceptional circumstances which enable costs incurred to be claimed back through our risk protection insurance arrangement.

Residential Visits

At Oatlands, we offer two residentials to our pupils - a two night, three day stay in year four, and a four night, five day stay in year 6. School residentials play a vital role in the development of pupils and over the years we have seen the benefits to both learning and confidence in children. The range of activities they take part in allow them the opportunity to step outside of their 'comfort' zone and into their 'stretch' zone. We understand the role that nature plays in children's spiritual development and through our residentials, we promote their responsibility to take care of the natural world around them. Our two residentials build on a range of skills and each year we bespoke the learning objectives and outcomes to the children in that particular cohort. We work closely with the centres we visit to design a programme that meets the needs of our pupils. We also aim to: develop independence; improve confidence and self-esteem; develop teacher and student relationships; engage and motivating all pupils and make memories!

Visitors to school

We like to invite visitors in to school to talk to or work with the children. These have included artists, dancers, musicians, actors and parents who have skills relevant to the topic being studied.

Charging policy

Visits are paid for by voluntary contribution by parents, but the inability of a parent to pay will not prevent a child taking part in the activity. If educational visits take place and involve transport or admission costs, we need to ask for a voluntary contribution to make them possible. If we receive insufficient voluntary contributions, we may be unable to go ahead since funds are limited for this purpose. Our policy is to include all children in such day visits so if there are difficulties meeting costs, please contact the Headteacher to enquire about eligibility for assistance.



Special Educational Needs and Disabilities (SEND)

Special Educational Needs and Disabilities (SEND)

We want all children to receive the best possible education so that they can develop to their full potential, bearing in mind their individual needs and abilities. We want all children to develop their strengths and overcome their difficulties.

Special Educational Needs and Disabilities might mean:

- children with learning needs across the curriculum
- children with specific learning difficulties
- children with sensory or physical needs
- children with behavioural, social or emotional needs

At some time during your child's time at Oatlands they may be given:

A *'My Support Plan'* – written for children who need extra help to support their learning and are identified as requiring SEND support. These are drawn up through discussion between the class teacher, teaching assistants and the Inclusion Leader with parents and the child.

An *Educational and Health Care Plan* – for children who need additional support from educational, health and care professionals.

A *Personal Education Plan* – these are put together with social services and other agencies where a child is fostered or is 'looked-after' in some form.

You will be invited to discuss these documents with us, should the need arise for your child to have one. They are all intended to help indicate the support your child needs and involve extensive consultation, which includes the views of the child. Further information is available in our [Special Needs Policy](#), which is available to view on our school website:

We work in close partnerships with all the support services provided by the LA (Local Authority) and use a range of assessment methods to identify difficulties. Please let us know if you have any concerns or issues you would like to raise. We aim to ensure that your child's individual needs remain at the forefront of our planning and assessment practices.



Attendance and Punctuality

Start of the Day

The school day begins at 8:55am and the bell is rung outdoors for children to line up in their classes. They are collected by their teacher and registered in class.

If it is bad weather, then the doors will be opened at 8:45am and all children come straight into school. Please note that after 8:55am there is not a member of staff on duty on the playground and the school gates will be locked at 9:00am.

Upon arrival at school, children should wait on the playground.

- Two members of staff are on duty on the playground from 8:45am and will open the gates to the playground.
- Prior to this time, children are not supervised and remain the responsibility of parents.
- We, like you, want to make sure that your child is in school and safe, so we ask you to arrive promptly.
- A late start is unsettling for your child. We are trying to instill life skills into all of our children to prepare them for future life at work and it is important that they arrive at school on time. If parents know their child is going to be late for any reason, they should let the school office know.
- If children arrive late i.e. after 8:55am, they should be accompanied by their adult to the main reception to be signed into school. Mrs King, in reception, will then ensure that they are given their attendance mark and book their lunch.
- Children arriving after 8:55am but before 9:15am will be recorded as 'late before the registers have closed'. Children arriving after 9:15am will be recorded as 'late after the registers have closed, and this will be marked as an unauthorised absence.
- Parents of children who persistently arrive late will be reminded of these times and their obligation to comply.
- It will be explained that the lateness not only interrupts their child's education, but also that of others in the class.
- Repeated unexplained lateness or persistent lateness without an acceptable reason will be referred to the Local Authority.
- Regular, punctual attendance will enable your child to make the most of their time at school and so achieve their potential to the full. This is the aim of both parents and school in partnership together, thank you for your support.

School Times

Morning

8:55am to 12:00pm

Lunch

12:00 to 1:00pm

Afternoon

1:00pm to 3:30pm



Attendance and Punctuality

End of the Day

- At 3:30pm, children are dismissed from their classes by their teacher and proceed to the playground to be collected.
- Staff will follow their class out on to the playground at the end of the school day.
- No responsibility can be taken for the child by the school once the child has left the school premises.
- Any child being collected by taxi should wait in the main reception and the taxi should be instructed to collect the child at the main reception. The school should be informed of the name of the taxi firm.
- We request that children are collected promptly at the end of the school day. Very often staff have meetings or other work commitments and are not always available to supervise children beyond 3:40pm. The school gates will be locked at 3:45pm.

If a parent is late collecting a child (after 3:40pm) then the child will wait in the main reception of the school. We remind children of these procedures and request that parents reinforce these procedures as well.

Collection From School

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that the school has up-to-date telephone numbers to contact you in an emergency. We will only hand over pupils to named adults or older siblings, provided they are 18 years old or above. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If you wish for another guardian or contact to collect your child, you **must** ensure they have been added to Arbor and that you have ticked the authorised to collect box. If you do not wish to add the guardian or contact to Arbor (as the arrangement is a one-off). Changes to normal collection arrangements **must** be communicated prior to or on the morning of the change (unless there is an exceptional circumstance). If someone turns up to collect your child and we have not been notified, the adult will have to wait until we are able to verify their identity. If no one turns up to collect a child they will be kept in school and parents contacted.

Pupils in Year 3 and 4

Our agreed school policy is that pupils in Year 3 and 4 **should not walk to or from school** on their own or be left on the school premises either before or after school, unless exceptional circumstances that we have been advised of in writing by a parent/carer.

Pupils in Year 5 and 6

Our agreed school policy is that parents of pupils in Year 5 and 6 (who live within walking distance of school and are able to walk a safe route) **can make a decision** as to whether their child is ready for the responsibility of walking to and from school alone.



We work together and help each other

Attendance and Punctuality

Late Collection

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately.
- If you are unable to arrange for another adult to collect your child, then the school will look after your child in the main school reception.

If a parent / carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

- Children who have not been collected by 3:40pm will be brought inside supervised.
- If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
- Where appropriate, a member of staff will ask the child if they have any additional contact information.
- School will continue to try and contact the parent/carer and the emergency contact/s.
- If contact cannot be made with the parent/carer or the emergency contact/s by 4:00pm, school will contact the NYCC Customer Service Centre (Children's Social Care). In an emergency, school will contact the police.

If a parent / carer does not arrive to collect their child at the end of an after-school club and the school has not been made aware of alternative arrangements, school will take the same steps, as above.

If contact cannot be made with the parent/carer or the emergency contact/s by 5:00pm, school will contact the NYCC Customer Service Centre. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer.



Attendance and Punctuality

Application for pupil leave of absence from school during term time

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

[An application for pupil leave of absence in exceptional circumstances during term time](#) form can be collected from the school office or downloaded from the [school website](#)

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment.
- Where complete inflexibility of the parents' leave or working arrangement is part of the organisation's policy then evidence must be provided.
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems again evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

If children are given permission to take part in a production which takes place during school time, then the company or group organising the production must apply for a license for the children to perform. As part of the licensing process, the Headteacher is required to complete a section of the license application form. Absence for rehearsals for out of school activities will be recorded as unauthorised.

Please note: Headteachers would not be expected to class any term time holiday as exceptional

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school, risk being issued with a penalty notice fine for any unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form, parent/carers are asked to consider the effect on their child's continuity of education.





Oatlands Junior School



Getting your child into school
really matters.

If your child's attendance during the school year....	Your child would have lost approximately....	Or they would have lost approximately....
was 95%	9 Days from School	45 Lessons
was 90%	19 Days from School	95 Lessons
was 85%	29 Days from School	145 Lessons
was 80%	38 Days from School	190 Lessons
was 75%	48 Days from School	240 Lessons
was 70%	57 Days from School	285 Lessons

You should not take your child on holiday during term time.

There are 365 days in a year, your child only attends 190 of those days.

You have 175 days of weekends and holidays already.

Taking your child out of school = Lost learning!

Security in School, Playground Safety and Mobile Telephones

Security in School

The safety and security of children in school is a priority. The gates to the school playground are locked at 9:00am, re-opened at 3:20pm and locked again at 3:45pm.

If you are bringing your child to school between these times, please bring them to the main reception. We ask all parents and visitors to enter the school through the main reception area. All other entrances are for children and staff only and fobbed locks are in place on all of these doors.

All parents and visitors to the school log in via our electronic visitor system at reception and are asked to wear a badge, which is then collected as they leave the building. All members of staff are alert to the need to check the identity of anyone not wearing a lanyard/badge on the school premises. This system is also used to log in pupils who are late or who are collected during the school day for appointments.

We rely upon our local community in supporting us in keeping our school a safe place to be. We ask our neighbours to keep us informed if they see anything suspicious and alert us to anything unusual that they might see.

Your child's safety is of the greatest priority to the staff at Oatlands. We regularly review our safety procedures and welcome you to see our **safeguarding policy**. Any suggestions you might have are welcomed.

Playground Safety

Our school playground is a very busy place at the beginning and end of the school day. Parents should supervise children who accompany them. To prevent any accidents, it is important that scooters, cycles and wheeled toys are not ridden on the school playground. Children should not use the Nature Area or Adventure Trail before or after school. We cannot accept any responsibility for accidents that occur before or after school.

A number of children are brought and collected from school by adults accompanied by their dogs. Please make sure that your dog is on a lead when you are in the vicinity of the school, particularly on the bridle path. Dogs are not allowed on the school premises. If you need to come in to school and have a dog with you, please ensure that it is securely fastened to the railings outside school, well away from the gate areas and main pedestrian thoroughfares.

Mobile Telephones

It is strongly advised that unless they are walking without an adult, children do not bring a mobile phone into school. In the case your child walks home, we recommend they have a cheap mobile phone that they are able to use if they need help. All mobile phones brought into school need to be handed to the class teacher at the start of the day. In line with our safeguarding policy pupils should not use their phone on the playground and should collect their phone from their teacher at the end of the day. Parents and pupils must consent and agree to this policy on Arbor. School cannot accept responsibility for the loss of expensive personal belongings and we recommend that parents add such items to their home insurance policies.



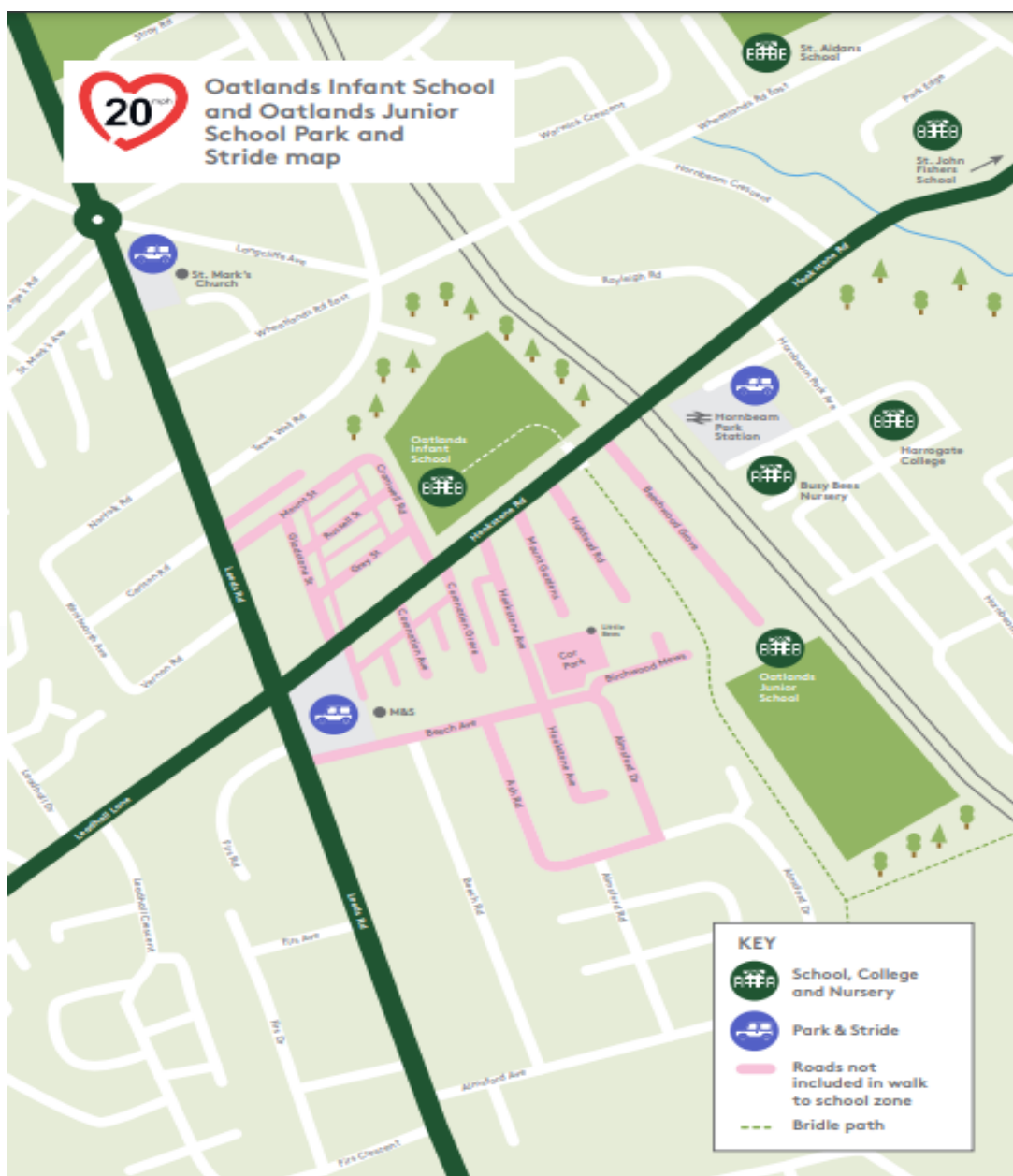
Park Stride Map and Active Travel

Active Travel

We have chosen to become a member of an exciting behaviour-change initiative to encourage more children and their families to walk to school. WOW – the walk to school challenge is delivered by Living Streets, the UK charity for everyday walking, to help as many children as possible experience the benefits of walking to school. The pupil-led challenge enables children to self-report how they get to school every day. If they travel actively (walk/wheel, cycle, scoot or Park and Stride) at least four times a week for a month, they get rewarded with a badge. If they are unable to walk to school, Park and Stride can help your child earn their WOW badge. Find more information and useful videos at: [Living Streets](https://www.livingstreets.org.uk/). To ease congestion on local streets, parking on any streets marked as red on the map on the next page will not be considered as Park and Stride.

Benefits of children walking to school include

- Children feel happier and healthier
- They arrive to school refreshed, healthy, and ready to learn
- A reduction in congestion and pollution at the school gates



Road Safety

Road Safety

In the interest of Road Safety all children are requested to use the pedestrian crossings near to the Infant School or at Hornbeam Park Bridge.

Traffic and Parking

The roads around the school: Beechwood Grove; Birchwood Mews and Beech Avenue areas are congested with cars, particularly at school drop-off and pick-up times. We are concerned for the health and safety of our children and also for the residents in the area. Please consider if you need to travel to school by car. It would help to alleviate the problem if parents and children walk or park at Hornbeam Park or M&S and enjoy a healthy walk on the final stage of the journey to school. There is a footbridge from the Hornbeam train station car park which means there are no major roads to cross. We ask when collecting children, parents should collect their child from the school playground and escort them to their car. Please do not park, drop off, or collect children on the turning circle or in the staff car park, this adds to congestion and is dangerous for the children.

Zebra Crossing

A polite reminder to not park directly in front of the new zebra crossing on either side of Beechwood Grove.

Cycling to School

As a Healthy School, we are keen to encourage children to walk or cycle safely to school. We have a super 40 place cycle shelter in our playground where bicycles and scooters can be stored safely and securely during the school day. Whilst we are delighted that children are cycling/scooting to school, we do ask that parents and children agree to follow the Bike It' Code of Conduct. Parents and children are responsible for investigating a suitable cycle route for their journey to and from school. Children will be encouraged to undertake Bikeability (cycle training) when offered in Year 5.

Please note: The school cannot accept any responsibility for the security of the bikes or scooters being stored, nor the safety of the pupils on the journey to and from school.

Bike It' Code of Conduct

- **Children are strongly advised to wear cycle helmets.**
- Bikes should be in good condition at all times.
- Cyclists/ scooter users must dismount when they come into the school area and wheel their bike/scooter into the cycle shelter.
- Bikes/scooters should be put in the cycle shelter and locked securely.
- All bikes/scooters are left at the owners own risk; children/parents/carers are responsible for the locks.
- Children should cycle/scoot slowly and safely at all times and always respect walkers and other road users.



Car Park Rules

- All drivers must be considerate when letting others past.
- The school car park is for staff parking only.
- Please do not drop off, pick up or idle on the turning circle.
- All drivers must exercise due care and attention when driving and manoeuvring in the car park.
- All Parents and carers are encouraged, where possible, to walk their children to school.
- The disabled bay is only to be used by registered disabled badge holders.
- There is to be no parking on designated walkways or double yellow lines.
- Access for emergency vehicles must be maintained at all times.
- All users of the car park must be polite and courteous at all times. Please give consideration for other users of the car park.
- All users of our car park must respect our neighbours and not park inconsiderately in the locality of our school. Please also be mindful of where and how you are parking.
- Children are permitted to ride bicycles and scooters to school and use the bike sheds for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site and keep to the pathways. They are not to cross the car park or use the roads within the school site.

Thank you for your continued support and efforts in keeping our children safe.



Emergency Closure Procedures

Oatlands Junior School recognises that parents and carers need to have information as soon as possible and we will endeavour to provide this using the following procedures.

In the event of extreme weather conditions that may restrict staff and pupils travelling to and from school or in any emergency that may necessitate the closure of the school, the following procedure should be followed to ensure the safety of children, parents and staff.

- A decision will be made by the Head or Deputy Head / Senior Teacher as early as possible as to the need to close the school. (This will be a last resort, usually only if the heating has failed or serious understaffing).
- They will contact Greatest Hits Radio advising parents of a later start or to keep children at home. We will also use our texting service, website and Twitter to notify parents.
- More usually the decision taken will be to open the school later, enabling staff to get in. This information would be broadcast on Greatest Hits Radio (if possible) and we will text parents.
- Children who arrive at school accompanied by a parent/carer at the normal time of 8:55a.m. will be required to come into the hall with their parent/carer and wait until the situation is assessed, in normal circumstances by 9:00 a.m. The Head or Deputy Head / Senior Teacher will inform those parents the situation is being assessed and why.
- Those children who arrive at school unaccompanied by a parent/carer at the normal time of 8:55a.m will be required to come into the hall. Available staff will go on duty in the playground to direct children and parents to the hall.
- Emergency contact numbers will be used and pick-up arrangements will be logged.
- If the parents cannot be contacted, the child/children will remain in school.
- **It is desirable that children are accompanied to school in bad weather to ensure their safety en route.**
- Parents wishing to collect their child early will be able to do so from 2:00pm onwards to enable them to get home safely in daylight. They should come to the main school reception and sign their child out.

Please refer to: [The School Emergency Closure Procedures](#)



School Uniform, PE Kit and Lost Property

Our school uniform

We like to foster a feeling of community and identity within our school. For this reason, we ask you to send your child wearing school uniform.

Required uniform:

- Trousers, shorts, knee length skirt, culottes or pinafore in plain grey or black
- Jade green school jumper or cardigan with OJS logo or plain navy jumper or cardigan
- White blouse or shirt
- White or navy polo shirt with OJS logo or plain white or navy polo shirt
- Black school shoes (no trainers, unless it is your child's PE day)
- White, black or grey socks.
- Black, grey or navy tights.

Optional Summer Uniform:

- A dress in check pattern can be worn in the summer (blue or green).

Where to purchase it

Items with the logo on are currently available from [Emblazon](#) and [Rawcliffes](#).

Generic items are accepted, and branded items are not required.

Non-branded items of uniform can be obtained from local chain stores, second-hand retailers or at any other educational outfitters.

PTA and second-hand uniform:

Branded and non-branded uniform can also be obtained from our second-hand uniform rail in school.



School Uniform, PE Kit and Lost Property

Required PE Uniform

To alleviate changing time and ensure that children get maximum use of their allotted PE time, we ask children to come into school in their PE kit on their designated days. They will wear this all day.

- Plain T-shirt in their house colour i.e., red, blue, green, yellow (no football shirts).

Children will be informed on Y2/3 transition day or new starter date, which house team they are in. (You can also buy a coloured t-shirt with the school's logo on.)

- Navy shorts (not skorts).
- Navy blue or black jogging bottoms or thick running leggings for outdoor PE in colder weather.
- Navy blue-zip up top for outdoor PE in colder weather. (You can also buy a navy school hoody, with the school's logo on.)
- Trainers.
- White, black or grey socks.

Recommended PE Uniform

- We recommend that children wear black, white, or navy thermal underlayers during colder months.

Required Swimming Kit

- Trunks, not shorts.
- Full one-piece swimming costume, not bikini.
- A towel.

Recommended Swimming Kit

- Goggles and a swimming cap.

Please ensure that all items of clothing and footwear worn in school are clearly identified by name.

Bags, packed lunch boxes and water bottles

We welcome children to carry their belongings and packed lunch boxes (if not having school dinner) in a school bag of their choice and encourage water bottles to be brought into school. These can be re-filled in the classroom throughout the day. For children who do not have a water bottle, jugs of water and cups are provided in the classroom. Back-packs and reading book bags with the school logo on are available from [Emblazon](#) and [Rawcliffes](#).

Each child is allocated a named locker which is fixed in each class cloakroom where they will be able to keep their school bag, coat and any after-school club attire.



School Uniform, PE Kit and Lost Property

Expectations for Jewellery and Hairstyles

Boys and girls with collar length hair or longer, or fringes across their eyes, will be required to tie or clip their hair back for all PE activities.

For health and safety reasons children may only wear:

- A wristwatch (not Smart Watch for e-safety reasons).
- One pair of small stud earrings.

These must always be removed for PE and swimming.

It is recommended that if children get their ears pierced, this should be in the summer holidays. This will allow time for them to heal before returning to school so they can take them out for PE and swimming lessons. If for any reason, children cannot remove their earrings, parents should provide their child with micro tape to cover the earrings for safety reasons and communicate this to the class teacher.

Lost Property

Lost property is placed in a large red box located in the Main Hall.

It is the children's responsibility to check lost property for items they have lost.

Parents are welcome to check the lost property box at the end of the school day. Please enter the school via the school office. All parents must sign in.

At the end of each half-term, unclaimed items are sorted by the PTA. Labelled items are returned to school to be passed on to the pupils.

Items of school uniform, including coats, which are deemed to be serviceable will be graded and laundered for sale, with the proceeds being donated to the PTA.

Any remaining items will be disposed of via responsible recycling, school clothing bank or charity shops.

We also have a large white re-cycling clothing bank at the school gate and welcome any donations. School receives a monthly payment depending on weight of clothing donated, which we use to replenish our stocks of spare school and PE uniform, as well as purchasing OJS sports kit worn by individuals or teams in sporting competitions.



School Lunch, Packed Lunch and Snacks

School Lunches

Our cooked school meals are provided by Hutchinson's Catering services. School meals are paid for in advance. The cost of a school meal is £2.75 per day. If you prefer, half-termly payment is also acceptable. [Further details about the school catering service and the most up to date cost of meals, can be found on the school website.](#) Continued failure to make payment when due, will result in your child being unable to have school meals.

Meals are ordered and preparations begin at 9:30am. If you are attending a hospital or doctors/dental appointment and expect to be back by lunchtime - please let us know. No refunds can be given for meals if they have not been cancelled by 9:30am.

Dietary Requirements

To ensure your child is catered for safely each day, Hutchinsons as school caterers will need to collect some essential information about their dietary requirements. A form to do this is accessible on the [School Website](#) or from the School office. If the special dietary need is a medical need (e.g. allergy or intolerance), please also provide a note from a health professional (Doctor or Dietician) confirming your child's needs. **We will not be able to process this request without this information.** This will then be passed on to the catering team who will work with the Company Nutritionist and Operations Manager to assess whether it is safe for us to cater for your child. We will do our upmost to cater for all children, where it is deemed safe to do so, and individual menus will be put in place for each child registered with us as having a special dietary requirement. [However, on occasion we may feel it is not safe to cater for a child. This decision is not taken lightly and will always have the safety of the child as the highest priority.](#)

Packed Lunches

Packed lunches are taken in the main hall. Lunch boxes should be placed on the trolleys provided in the classroom as school begins. Lunch boxes should be collected after the end of lessons at 3:30pm from the classroom. Please make sure that your child's lunchbox is clearly named and that drinks are in an unbreakable container or carton and that a spoon is provided for yoghurts etc.

Snacks

As a 'Healthy School' the children have decided that sweets should not be brought to school. Snacks for play times are definitely encouraged, however we would prefer that you encourage your child to bring a piece of fruit rather than a bag of crisps for their break.

Nut Free School

We are aware that our children may suffer from food, bee/ wasp sting, animal or nut allergies. Allergies have consequences for the sufferer which range from irritating to life-threatening and whose impact can worsen with repeated exposure. Therefore, all allergies will be taken seriously and dealt with in a professional and appropriate way.

We are a nut free school, and this decision has been approved by our governing body, however our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. We are committed to no food and drink sharing.

Milk

Oatlands Junior School is providing a milk scheme, through 'Cool Milk' that is available to all of our pupils and we would like to invite you to register your child. This is available at a subsidised price of around £15 a term.

Drinking Water

We have drinking water available to each class. Each child is encouraged to bring a labelled plastic drinks bottle, which they can keep in class so that they can drink throughout the day.



Accident or Illness in School

Should your child become ill during the day, you (or the person named on the emergency number) will be contacted and asked to collect your child. It is important that if a child is ill, there is somewhere they can go. We do not have the facilities or staff to take care of a sick child in school.

If you suspect your child may have rubella (three-day measles), please do not send them to school until they have been checked by a doctor. Pregnant mums are at great risk. We will inform you if we have an outbreak in school and recommend mums in the early stages of pregnancy to arrange for someone else to bring their child to school until "the danger passes".

If a child is injured whilst in school, the injury (e.g. a bump on the head) is reported to the designated first aider to be recorded. The injury will be dealt with in school and you will be informed by a text and 'accident letter' sent home with your child.

If we decide that a visit to the hospital or doctor is necessary, you will be contacted immediately. If you are unavailable, then the emergency number given on Arbor will be contacted. It is important that the person named to be contacted in an emergency understands that they may be called upon to take full responsibility for that child, in case of accident or injury. If we can't contact you or the emergency number, the Headteacher will accompany the child to the hospital BUT the Headteacher cannot give consent for any treatment (e.g. stitches). The Headteacher will, however, stay with the child until the parent arrives.

If your child is ill at home

If a child is ill, then the best place to be is at home and parents should:

- Telephone or email the school when your child is unable to attend, with a reason, **as soon as possible on the first day of the absence.**
- Notify the school after the first day of absence to advise the school if the absence is continuing. In cases of vomiting and diarrhea, we advise that a child should remain at home for a **48-hour period after the last incident.**
- In cases of longer absence (over a week), keep the school well-informed so that work can be sent home where appropriate and in order for the school to be prepared for your child's return.
- For doctor, dentist, hospital, optician appointments please send a note or email to school giving the date and time **before** the arranged appointment, unless an emergency situation has arisen. Where possible, these appointments should be made outside school hours.
- If a child is absent from school and we do not receive notification then school will telephone parents/carers.

Letting the School Know

If your child is ill, please let the school know as soon as possible on the first day of absence. We will attempt to contact you if your child is not in school and we have not had a reason for absence, it is therefore essential that we have a current number on which to contact you.



Children who have medical conditions

If your child has a medical condition, we ask that prior, to them starting school you provide detail of the nature of the condition via the Arbor Parent Portal App. If these details change it is your responsibility to keep Arbor up to date. Please refer to the Arbor Admissions Forms & Parental Consents Policy Guidance for instruction as to how to add/update details of your child's medical condition.

At the commencement of each calendar year, we will also seek for you to review and update your child's medical information via the Medical Information section on the student's individual profile on the Arbor Parent Portal App. Parents/care givers are responsible for providing, on-going accurate and current medical information to the school. For further information please refer to: [Supporting Pupils with Medical Conditions](#)

Medicines in School

The school will administer prescription medicines with a 4x daily dose. Medicines should only be brought to school if it would be detrimental to your child's health if the medicine were not administered during the school day. The school will not give your child any medicine unless the parent has completed the appropriate medication administration form. This can be collected from the office, or downloaded from the [school website](#).

If your child is taking medicine at school, the parent must bring it to and collect it from the school office. Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Any children requiring medication MUST report to the school office at the appropriate time.

Do not send any medication to school in your child's bag.

Medicines that are prescribed to be taken three times a day could be taken in the morning, after school hours and at bedtime rather than be sent in to school.

Long Term Medication

The parent of any child requiring long term medication (e.g. those suffering from asthma) should see the school office staff or the Headteacher. A form recording details of the required medication and procedures to follow will be completed. Parents of children with allergies of any sort must inform school, giving exact details and information about medication.

Spare Auto Adrenaline Injector and Inhaler

We have established in line with the DfE "[Supporting Pupils at School with Medical Conditions](#)" arrangements for the supply, storage, care, and disposal of spare AAI(s) and Inhaler in school.

Use of Sunscreen Policy.

During warm and sunny weather, we ask that parents follow the use of Sunscreen Policy. Please ensure that your child has a hat to wear (with their name in) and protective sun cream when at school for play time and PE. **Please apply the cream before coming to school and send a supply with your child to apply during the day; staff are not able to undertake this task.**

School Defibrillator

As part of our first aid equipment, we have chosen to purchase a defibrillator. We have notified our local NHS Ambulance service of this decision and our first aiders are trained in its use.





OATLANDS JUNIOR SCHOOL

INSTRUCTION AND AUTHORISATION FOR THE ADMINISTRATION OF **PRESCRIBED** MEDICATION (including ASTHMA INHALERS)

Pupils Name..... Class.....

Medical diagnosis or condition:.....

Authorisation

I hereby authorise the Headteacher or person authorised by the Headteacher to administer the medication detailed below. Should any changes in the medication be prescribed I will notify the Headteacher immediately.

I understand that the person who administers the medication will not be medically trained and that it is not part of their obligations under their contract of employment.

I confirm that I will be responsible for the provision of the medication in an appropriate container bearing a clear label showing:

- * the name of the medication
- * the name of the patient
- * the dosage
- * specific directions for the administration
- * precautions relating to the medication
- * the name of the dispensing pharmacist/doctor
- * the date of the issue or the expiry date

I understand that the Headteacher and school staff will take such care as would a reasonable prudent parent, and I confirm that I will not hold the Governors, the school staff or the Education Authority responsible for any loss, damage or injury resulting from the administration of this medication.

Details of Medication to be Administered in School

Name of Medication	Type (e.g. Tablet, Inhaler, etc.)	Dose	Time	Possible side effects and Action/Precautions to be Taken

Please state date medication to finish.....

Children are not encouraged to carry their own medication. However, where appropriate, we will allow this if written parental permission is received. In this instance the teacher would hold responsibility for the medication, and it would be stored in an accessible area with spare medication being kept at the First Aid room located next to the school office.

**Please tick as appropriate*

☐

I would like my child's class teacher to hold responsibility for the medication, and it would be stored in an accessible area with a spare being kept at the First Aid room located next to the school office.

☐

I would like my child to keep his/her inhaler in the office for use as necessary.

If more than one medicine is to be given a separate form should be completed for each one.

I understand that I must notify the school of any changes in writing.

Contact telephone number in case of emergency:

Signed:..... Date.....
(Parent/Guardian)

Signed:..... Date.....
(Oatlands Junior School, Administration)

(medform)

May 2023



OATLANDS JUNIOR SCHOOL



INSTRUCTION AND AUTHORISATION FOR THE ADMINISTRATION OF **NON-PRESCRIBED** MEDICATION

Pupils Name..... **Class**.....

Condition:.....

Authorisation

I hereby authorise the Headteacher or person authorised by the Headteacher to administer the medication detailed below.

I understand that the person who administers the medication will not be medically trained and that it is not part of their obligations under their contract of employment.

I confirm that I will be responsible for the provision of the medication in an appropriate container bearing a clear label showing:

- * the name of the medication
- * the name of the patient
- * the dosage
- * specific directions for the administration
- * precautions relating to the medication
- * the expiry date.

I understand that the Headteacher and school staff will take such care as would a reasonable prudent parent, and I confirm that I will not hold the Governors, the school staff or the Education Authority responsible for any loss, damage or injury resulting from the administration of this medication.

Details of Non-Prescribed Medication to be Administered in School

Name of Medication	Type (e.g. Tablet, cream etc.	Dose	Time	Possible side effects and Action/Precautions to be Taken

Please state date medication to finish.....

If more than one medicine is to be given a separate form should be completed for each one.

I understand that I must notify the school of any changes in writing.

Contact telephone number in case of emergency:

Signed:..... Date.....
(Parent/Guardian)

Signed:..... Date.....
(Oatlands Junior School, Administration)

(medform)

May 2021

Safeguarding

Oatlands Junior School is committed to safeguarding and promoting the welfare of all children. We expect everyone who comes into contact with children, their families and carers to share this commitment in safeguarding our children.

- We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support children, families and staff at school.
- We ensure that all staff, volunteers and governors receive appropriate training, guidance and support to undertake the effective safeguarding of children.
- We believe that an open and honest partnership with our families is of great importance. Problems at home often manifest themselves in school and vice- versa. Communication is vital so that we can support the child concerned. Please let us know if events at home might affect a child's behaviour and emotional well-being in school.
- A small problem to an adult can seem enormous to a child, and can often be quickly sorted out. Problems at home often manifest themselves in school and vice- versa. Therefore, it is important that a child tells someone who can do something about it.
- Please make sure that your child knows that we do listen and there are several options if your child feels uncomfortable about approaching a specific person. We have 'Need to Talk' posters around school, reminding children of these options.
- Similarly, as a parent, if you feel there are any problems please don't let them develop, do come and talk to us sooner rather than later. Communication is vital so that we can support the child concerned.

In order to fulfil our responsibility effectively, we make sure our approach is child centred. This means that they we consider, at all times, what is in the best interests of the child.

All staff have read [Keeping Children Safe in Education](#).

We also comply with [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](#).



Safeguarding

Working with other agencies

We have close links with a number of agencies based in the Harrogate area. We have strong working relationships with social care and the members of the health service. The Headteacher is the designated person responsible for child protection. If an issue is raised of a child protection nature, the adults concerned will usually be informed depending upon the nature of the referral. However, in some cases direct contact might be made with social services.

We recognise that all families can have times of crisis and might need the support of professionals. We encourage our families to let us know if they are experiencing difficulties and we will do our best to put them in contact with the relevant agency. Referral can be made for many different reasons and support provided in order to prevent issues from escalating. If you feel you would like their help, please contact the Headteacher.

**It is everyone's job to safeguard children. Please let the one of the Designated Safeguarding Leads shown below know, or a senior leader, if you have any concerns about any child.
If you are unable to contact any of these members of staff, please call Children and Families' Service on 01609780780.**



Mrs Scarth

Senior Designated
Safeguarding Lead



Mrs McNerney

Senior Designated
Safeguarding Lead
&
Inclusion Manager



Ms Coyne

Senior
Designated
Safeguarding
Lead



Mr Morley

Senior
Designated
Safeguarding
Lead



Ms Mansfield

Designated
Safeguarding
Lead



**Ms Morales-
Macias**

Designated
Safeguarding
Lead & Learning
Mentor



**Ms Morales-
Macias**

Designated
Safeguarding
Lead & Senior
Mental Health
Leader

Behaviour and Attitudes

Feeling safe and happy at Oatlands Junior School

At Oatlands Junior School, we want to make sure that our pupils feel looked after, safe and happy when they are in and out of school. Sometimes we don't know if something bad is happening, so they need to tell us. [Keeping Myself and Others Safe At Oatlands Junior School](#) looks at child-on-child abuse, and what children can do if they feel they are being abused, or if they notice someone else being abused.

The policy aims to help by:

- Teaching children what child-on-child abuse is.
- Teaching children what to do if they feel like they are being abused, or if someone else they know is being abused.
- Making sure they know the grown-ups they can speak to if they are worried.
- Helping pupils to follow our school values.

Anti-Bullying

We take any allegations of bullying or harassment extremely seriously. Incidents will be dealt with according to our Behaviour and Attitudes and Anti-bullying policies. We believe it is everyone's right to come to school without fear of intimidation or harassment and we ask for your support in maintaining our happy and supportive environment.

More information about this can be found in the following policies on our school website:

[OJS Preventative Curriculum: Child on child abuse](#)

[Behaviour and Attitudes Policy](#)

[Anti-Bullying Policy](#)

Behaviour and Attitudes

As a school we firmly believe that everyone has the following rights:

A right to learn.

A right to feel safe.

A right to respect.



Behaviour and Attitudes

Rewards

At Oatlands we believe it is very important to take every opportunity to congratulate children.

Therefore, we have a number of ways in which we reward children for effort, achievement and behaviour. These include: Oatlands/House points, stickers, weekly achievement wall certificates, special mentions and being chosen to attend 'Scarth's Celebrations' with the Headteacher.

Children receive Oatlands/House Points from class teachers, assistants and lunchtime supervisors for their standard of work and behaviour. These are collected half termly. The top 3 earners in each class are invited to a treat.

Weekly Rewards and Special Mentions

In each class, 2 children receive weekly certificates which are displayed in the hall and announced in the newsletter. There are also weekly awards for achievements on Times Table Rockstars.

A child from each year group is also chosen to go first for lunch. They are identified by the midday supervisors and can choose a friend to share their reward with.

At the close of each half-term there is a special assembly, where two children from each class receive a Special Mention Award from their class teacher - this is for achievements of good work, behaviour or citizenship throughout the whole half term.

House Points

We operate a house point reward system throughout the school.

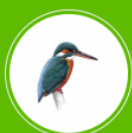
The teams are: **Blue Jays**; **Green Kingfishers**; **Red Kites**; **Yellowhammers**

Children are allocated to houses by their class teacher. They stay in the same house throughout their time at Oatlands. Staff are also members of houses and House assemblies are held every term.



Blue Jays

[Click to Enter](#)



Green Kingfishers

[Click to Enter](#)



Red Kites

[Click to Enter](#)



Yellowhammers

[Click to Enter](#)

Behaviour and Attitudes

Rules in and around school

- During break-time and lunch-time, the children must always play where they can be seen. When the bell goes for the end of break, the children stop talking and stand still. When their Year Group is called they walk into school.
- On wet days and when the field is wet, only the playground is used at break-times. During snowy weather, children should bring a change of shoes to be worn in school.
- We request that toys, especially expensive, fragile or battery operated, are not brought into school for playtime as they can be easily broken or lost. School provides all playtime equipment and balls.
- Please ensure that during sunny weather, your child has some covering and a hat and in cooler, wetter weather, they have a coat.
- Children should only bring to school money that has a school designated purpose. All money sent to school must be in a sealed named envelope.
- Children are only excused from P.E. or games via a letter/email or request from parents.
- Extra-curricular clubs and events often take place during lunch time and after school.
- Children may only stay behind after the end of the school day if they have taken home and returned to school a letter informing you of the event and your consent has been received by the teacher leading the club/event.
- Children may only take part in any outside activity (i.e. school visits, etc.) with parental consent. All consent is to be given via Arbor and/or ParentPay as soon as possible.

Home School and E-Safety Internet Rules Agreements

Annually the school, parents and children are requested to consent on Arbor to our home school agreement. This promotes the partnership between home and school describing our expectations. Additionally our Internet Rules Agreement. A copy of both these agreements will be provided within the Arbor Admissions Forms and Parental Consents Policy Guidance. This is included within our New Starter Packs.

E-Safety

At Oatlands Junior School, we aim to ensure that all of our children recognise and are able to overcome the risks associated with using different technologies. E-Safety is embedded throughout our curriculum to ensure that children are able to use technology to support and enrich their learning, while being equipped with the tools to ensure that they do so safely and respectfully. Children learn how to keep themselves safe and interact with the digital world as independent and enterprising learners. Further information about [E-Safety](#) can be found on our School Website.



Ways You Can Help Your Child At Home

Helping with Homework

The school encourages home learning and children are expected to learn weekly spellings, read widely, learn their mathematical tables, to practice musical instruments and research class topics. Supporting your child with their homework is a valuable and important activity. Please help your child by:

- Developing a homework routine
- Following up the ideas on the termly plans for ways in which you can support the curriculum
- Setting aside a quiet place for your child to complete their homework
- Allocating time at home for reading
- Taking time to discuss their work
- Encouraging your child to look up words they don't know in a dictionary and find information on their own
- Encouraging them to learn their spellings and times tables
- Taking them to the local library
- Involving your child in activities which support the maths curriculum such as shopping, baking, working out the cost of an annual holiday.
- Taking your child to places of interest


Parent helpers

We highly value the positive support of parents, carers and other adults who volunteer to help with school activities and our children benefit greatly from your support. There are many ways in which we need your help in school.

- Joining the Parent Teacher Association (PTA)
- Attending our school events and class assemblies
- Watching out for requests for materials and resources in messages from school

Ways in which you can help in class

In many cases, parents have spent time listening to readers. This is not the only activity we need help with. Others include helping children on educational visits, accompanying sports competitions and for particular activities including baking. Additionally, if you have a particular skill or area of knowledge that you feel would be of benefit to our school topics, please let us know. If you have any time to spare and feel you would like to work as a volunteer, please contact your child's class teacher. We do ask that all adult helpers undergo a DBS check; please contact the school office for further information.



We are a community where children are empowered to unlock their full potential and which celebrates independence, tolerance, success and excellence.

Caring about today, creating successful tomorrows.

Parent Teacher Association

Partnership with Parents and Carers and Parent Teacher Association

At Oatlands Junior School, we are fortunate to have a very strong PTA which plays a key part in the Oatlands Community. Every parent/carer within our school is a member of our PTA in which you can participate as little or as much as you would like. We aim to enhance the primary school experience for our children and support the school with our fundraising. It is also a great way to meet new parents/carers, find out more about the school, and meet the teachers whilst also providing you with the opportunity to learn new skills.

The PTA organise a number of social and fundraising events throughout the year in order to raise money for our school. The money raised is used to buy new equipment, or to fund activities at the school. Some of the things the PTA have funded are coaches for school trips, IPADS, outdoor equipment such as the running track, Trim Trail and much more.

We are always looking for help in running events and new ideas. The PTA hold various events for both children, parents/carers and families from school disco's, lollipop Fridays, children's movie nights to the joint Oatlands Junior and Infant Schools Summer Fair, quiz nights and general social events.

At Oatlands Junior School we are also very committed to sustainability and making our school more environmentally friendly. One area in which we do this is through a pre-loved uniform shop in which we re-sell donated school uniform and PE kits. If you would be interested in purchasing anything from this please contact emmactanner@hotmail.co.uk. In addition to the committee, each class has their own Class Rep which can be a joint role. The key role of the Class Rep is to communicate between the class, teachers and the PTA regarding events and meetings. **If you would like to get involved you can do so by becoming a Class Rep, attending the PTA meetings or contact us at ptaoatlands@gmail.com**

For more information about the PTA, please visit our [school website](#).



'Caring about today, creating successful tomorrows'

School Communication and Payments

Arbor Parent Portal and Arbor App

We use Arbor's free Parent Portal App, please follow guidance on the next page on how to get started. This will ensure we hold important up to date emergency contact details, medical information and any other information required to ensure your child's transition is as smooth as possible. When there is a change to your information please let us know immediately so that we can keep our records up to date. As per our School Parent Arbor Processing Agreement that there is a 24 hour processing time on data amendments; therefore please contact the school office directly regarding any urgent or medical data amendments.

Text Messaging and Email

We use mobile phone text messaging to pass on information to parents and carers. Texts are used for many reasons e.g. to inform parents that a school trip return will be delayed by 15 minutes, an after school club has been cancelled or that school will be closed due to bad weather. Therefore, it is really important that you inform us of any changes to your mobile telephone numbers by updating the Arbor Parent Portal so that we can keep our records up to date.

If you would like to be included in the text messaging service and / or email of school newsletters, please complete your details on the Arbor Parent Portal.

We are committed to establishing and maintaining a meaningful partnership between home and school. Parents are always welcome in school – please feel able to telephone or visit school whenever you have a query concerning your child's welfare or progress. Staff are always happy to discuss matters about your child with you and are always available before and after school on the playground. However, we would very much appreciate it if you could make an appointment to see us at a mutually convenient time. Class teachers' emails are on the school website.

Contact with parents

The school issues information to parents and children on a regular basis via:

- A half-termly Headteacher message
- A termly [Curriculum Overview](#) sheet tells you about the topics that your child will be covering each term.
- Parent Consultation Evenings - held in September/October and February/March and an Open Afternoon in July, when parents are invited to talk with the teachers.
- In July, parents of children in all classes are given a full written report about their child's work and progress.

If you're not happy - please let us know!

A formal complaints procedure is available to parents concerning the curriculum and related matters on the school website. Initially, any concerns you have about your child's schooling should be discussed with your child's Teacher, Team Leader or Headteacher. Teachers are out on the playground at the end of the school day and you can arrange to meet with them. Of course, we hope that you have no cause to complain, but if you have we will always seek a swift resolution and address the issues.



Arbor



We're using Arbor's free Parent Portal and Arbor App

We've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

How to get started

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday

The Sunnyville School of Magic
W10 5BN, London, GBR

Enter your password

Log In

Forgotten password?

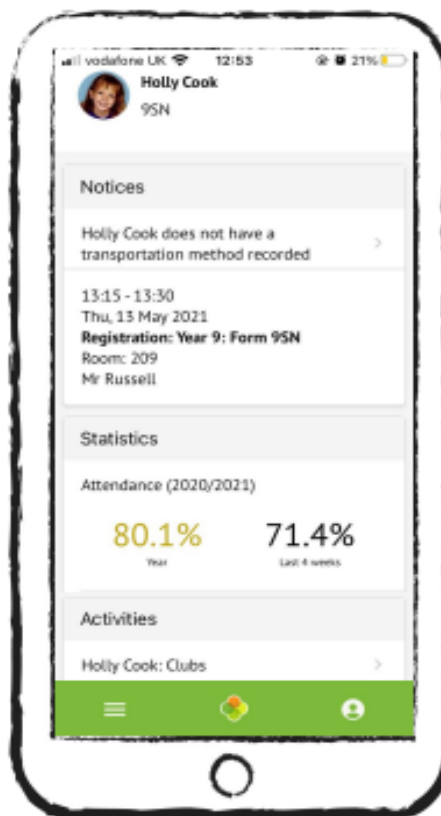
Need help using Arbor?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.
6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.



School Communication and Payments

ParentPay

[ParentPay](#) is the online payment service we use. We are a cashless school and ask you use this service to take payments for dinner money, trips and events.

In September, you will be sent an activation letter which will contain your username, password and full instructions on how to use ParentPay. You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, you can merge their accounts to create one login for all your children. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make payments online or over the phone at the office straight away. If you currently have a ParentPay account at Oatlands Infant School this cannot be used for payments at the Junior School, you will need a separate Oatlands Junior School Parent Pay account.

Online Payments

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Dinner Money

We encourage you to make payments half termly/termly to avoid your account falling into arrears. If you are unable to do so as you are experiencing financial difficulty, please contact the office directly as we can look to discuss this further.



ParentPay

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