



Oakridge Community Primary School

Coronation Avenue
Hinderwell
Saltburn-by-the-Sea
TS13 5HA
Tel: 01947 840255
email : admin@oakridge.n-yorks.sch.uk
Headteacher Interim - Mrs Hilary Thompson

Dear Parents and Carers

I have pleasure in providing you with a copy of our school brochure, which I trust will prove informative and helpful. It contains details about policies, organisation and daily routines that I hope you will find useful. However, it cannot replace that most valuable direct contact between home and school, so I would ask you, please, do not hesitate to get in touch if there is anything about which you would like to know more, anything which is not clear or if you have any further questions.

From time to time it will be necessary to update some of the contents of this brochure and replacement pages will be sent to you when new information is available.

Oakridge Primary School is situated in a most beautiful part of the country, in the village of Hinderwell located as it is between the North Yorkshire Moors and the North Sea coast.

Our school is a designated Community Primary School, including a nursery and so caters for children between the ages of 3 and 11. The children are currently organised into two classes - nursery to year 2 class for 3 - 7 year olds called Seahorse class and a junior class, one for 7 - 11 year olds called Dolphin class.

*The first years in the primary school are **the** most important. Here the foundations of your child's education are laid, on which their future life is built. We believe we have an enormous responsibility to help every child succeed. We are enthusiastic, caring and seek every way we can to help your child achieve their full potential. We also believe that your contribution to your child's education is vital. We view the relationship between home and*



school as a partnership, in which parents and teachers work together closely to ensure that every child receives continual support and encouragement.

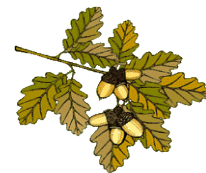
Our 'open-door' policy means we value your contribution and welcome you into school at any time to see what is happening, to work alongside a teacher, work with a group of children or accompany us on an outing. We believe that, with your interest and support, the time your son or daughter spends here will be a happy and successful experience.

Yours sincerely,

Mrs Hilary Thompson

Interim Headteacher





OUR SCHOOL STAFF

Hilary Thompson	Interim Headteacher
Naomi Bannister	Seahorse Class
Juliet Kaye	Seahorse Class
Laura Little	Dolphin Class
Sarah Trafford	Dolphin Class
Mrs Keelie Cordwell	ATA
Janice Husbands	School secretary
Liz Harrison	Caretaker
Sue Bell	Cook



THE SCHOOL'S GOVERNING BODY

Chair of Governors

Neil Duell

Parent governor

Vice-chair

Emily Woodmass

Parent governor

Parent Representative

Hannah Harland

Hannah Warburton

Local Authority Governor

Mr Jon Bird

Teacher Representative

Laura Little

Co-opted governors

Sonya Easthope

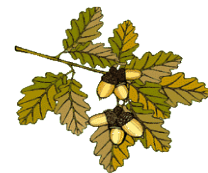
Catherine Endean

Hilary Thompson

Head teacher

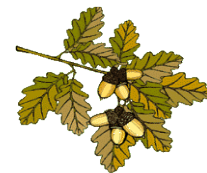
Clerk to the Governors

Mr Peter Geer



THE HOME SCHOOL AGREEMENT

When your child starts school you will be invited to sign our home-school agreement. It contains a summary of the expectations from everyone involved in the education of your child. The agreement acts as a pact between the child, the parents and the school, acknowledging everyone's responsibilities in making your child's time at Oakridge School a safe, happy and productive one. The document is not legally binding but we hope all our parents and children will agree to sign as a mark of commitment towards achieving these aims.



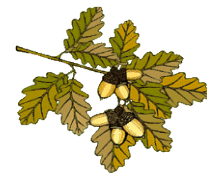
ADMISSION ARRANGEMENTS

At present our policy is to admit children into nursery on their third birthday or the term after that. Children then enter the Reception group at the start of the year in which they become 5. Children do not have to start school until the term after their fifth birthday, if parents so wish.

A form to apply for a nursery place is to be completed for all children whose third birthday falls between 1st September and 31st August in the year of admission. The form should be returned before the prescribed date to allow the LA to consider the allocation of places. We currently have thirteen places for nursery age children.

In the half-term prior to admission, new starters will be invited to spend two half-days in school, parents may stay with them if they wish. Prior to children starting in nursery, the teacher and teaching assistant can visit them in their home to get to know them and their parents. The session for nursery children begins at 12.15pm and finishes at 3.15pm. The school reserves the right to amend the length of the nursery session for individual children depending on their particular stage of development. It may also be amended at the wish of parents. This has proved to be a very successful way of integrating new starters into the life and work of the school. Starting school is the beginning of an important partnership between parents and teachers and this flexibility means we can meet the needs of individual children by making their entry into school a pleasant one and ensuring a happy and secure future. We continue this flexibility as children move into Reception.

A meeting for prospective parents will be held to share information and discuss any questions or concerns parents may have.



DAILY SCHOOL ROUTINE

The School Day

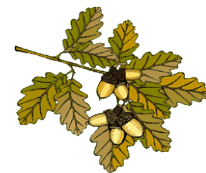
Morning session	9.00 am - 12 noon
Morning break	10.30 - 10.45 am
Afternoon session	
Nursery	12.15 - 3.15 pm
KS1 and KS2	1.00 - 3.15 pm
Afternoon break	2.00 - 2.15 pm (Nursery and KS1 only)

Children in the Reception-KS1 class have an afternoon break; in KS2 a short break is taken at the discretion of the teachers.

START OF THE DAY

We like the children to be in the school by 8.55am, giving plenty of time for children to be ready for the morning session. Children are to come straight to their classroom when they arrive at school.

It is very important that children arrive at school on time, as it can be very distressing for a child to arrive when everyone else has come inside. If your child is late please try to accompany him/her into school or send a note of explanation. Children who arrive after the register has closed, at 9.10 a.m, will be given a late mark.



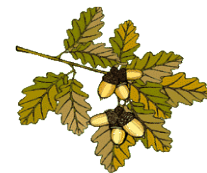
LUNCHTIME / SCHOOL MEALS

We are fortunate to have our own kitchen in school. Excellent school meals are provided by our cook, Sue Bell, and are available for all pupils. Dining takes place in the school hall.

At lunchtime we have a 'family service' system, with groups of mixed ages being served at the tables by older children. Children are encouraged to try all the dishes prepared for them but they are not forced to eat foods they strongly dislike. Vegetarian and special medical diets are catered for. Children who do not have a school meal may either bring a packed lunch or go home for dinner. We strongly encourage children to stay for a school dinner - it is a time when staff and children can be together in a relaxed social situation. Parents are welcome to come and sample a meal with us if they so wish.

The current price of a school meal is £2.60 (£13.00 per week). Dinner money should be paid (in advance) on Monday mornings. Payment by cash or cheque (payable to NYCC Oakridge CP School) is accepted for the total weekly amount. If a child is absent and has paid for a meal, he/she will be credited with the appropriate amount in the following week.

Some children may be eligible for free school meals, details about which are available from the Area Education Office.



SNACKS

Children are allowed to bring fresh fruit only to school for a mid-morning snack, and this must be eaten during playtime. Toast and drinks are available from the kitchen during morning break. There is a water fountain available at all times for drinks.



THE END OF THE DAY

Please meet your child at hometime if possible. It is important that we know who is collecting your child from school, so please make sure that he/she and the school know what arrangements have been made if they are different from usual. All children whose parents meet them at the gate will be expected to wait in the school playground until they see their parent.

If there is no alternative to bringing your child to and from school by car, please drive very slowly in the roads approaching school, and be constantly aware of children moving around in this restricted area, and park considerately.



ILLNESS

If your child becomes ill during the day we will need to contact you at home or at work. If we are unable to contact you personally, it is important that we have an alternative emergency contact. Please inform us of any change in contact numbers.

ATTENDANCE

Children are expected to attend school regularly, but obviously illness can intervene and absences do occur. The school should be notified of any absence before the start of school on the first day of your child's illness. We are obliged to contact parents about unexplained absences to satisfy ourselves that no harm has come to children on their way to school. An early phone call will eliminate the need for this.

Temporary absence for part of the day, to visit the doctor or dentist for example, should be supported by a note, phone call or personal contact. **Taking leave during term time can only be approved in extreme extenuating circumstances - see attendance policy.** All requests for leave during term time must be made 6 weeks in advance

National legislation requires us to note all unauthorised absences throughout the school year and inform parents of this number, if any, in each child's end of year report.



SCHOOL UNIFORM

Children are encouraged to wear the school uniform of Oakridge CP School. This includes a red sweatshirt and white polo shirt, with the school logo, black school shoes, no trainers. Each child's day will be varied and active so they need to dress comfortably and appropriately.

All children need a PE kit, consisting of a white T-shirt, sweatshirt, dark shorts, tracksuit bottoms gym shoes or soft trainers (not the same ones worn for school). PE kit should be kept in a bag marked with your child's name and should be available in school at all times.

We encourage children to take their PE kit home every Friday to have their kit washed.

Please mark all shoes, clothes and kit with your child's name - it does save time when things get lost. It is particularly important to mark articles of clothing which are similar and worn by many children, for example wellington boots and school sweatshirts.

We welcome children bringing indoor shoes, plimsolls or slippers to wear indoors. This is particularly important if the weather is wet, when children might also bring some dry socks, so that they are not sitting around all day with wet feet.

SCHOOL RULES

Rules in school are few and generally for the safety of the children. We discuss these rules regularly with the children so that they understand the purpose of them.

1. No money is to be brought into school except for school purposes. Please put any money into an envelope/purse, clearly marked with your child's name and purpose of the money.



2. Sweets and snacks are not allowed other than fruit and raw vegetables.
3. No jewellery or valuable items should be worn to school - earrings and finger rings can cause accidents, while the loss or breakage of valuable items like necklaces causes upset. Studs or sleepers may be worn for the six-week period after piercing, but these must be covered by a plaster during PE lessons. After this period they must be removed for PE.
4. No child is allowed to leave the school premises without a teacher's permission. Such authority will only be given in response to a written or telephone message from the child's parent.
5. Children are expected to be well mannered and courteous to everyone and helpful to all adults in school.
6. Children are expected to show respect and care for the school premises and all its contents.

All classes have a code of conduct which they have written together.



BEHAVIOUR

In order to establish and maintain a family atmosphere in the school, we try to establish relationships built upon care, courtesy, consideration for others and mutual respect. Children are expected to be well-behaved and well-mannered in school and most of them usually respond to such expectations.

We emphasise the positive aspects of each child's life in school through praise and reward, and this is successful with the majority of children.

A copy of our behaviour policy is attached to this brochure. So you are fully aware of the strategies we use.

HOME-SCHOOL LIAISON

Regular newsletters provide parents with information about school life and forthcoming meetings and events. Many parents visit school daily and we welcome these visits.

We hold formal consultation evenings for parents 2 or 3 times a year. In the autumn term we like to discuss with all parents how well children have settled into school as some of the children will have changed in their class. In the spring term we invite all parents to come and discuss their child's progress. At this time we like to discuss the preparations for National Tests to be held in May.

In the summer term all parents will receive a written report about their child's achievements and progress. There will be an opportunity to discuss this, if parents wish, with the teacher.

While consultation evenings provide you with the opportunity to talk to your child's teacher about his/her progress and look at their completed work, it is likely that parents and teachers may



wish to discuss a child's progress more often than this. Consequently, arrangements for parents and staff to meet can be made whenever it is mutually convenient.

Parents are always welcome in the school to see what is happening, work alongside their child or help with a group of children. We are keen to involve parents in the life of the school, sharing their talents and helping children with a variety of activities. If any parents are available during the day and would like to help, please contact the Head teacher.

HOMEWORK

Parents can become involved in their child's education at home, by helping with homework activities. All children are encouraged to take home their reading books daily. The enjoyment of sharing a book with an adult will lead to the love of books so vital in the development of your child's reading.

We ask for your support with homework tasks. At school we emphasise the importance of completing these tasks carefully and handing them in at the right time, and we would appreciate it if parents reinforce this message at home. Members of staff are always on hand to help with any difficulties. Please contact school if you would like a copy of the school's homework policy.

PARENTS, TEACHERS AND FRIENDS ASSOCIATION (PTFA)

The parents, teachers and friends association of Oakridge School provides support and assistance in many ways to enrich the life of the school. New members are always welcome.

A variety of social functions are arranged throughout the year, sometimes for the children, purely for enjoyment, and others are fund-raisers, involving the whole community.



We are very fortunate in the support given by the PTFA and indeed the whole community of Hinderwell. The school benefits considerably from their generosity and it is much appreciated.

THE CURRICULUM

For all schools in England and Wales there is a statutory **National Curriculum**. This consists of the core subjects - English, Mathematics and Science - and other subjects known as foundation subjects which are - information and communication technology (ICT), history, geography, design and technology, art and design, music and physical education (PE). Religious education (RE) is also a required subject. Other subjects make up the **whole curriculum**, including personal, social, health and citizenship education (PSHCE) and, for older children, a modern foreign language. We are very proud of the way we enrich the curriculum for all children by visits to museums etc., getting visitors in and lots of cross curriculum planning.

While there are compulsory subjects in the whole school curriculum, **parents do have a right to withdraw their children from religious education and from acts of collective worship.**

We are particularly proud at Oakridge of our commitment to high quality sport which may be delivered by a sports coach or class teachers, and the high quality Music provision delivered by specialist teachers or class teachers.

The curriculum, teaching and learning are organised in 3 Key Stages :

The **Foundation Stage** - includes Nursery and Reception age children' ages 3 - 4

Key Stage 1 (KS1) - includes children in Years 1 and 2, ages 5 - 7



Key Stage 2 (KS2) - includes those children in Years 3 - 6, ages 7 -11

Statutory **assessments** are carried out at the end of each Key Stage by means of external tests (SATs) and teacher assessment.

Under the requirements of the Parent's Charter, every school must publish the results of National Curriculum tests for 7 year olds and 11 year olds, if the cohort of children is large enough. In 2019 there were fewer than 10 children aged 7 and 11.

DOCUMENTS AVAILABLE TO PARENTS

The following documents are available in school to help parents gain information and support involvement. It is every parent's right, under the Education Act, to have access to these:

- school aims
- statutory instruments including statutory orders for National Curriculum subjects
- information about complaints procedures
- schemes of work and arrangements for teaching RE

ENRICHMENT ACTIVITIES

We have a good range of lunchtime clubs and after school clubs run by staff and sometimes bought in sport coaches. This year we will be having; multi-skills, gardening, art, sports and cookery clubs with some changing as the year goes on if children ask for something different.



SCHOOL POLICIES

Sex Education

The governors' agreed policy ensures sex education is provided for in a manner appropriate to the age and development of the child, as it arises naturally and incidentally, as a result of other activities and in response to children's questions. Parents will be informed of any lessons which may cover aspects of sex education and they do have the right to remove their children from these lessons if they so wish. From September 2020 RSE is mandatory.

Religious Education

Religious education is provided in accordance with the syllabus agreed by the LEA.

The objectives of the religious education curriculum support our school aims further by taking into account the need for social, moral and spiritual education based upon broad Christian principles, but we also ensure that children have experience and gain some understanding of other religious beliefs.

All children receive regular lessons in religious education and take part in daily collective worship unless parents request, in writing, that they be withdrawn from these activities. In such cases alternative provision will be discussed.

Equal Opportunities

Tolerance of racial, religious and gender differences and the promotion of equal opportunities is a fundamental feature of our school life. We are concerned that all children grow to appreciate the multi-cultural nature of our society. We want our children to experience the essence of other cultures and we look for ways to make this a part of learning. We make sure that boys and girls share all the opportunities we provide at Oakridge School.



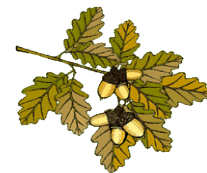
MEETING CHILDREN'S SPECIAL EDUCATIONAL NEEDS

"The purpose of education for all children is the same; the goals are the same. But the help that individual children need in progressing towards them will be different. Whereas for some the road they have to travel towards the goal is smooth and easy, for others it is fraught with obstacles."

Special Education Need: The Warnock Report, 1978

At Oakridge primary school we do believe that the purpose and the goals of education are the same for every child. We aim to ensure that the learning needs of **all** children are identified and met. We aim to make the path forward as smooth as possible for all children. From time to time, however, some children need extra help with their schoolwork. Such help may only be needed in certain areas or for a short time, and, whenever possible, we provide this support in class. On these occasions, specific work is set for the child which builds on his/her strengths to help overcome difficulties. Often small groups are set up so that children can be given more individual time and attention, and so they can build up their confidence. We also bear in mind that some children may be particularly talented in specific areas, and need to be extended.

Each class teacher is initially responsible for identifying children with special educational needs, and will liaise with the Special Education Needs Co-ordinator to plan a learning programme to help meet the children's specific needs. This is regularly reviewed and parents are kept informed about this. Where necessary, the school will liaise with outside agencies such as the Pupil Support Service, the Educational Psychologist or the School Health Service.



We regard parents as a valuable resource in helping their own child overcome any difficulties. You are welcome to talk to the class teacher or Special Needs Co-ordinator about any problems you feel your child is having.

Hilary Thompson (Special Education Needs Co-ordinator)

Hannah Warburton (Special Education Needs Governor)

SPORTING AIMS AND THE PROVISION OF SPORT

Through our varied provision we aim to encourage children to participate in a range of sporting activities, both during and after school. We aim to enable all children to develop fully according to their individual ability, and encourage them to improve their own performance.

We also aim to ensure that children understand the importance and value of teamwork. We encourage children to take pride in representing the school in various sports.

EDUCATIONAL VISITS AND OUT OF SCHOOL ACTIVITIES

During the year we organise activities both in and out of school hours which allow children to extend their learning or develop additional skills and interests. The children play in football, netball and athletics tournaments with other schools.

A wide variety of visits are organised. These range from short walks around the village, to the Church for example, to museum visits, theatre trips and to whole school days out and residential activities for the older groups.



Letters containing information about such outings are sent to parents well in advance. Parents will always be asked to sign a slip giving permission for their child to take part in a visit or out of school activity.

CHARGING POLICY

In the past, we have asked parents for a financial contribution towards a range of activities that we feel enriches the education of the children at Oakridge School. This has included visits or excursions to support an aspect of the curriculum, visits from Theatre Groups and swimming. Parents are rarely asked to meet the full cost of these activities. Usually a contribution is requested with the balance of the cost coming from school funds or from those of the PTFA.

Under the Education Reform Act of 1988, schools are now unable to charge for any activities which take place in school hours but may ask for a voluntary contribution towards the costs of such activities. No child would be excluded from a visit if his or her parent did not make the contribution. However, if insufficient voluntary contributions were received then regrettably the activity would not go ahead.

The school may make a charge for events arranged mainly or wholly outside of school hours, but attendance by pupils cannot be enforced. This type of activity might include evening or weekend excursions or residential visits (depending on the school days used).

WELFARE AND HEALTH

Educational Social Worker

The Education Department has Educational Social Workers (ESW) throughout North Yorkshire. The Whitby area ESW can be



contacted at the Pupil Support Service in Scarborough (address available upon request). The ESW is the link between home and school and is there to promote good relationships between them. They help to ensure regular school attendance and are available to help with applications for free school meals, uniform grants and grants towards residential school outings etc.

Accidents and Emergencies

Whilst every care is taken in the supervision of children, accidents and other emergencies do occur. It is most important that we have some means of contacting you and for this reason we ask you to fill in an 'Emergency Contact' form when your child starts school.

School Health Programme

In your child's first year at school he/she will be given a medical examination by the School's Medical team and you will be invited to be present. Vision screening, hearing tests and dental checks could also take place. Regular checks are made on aspects of health and hygiene throughout your child's time at school.

Parents are asked to inform school if their child is asthmatic, or has any other medical problem which may affect them at school. Inhalers should be clearly marked with the child's name.

Medicines and medical care

Parents should write to the school giving authorisation for the medicines to be administered to their children. The authorisation must accompany the bringing to school of medicine by the pupil and should include detailed instructions with regard to the quantity and frequency of administration. A form can also be obtained from the office which could be used instead of a letter.

The medicine should be brought to school in a properly labelled container with the name of the prescribing person (normally the



G. P.) on the label, as well as the name and home address of the pupil, the name of the medicine, the dosage and time of administration. PLEASE NOTE ONLY MEDICINES WHICH ARE PRESCRIBED AND REQUIRE TO BE ADMINISTERED **FOUR TIMES A DAY CAN BE SENT TO THE SCHOOL**. Parents are welcome to come into school if required to administer the likes of Calpol, etc.

CHILD PROTECTION

Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have suffered abuse the school is required, as part of the local Child Protection Procedures, to report their concern to the Social Services Department immediately.

The Governors have approved our school policy for Child Protection in response to the requirements of the Children Act 1989 and the advice provided in DfEE circular 10/95. Details of this policy and the procedures we have adopted are available in school for all parents to read.

All staff concerned with the welfare of children will receive basic Child Protection Awareness Training. Although it is not the responsibility of any member of staff to investigate abuse, the Head teacher does have a duty to act upon suspicion or refer it to the investigating agencies.

The co-ordinator for Child Protection is Hilary Thompson.



TRANSFER TO SECONDARY SCHOOL

At the age of eleven children normally transfer to either Caedmon School or Eskdale School in Whitby. During the autumn term Year 5 children and their parents are invited to open evenings at both schools before they make their choice. In the summer term, members of staff from the secondary school will come to Oakridge to meet the children, talk to them and generally prepare them for the next step in their education. 'Transfer Days' will be arranged, usually in the last week of Year 6, when they will actually travel to their chosen secondary school by bus to meet their form teacher and classmates, follow one week's timetable and have lunch. These transfer days are very successful, and reassure the children about the next stage of their education.

INSURANCE INFORMATION

The North Yorkshire County Council does not provide personal accident insurance for pupils in school. However, children participating in outings or residential visits with the school will automatically be covered by an insurance policy.

Similarly, no insurance is provided for loss or damage to children's possessions whilst in school. As we cannot be held responsible for any such loss or damage, we discourage children from bringing valuable items into school. In the unfortunate event of something being mislaid or damaged it is often possible to make a claim through one's own comprehensive household insurance policy

COMPLAINTS PROCEDURE REGARDING THE CURRICULUM

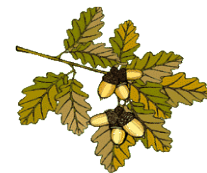
The Governors of the school are confident that most difficulties which arise between parents and the school can be resolved by



amicable discussion between the parents, the Head teacher and other staff of the school.

In the unlikely event that this is not so, then Governors of the school will do their best to resolve complaints to the satisfaction of all concerned by following the arrangements authorised by the LA.

Full details of these arrangements can be obtained from the Headteacher or Clerk to the Governors.



HOLIDAY DATES - 2021/2022

AUTUMN TERM

First Day

Last Day

Wednesday 8th September 2021 Friday 17th December 2021

Half term holiday - Friday 22nd October - Monday 1st November

SPRING TERM

First Day

Last Day

Wednesday 5th January 2022 Friday 8th April 2022

Half term holiday - Friday 18th February back on Monday 28th February

SUMMER TERM

First Day

Last Day

Tuesday 25th April 2022 Friday 22nd July 2022

May Day - Monday 2nd May

Half term holiday - Friday 27th May back on Monday 6th June

STAFF TRAINING DAYS: Monday 6th September 2021
Tuesday 7th September 2021
Monday 4th January 2022
Monday 25th July 2022
Tuesday 26th July 2022



Thank you for taking the time to read this brochure. I am aware of the vast amount of detail contained in it and I would welcome discussion with parents about any of its contents. However, the best way to become acquainted with our school is to come and see us at work - meet the children and the team of people who together make our school such a pleasurable and exciting place to be.

Hilary Thompson

Interim Headteacher

Local Authority: North Yorkshire County Council, Education Department

Education Office
Ainsty Road
Harrogate
HG1 4XU

Tel: 01609 533679

Director of Education
Pete Dwyer
North Yorkshire County Council
Northallerton
North Yorkshire DL7 8AE
Tel: 01609 780780