

**WELCOME TO  
OAKWOOD JUNIOR SCHOOL**

Oakwood Junior School  
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Headteacher: Ms Nancy Elks

Dear Parents,

On behalf of the staff and governors I would like to welcome you to Oakwood Junior School. We invite you to read this booklet about our school. It is designed to give you some idea about the way we work and also basic information about day to day procedures.

We want you to feel part of the community, we want you to share in maintaining and developing a school of which we can all be proud. This booklet will give you an insight into the life of Oakwood Junior School. To find out more about us please pay us a visit and visit our website - talk to me, to the staff, to the children of the school, see us at work. It is important that you have knowledge and understanding of what we are doing, so we can build up a partnership between home and school and better help your child's development.

With kind regards

*Nancy Elks*  
Headteacher



## Aims

Our aim is to develop every child's potential so that they become successful learners. We communicate this to the children by our school motto, which is 'We Love Learning'. We firmly believe that by empowering our children with the skills to become successful learners that achievement and standards (in their broadest sense) will rise.

## Our School

We are very proud of our school, of the people who work here and the children who learn here. We are fortunate in our facilities having 12 classrooms, a hall, a well equipped ICT suite and 2 courtyard areas with an ornamental pond. We also have a new learning centre which incorporates a library and a conference and music area. We have 2 playgrounds, a large field and a nature reserve area. One particular feature of our school is the allotment area and wildlife area with chickens. Our school environment is important to us and it is used extensively as a springboard to further our children's learning.

## Role of Parents

We encourage all parents to take an active role in their children's education in our school. We all know that children learn most effectively if parent's and school work in partnership with one another.

Parent's evenings are held regularly and this is your opportunity to talk to your child's teacher about progress with targets. However there will be a number of times during the year when you are warmly invited to come into school to share with us our learning celebrations such as achievement assemblies, presentations, open afternoons and parent workshops.

Family learning has a high priority in school and we have run classes for both adults and children focussing on aspects such as learning French, gardening and computer skills. We do keep in touch with parents through half termly newsletters, and through home/school diaries. We also have developed 'Special Books' which is a book your child will compile on a half termly basis, of pieces of work that they are particularly proud of. You will be invited to write a positive comment about the examples of work alongside your child and the teacher over time.

We will get in touch with you if you have any concerns, and we hope you will do the same with us. If you have any worries or queries concerned with your child's learning, a quick phone call, a note to school or a brief chat can easily solve a problem. Although we hope difficulties will not arise, sometimes they do and need to be dealt with quickly.

We will also ring you and send a postcard home if we are particularly pleased with your child. These are always nice phone calls to make!

We have also had a parent's forum meeting. This is an informal meeting chaired by myself which actively seeks parents views on a range of issues. These have included school dinners, school reports and parents evening formats. These meetings are a genuine attempt by the school to act on parents' views and ideas are fed into policies and practices within school. All the meetings are open and anyone who is a parent with a child in our school is warmly welcomed to come along. They are not formal or stuffy, so do get in touch with myself and I'll let you know dates and times if you would like to come along.



**NAMES YOU NEED TO KNOW**

**HEADTEACHER**

Nancy Elks

**DEPUTY HEAD**

Steve Darby

**ASSISTANT HEADS**

Nicola Fray  
Cassie Hurt

**CHAIR OF GOVERNORS**

Pam Moss

**GOVERNORS**

Ranjit Banwait

Steve Darby

Brenda Longworth

Nicola Fray

Alan Higgins

Kevin Plumb

Ann Theobald

Elaine Wroble

Brenda Longworth

Carrie Edwards

Cheryl Stevens

Val Dalling

**Associate Governors**

Jill Warcup

Cassie Hurt



## The Staff Team

The teaching staff consists of 16 teachers and myself. We work closely and collaboratively together. Each year group is supported by one teaching assistant together with a Special Needs Teaching Assistant. In addition we have two Learning Mentors whose role is specifically geared to supporting children with social or emotional problems or attendance issues. They also liaise closely with parents at a number of different levels. Governors are actively involved in our school's development and are very supportive.

## The Curriculum

In our most recent OFSTED report (February 2008) our curriculum was judged to be outstanding as it encourages all children to become active learners rather than passive recipients of information. The curriculum according to OFSTED is innovative and motivates all our children to do their best so that they make good progress and achieve well.

Our children are enthusiastic about their learning and are encouraged to learn about the learning process. We teach in a cross curricular way whereby links are made across subject barriers in a creative and meaningful way. We encourage all our children to take a pride in their work and to have an understanding of what they need to do to improve even more. All children are encouraged to take a learning risk and not to be afraid of making mistakes because this is when 'real' learning takes place.

All subjects are covered including French and we enrich the curriculum by offering opportunities such as Yoga, drumming and choir. Visits out of school are offered on a regular basis and children will have the opportunity to take part in residential experiences.

We encourage children to work cooperatively with one another as well as being part of a team as we feel this helps children in their future lives.

Basic skills are a priority too. We provide good support for pupils and we are committed to inclusion. Intervention strategies are put into place when necessary and we will of course inform you of any special needs provision that we think may be necessary.

Our children have high self esteem, behaviour is good and we feel it is important to be polite, respectful of others and tolerant of differences. All our children are proud of their school and take many responsibilities seriously as eco troopers and influential school councillors. They feel safe and well cared for in an environment where their achievements are valued.

## Homework

Homework will be set on a regular basis for all children. This will include learning weekly spellings, literacy or numeracy and class activities. The expectation is that all children will complete their homework task and we would value your co-operation in this. Children really do benefit from regular homework as this allows you to help if necessary and be more aware of what your child is doing in school.



## Relationship and Sex Education

We believe that parents are the key figures in helping children to cope with their growing awareness of sexual matters. Our role is to complement the parental role. Our school policy reflects the Local Authority recommendation that primary schools should plan sex education as part of the wider curriculum for Personal and Social Education and Science. The governor's statement on sex education can be viewed in consultation with the Headteacher. Parents who wish their child to withdraw from sex education lessons should consult the Headteacher.

## Children with Special Educational Needs

We have a designated member of staff responsible for co-ordinating the special needs work throughout the school. Class teachers identify the specific needs of each child. Children with special needs are taught mainly within their mainstream class with as much extra support as possible from teachers and teaching assistants. They may be withdrawn for short sessions to work in small groups for extra help with certain areas of their learning.

At Oakwood Junior School we aim to offer a broad and balanced curriculum with work that is planned to meet the varying needs of our pupils. We believe that early identification and assessment of need provide the best strategies for helping pupils to progress. Parents will always be consulted if it is felt that a child is having difficulty with learning and may require extra help. Our school is wheelchair friendly as it is all on one level. The toilet for the disabled is easily accessed.

## Clothing for P.E.

Children must change out of their everyday clothes into appropriate clothing for reasons of safety and hygiene.

Indoor lessons            Black shorts, jogging trousers and a white T-shirt. Pumps may be worn though bare feet are best as feet become stronger and more sensitive, as footwork develops. Trainers are entirely unsuitable and are not allowed for indoor P.E.

Outdoor lessons        As above or a long sleeved sweatshirt or black tracksuit. Trainers may be worn. For health and safety reasons football boots and shin pads must be worn for football club and football training.

## School Activities

Over the past year the following clubs have been available to the children during lunchtimes or after school:-

MUSIC & DRAMA  
FRENCH  
PHOTOGRAPHY  
TAEKWON-DO  
BALLET  
BREAK DANCING

FOOTBALL  
ART & CRAFT  
COMPUTER  
CHESS  
IRISH DANCING  
Bollywood Style Dancing

RECORDERS  
MODELMAKING  
COOKERY Club  
GARDENING  
STREET DANCING



## Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Derby City Council Protection Procedures and inform Children and Young Peoples Services of their concern.

## Security

In the interests of safety both of pupils and staff, the school doors will be kept locked. Only the Holbrook Road gate is unlocked during the school day. Visitors may gain access by ringing the doorbell. Children are not allowed to open the doors without permission from a member of staff. Please do not ask them to do so if you are waiting at the door. **Any** visitor to the school must report to the Headteacher or the school office, whatever the reason for their visit. Please do not go directly to your child's corridor or classroom without first reporting in. Anyone who has not reported to the office will be challenged and may be asked to leave. Please do not take offence at this. The safety of our pupils is our main concern.

## School Meals

School meals are cooked on the premises and served on a cafeteria basis. There is usually a choice of traditional or vegetarian meals, a salad bar plus a pudding or fresh fruit. The cost at present is £2.00 per day (£10.00 per week). Please send money for meals on Monday in a purse or envelope marked with your child's name. Children eligible for free school meals can obtain a form from the school office.

We have limited accommodation for children who wish to bring a packed lunch. The packed lunch must not include a hot drink, fizzy pop or hot soup in a flask or glass bottles or containers as these can be dangerous.

## Medicines

We prefer not to administer medicine at school. We only administer Doctor prescribed medicines and you must visit the school office to sign a consent form. The medicine kept in school should have the chemist's label attached which clearly states your child's name and administration instructions.

Parents should be aware that school will not be responsible for remembering to give the correct dosage at the appropriate time. Although we will do our best, it is your child's responsibility to find their Special Needs Teaching Assistant.

Asthma inhalers should be available to your child at all times. They should be clearly labelled with the child's name and kept in their classroom. Again information must be given in at the school office and a consent form must be signed.

## Data Protection

Pupil information is held on the school computer. This is covered by the Data Protection Act and will not be disclosed to any unauthorised person. You will be asked permission for your child's photo to be used if the occasion arises.



## Jewellery and valuables

Please do not allow your child to bring valuable watches or items of jewellery to school. We cannot accept responsibility if these are damaged, lost or stolen. They are much better left at home. This also the case with valuable personal items such as hand held computer games and personal stereos. We cannot accept responsibility for these.

We understand that in some cases children need to bring in their mobile phone. If this is the case **they must** hand their mobile phone into the office as soon as they arrive in school and collect at the end of the school day.

All types of jewellery should be removed for P.E. and Games for safety reasons. Stud type earrings may be worn if properly covered by sticky tape at the back and front. This is only if there is a valid reason for not removing the earrings. The school is not responsible for covering the earrings or removing them, if children are wearing earrings.

## Discipline

We try to establish a good working atmosphere at Oakwood Junior School. Children will not learn effectively if they are misbehaving and they may affect the learning of others in their class. We have rules which are easily understood by all pupils. Many of these rules are concerned with children's safety. If your child breaks these rules they will be expected to make amends in an appropriate manner. If there is a cause for concern about a child's behaviour, this will first be dealt with by staff in school this will involve working with one of our Learning Mentors whose role includes supporting children with behavioural and emotional problems. Obviously parents will be informed and strategies put in place so that school and home can work together. If there are persistent difficulties, parents will be contacted so that we can try and reach a joint approach to the problem. Persistent aggressive, disruptive or disobedient behaviour may result in exclusion from school.

Quite simply we expect your child to behave with courtesy and respect for other people at all times. We try to encourage them to be polite to all adults and children in the school, to be honest, truthful and hard working and to take care of our school building and equipment.

The great majority of our pupils are extremely well behaved and a credit to their families. They are able to earn stickers and certificates as a reward for good behaviour.



## Charges

We ask parents to make a contribution towards the cost of some outings and activities. We may request parents to pay for craft or cookery items made by pupils, to cover the cost of the materials used. A charge will be made for loss or damage to school buildings, furniture or equipment, including books.

## The School Day

MORNING SCHOOL                      8.55a.m.                      until                      12.20p.m.

AFTERNOON SCHOOL                      1.20p.m.                      until                      3.20p.m.

The playgrounds are supervised from 8.50a.m. Please ensure that your child gets to school on time as lateness disrupts lessons.

Once a child has entered school they should not on any account leave the premises alone.

Children are allowed to come into school at 8.45a.m. if they choose to do so.

## Uniform

Parents voted overwhelmingly in favour of school uniform. We want our children to look smart whilst in school and feel that uniform gives them a sense of belonging to our community. Both Oakwood Infants and ourselves have adopted the same uniform which consists of black or grey skirt / trousers, white shirt / t-shirt, with a bottle green sweatshirt or cardigan that can be purchased from school with a logo. Plain tops can be purchased from any high street shop. We also advise flat black school shoes as opposed to trainers.

Whilst the uniform cannot be made compulsory we would strongly urge parents to support us in encouraging the children to develop a sense of identity within school by wearing uniform.

All clothing especially coats and sweatshirts should be clearly marked with your child's name.

Lost property is kept in a box in lower school and upper school. It is sorted on a regular basis and then disposed of.



## Absence

If your child is away from school due to illness please let us know by telephone or letter. This will ensure the safety of our pupils. If you need your child to be away from school for any other reason, such as a family holiday, please give us at least a weeks notice. A holiday form may be obtained from the school office or the school website.

If your child is unexpectedly absent will you please contact the school before 9.30a.m. if possible. If school have not received a message from you concerning absence then we routinely contact home to inform you that your child is not in school.

You must send a note or telephone if you wish to take your child out of school during the school day. A verbal message from your child is not acceptable. Children must be collected from the school office by a known adult. **They will not be allowed to go home alone during the school day.**

## Accidents or illness at school

Parents are asked to fill in a form giving an address and a telephone number where they can be contacted should children become ill or have an accident during the school day. It is vital that you provide us with this information and keep it up to date so that we can act in the best interests of your child.

## Complaints procedure

If you have any questions, concerns or complaints about the school curriculum or any other matters, please refer them initially to the Headteacher. It is expected that most concerns and questions can be dealt with in this way. If complaints cannot be resolved then a formal procedure can be invoked. Copies of all the schools policies and procedures may be viewed by appointment with the Headteacher.

## Please Note

Although information given in this booklet was correct at the time of going to press in April 2010 it should be understood that the information can change before, during or after the school year 2010 / 2011 for which it was intended.



**SCHOOL DATES**

**AUTUMN TERM 2010**

Monday 6<sup>th</sup> September - Friday 22<sup>nd</sup> October  
Monday 1<sup>st</sup> November - Tuesday 21<sup>st</sup> December

**SPRING TERM 2011**

Tuesday 4<sup>th</sup> January - Friday 18<sup>th</sup> February  
Monday 28<sup>th</sup> February - Friday 15<sup>th</sup> April

**SUMMER TERM 2011**

Tuesday 3<sup>rd</sup> May - Friday 27<sup>th</sup> May  
Monday 6<sup>th</sup> June - Friday 22<sup>nd</sup> July

**BANK HOLIDAYS 2010/11**

December 27<sup>th</sup> & 28<sup>th</sup>  
New Years Day - January 3<sup>rd</sup>  
Good Friday - 22<sup>nd</sup> April  
Easter Monday - 25<sup>th</sup> April  
May Day - 2<sup>nd</sup> May  
Spring bank Holiday - 30<sup>th</sup> May  
August 29<sup>th</sup>

**INSET days 2010/11**

To be arranged



**NATIONAL CURRICULUM ASSESSMENT**  
**KEY STAGE 2 - SUMMER 2009**

**TEST RESULTS**

PERCENTAGE AT EACH LEVEL					
SUBJECT	LEVEL 3 AND BELOW	LEVEL 4	LEVEL 5	PUPILS DISAPPLIED	PUPILS ABSENT
English	16	52	32	0	0
Reading	12	52	36	0	0
Writing	24	59	17	0	0
Mathematics	23	53	24	0	0

**TEACHER ASSESSMENT**  
**LEVEL 4 AND ABOVE**

Mathematics	72
English	82

Whole school attendance	September 2008 > July 2009
Percentage Authorised Absence	4.65%
Percentage Unauthorised Absence	0.36 %
Total Attendance	94.9%

