

# King's Oak Primary School



## Parents / Carers Handbook

**2017/2018**

We hope you find the information in this booklet helpful and will help create a positive and informative partnership between home and school.

**Ali England**  
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## **PART 1 – GENERAL INFORMATION**

### **Attendance and Absence**

We are keen to ensure that children attend school regularly and safely. On the first day of absence, we ask parents/carers to telephone the school to let us know that your child will be absent. Please call the main telephone number - 01234 220480 using option 1 please leave your child's name, class and reason for absence. If we have not received a call by the time our registers close, we will contact parents/carers by phone/text message to establish why the child is not in school. This is a very time consuming task for us, which is why we ask that parents/carers phone by 9.00am on each day of absence.

Please make sure that when your child returns to school they bring a letter of explanation for our records.

### **Holidays in Term Time**

Term time and holiday dates are detailed later in this booklet. From September 2013 headteachers **are not** permitted to grant any leave of absence during term time unless there are exceptional circumstances. A request form can be obtained from the school office. Consequences of taking unauthorised leave and details of exceptional circumstances can be found in the school's Attendance Policy.

### **Arriving At and Leaving School**

Pupils are to be dropped off at school from 8.40am, at which time school staff will take responsibility for pupils. Pupils should be in school by 8.50am when the bell will ring. Reception, Year 1 and Year 2 should wait on the Oak playground and Year 3, 4, 5 and 6 should wait on the King's playground and enter through the dining room door.

Your child needs to be collected from school each day by a person known to the school. If you need to arrange for someone else to collect your child you need to advise the school before 11am on the day. The person must be a person known to the child.

### **School Reception**

We take the safety and security of all our pupils and staff seriously and ask that you follow procedures when on the school site. All parents and visitors must report to the main entrance located off the main car park as you come into the site from Oak Road. Any access to the school from any other area is strictly forbidden.

### **Transport**

As we are trying to promote a healthy school we would encourage pupils to walk or cycle to school. However, we are aware that this is not always feasible. If you need to bring your child to school we request that you refrain from bringing a car into the school car park and park away from the school and walk if you can. If you do enter the car park you do so at your own risk and you must observe the one way system.

## Emergency Procedures

These are precautionary measures which we hope we will never need to take. However, it is vitally important that you and your child are aware of the arrangements made for them at home should any of the following happen.

If the school needs to close during the school day due to severe weather conditions, lack of heating, power failure, etc:

- School will attempt to contact you by telephone/text to arrange for the children to be collected.
- It is therefore **vitally important** that the school has up-to-date contact information.
- It is important that parents/carers have alternative arrangements in place to collect their child should emergencies arise.

If the school will not be open to receive pupils, then we will endeavour to contact parents/carers.

## King's Oak Primary School Houses

There are 5 houses at King's Oak Primary School, each having the names as follows:-

Names of the houses:-

Ash	- Kingfisher
Maple	- Purple
Beech	- Red
Sycamore	- Emerald Green
Birch	- Royal Blue

All pupils are in a house and compete/work together regularly to earn house points towards a team score.

The house boards are updated regularly to reflect the results of various competitions and the ongoing house point scores.



## **Rewards**

Reward points can be earned for a range of positive behaviours, excellent effort, progress, active participation and attainment.

At King's Oak Primary School, we promote positive behaviour in all children through praise when a child has demonstrated good work, special effort, kindness or good behaviour. We do not believe children should only be praised when they have achieved academic success, although they will always be encouraged to try their best.

### **Individual Rewards**

A class list is displayed in every classroom, where each child has the opportunity to complete 25 smiley face boxes. Each time a child is awarded a smiley face, it is recorded on the class chart.

When the child has received 25 smiley faces, they receive a certificate in front of the whole school.

The smiley faces can be awarded for the following reasons:

- Positive attitude
- Kindness to others
- Special effort
- A good piece of work
- Being helpful
- Completing a task to a particularly high standard
- Trying, although struggling with a particular concept

This reward system follows the child through the school. For every 25 smiley faces, they will receive a different coloured certificate.

### **Golden Time**

Golden Time will take place on each Friday afternoon for 30 minutes. This is a reward for good behaviour. Children who break the schools Code of Conduct will have Golden Time removed from their time in steps of 5/10/15 minutes depending on the severity of the offence. Pupils can earn back Golden Time in incremental steps of 5 minutes per session (8.40am to break, break to lunch or 10 minutes for the whole pm session). Pupils will be expected to demonstrate excellent behaviour during the duration of a session to earn back any time.

### **Pupil of the Week**

A Pupil of the Week assembly will take place each Monday morning. Each class teacher will present a child to the Headteacher to receive this award in front of the whole school. Parents will also be invited to attend when their child is selected. The teacher will share the reason why each child has been selected and may show some work or evidence to support this. Children will receive a certificate and their name will be displayed on a whole school display board for the duration of that week.



## **Behaviour**

At King's Oak Primary School our aim is to provide a safe secure place where all parties feel valued for their individual and particular contribution to include staff, pupils and parents/carers. It is a school that has high expectations of learning and behaviour and a conscious development of self-esteem of our pupils. We believe that children should know, understand and agree with the school's rules. They should know the positive consequence of meeting expectations and the negative consequences of failing to meet them. We believe that self-esteem and motivation is the key to establishing a happy and successful school.

## **King's Oak Primary School – Code of Conduct**

1. Respect all members of the school
2. Respect each others' property
3. Treat everyone fairly
4. Be responsible for your own actions and learning
5. Be punctual and organised for all lessons and appointments

Whilst most pupils behave well and follow the code of conduct there are occasions when rules are broken. Such behaviour is recorded in the school's information system against the pupil record. Again this information is reported to parents by phone calls home and face to face meetings.

## **Bullying**

Bullying will not be tolerated in King's Oak Primary School. However, if you feel bullying is an issue then please contact your child's class teacher who will deal with this in accordance with school policy.

## **Inclusion**

At King's Oak Primary School we believe that it is every child's right to achieve his/her full potential regardless of ability, gender, race or socio-economic circumstance. We recognise that although the majority of children should achieve this through the normal differentiated curriculum, there are some children whose learning or behaviour requires special provision.

## **Child Protection**

The Authority requires Headteachers to report anything that may be detrimental to a child's welfare. Should you wish to discuss any issues relating to child protection, please contact the Headteacher, Ali England or Deputy Headteacher, Christina Hodges or Marina Allen, Safeguarding Officer.

## **Extra-Curricular Activities**

There is a wide range of after-school clubs that usually run from the end of the school day until 4.30pm. The clubs are run by our dedicated staff who wish to offer opportunities for additional learning and experiences such as history club, cooking club, art club, sports clubs and many more. A timetable will be issued shortly after the start of the new term for parents/carers to sign their child into a club.

## **Dawn til Dusk**

Dawn til Dusk Breakfast Clubs provide children aged 2 – 11 with the ideal start to their school day. The clubs run every day that the school is open, from 7:30am until the start of school. Our staff escort children from the club to their classes safely, with a fond farewell and even a hug if required!

The main focus of a breakfast club is, of course, BREAKFAST! Our healthy breakfasts are made up of cereals, toast, fruit, milk and water. The children can choose what they want to eat each day; helped by our staff that make sure all children get a nutritious meal. The breakfast club is relaxed and friendly. There are different activities available each day, appropriate to children of all ages and abilities who are encouraged to choose what they would like to do before school. Because the children attend regularly, they soon get to know our staff and each other well and are able to play together.

You and your child are welcome to pop to the Breakfast Club any time to visit and to have a look around before their first visit.

Our after school clubs are open every day that the school is open and run from the end of school until 6:00pm. With a staff ratio of 1 adult to every 8 children, each child can receive lots of support from the staff team who will help them with arts, crafts and games or to participate in sports with them if they want; or simply observe them to make sure that they are safe and having a good time. Some children arrive after their day at school and simply want to relax on the comfy sofas, chill out in our sensory areas, read or play on our Nintendo Wii. The atmosphere is relaxed and friendly and because the children attend on a regular basis the staff know them well and they form strong friendships with each other. The staff and children plan activities together and we encourage their input and ideas. All our clubs promote healthy eating. We provide a healthy snack and tea half way through the session. The menu varies daily and includes seasonal and themed food.

Please contact the Dawn til Dusk team directly for further details. Contact details can be found of our website.

## **First Aid**

There are several qualified “First Aiders” in school who are regularly trained through First Aid courses. Should a pupil require first aid they will be treated immediately in their classroom and incidents are recorded following procedure. The school will advise you of any incidents by way of a ‘bump note’ in your child’s book bag.

If an injury/illness needs further treatment a phone call will be made home. If a child requires emergency treatment an ambulance will be called straight away followed by a phone call home.

## **Medicines in School**

Only medication which has been specifically prescribed for the child can be administered during the school day. Should your child require medication during the school day please bring it to the school office and complete and sign the consent form. Only medication which has to be taken, either 4 times per day or with food, will be administered by the school.

The only medication that children should carry on their person is an asthma inhaler.

## **Your Child’s Progress**

Information regarding the progress of your child during their time at school is supplied through a full and detailed report, summary reports and at Parent/Teacher consultation days.

If you are concerned that there may be problems with your child’s progress, please contact the school office to arrange an appointment with your child’s teacher.

## **Making Contact**

If as a parent/carer you wish to speak to a member of school staff you are to contact your child’s class teacher via the main school reception. Contact regarding any issues should always be made with your child’s class teacher as they have most contact with your child. Please call the school office on 01234 220480. It not always be possible to speak to the class teacher immediately due to availability but the school has a very good internal communication procedure in place.

## **The School Council**

The School Council is made up of two representatives from every class. These have been elected by the rest of their class. The Council meets regularly. The pupils are responsible for feeding back to their classes during form time, issues under discussion, in order to gain the views of all pupils.

## Mealtime Arrangements

### Break time drink and snacks

All pupils are encouraged to bring in a healthy break time snack and must be a piece of fruit or vegetable. This encourages healthy eating and meets the policy of the school in this area.



### School dinners

**For Years R to 2** - the school offers a hot meal under the Universal Infant Free School Meal offer. We ask that all parents/carers complete the registration form enclosed in the new starter pack to sign up for this offer.

**For Years 3 to 6** – dinners cost £2.25 for a main hot meal and pudding. This is available to all pupils on the King's site which has its own restaurant facility.

We would encourage all pupils to take up the hot meal offer as this provides a nutritional and balanced meal.

Forms to apply to the Local Authority for free school meals are available from the school office. If you need any help with filling in forms the office will be happy to assist you in confidence.



Packed lunches should be brought in a sealed, labelled container inside a labelled plastic bag. They should include healthy food options with water or a still drink. Water is always available for all pupils to drink at the table.

**We do not allow sweets, chewing gum or caffeine based energy drinks in school at any time, this includes in packed lunches.**

**If your child is found with any of the above items they will be confiscated and parents/carers will be requested to collect them.**



## Uniform

The school uniform required for King's Oak Primary School is:

Trousers:	These must be black. NOT denim, cords or "fashion" styles. Trousers should be neither tight nor baggy, nor of "jeans-style", hipster or flared.
Skirts:	These should be black and loose-fitting and knee length and not have excessively lengthy slits.
Plain White Polo Shirt:	Shirts should be capable of being kept tucked in waistbands. Girls should not wear "fashion blouses".
Sweatshirt	Worn all year and purchased from the school office. This will be one of the six house colours allocated to your child when starting school.
Socks/Tights:	White, grey or black only. No white tights
Shoes:	Shoes must be black and robust enough to protect growing feet in an active environment. We do allow trainers but they must be plain black with no logo.
Jewellery:	Pupils are only permitted to wear one pair of small flat studs.
Other "body" adornments:	We do not allow make-up, nail varnish, unusual piercings or shaven shapes, patterns or unnatural hair colours.

## Sports Kit – to be kept in the school PE Bag

BOYS	GIRLS
Black shorts	Black shorts
White PE Crew Neck Top	White PE Crew Neck Top
Football Boots/Trainers	Plimsolls/Trainers
Black Jogging Bottoms and sweatshirt	Black Jogging Bottoms and sweatshirt

If correct kit is not available at any time pupils should bring suitable clothes to still take part in the lesson and a note to explain where the correct kit is.

All pupils should be in correct school uniform at all times, including when journeying to and from school.

**Please also remember that uniform should always be named.** The school cannot accept responsibility for finding lost garments.

## **Learning Logs / Reading Records**

All children will have a learning log book for homework which will be set by the class teacher and this relates to the curriculum that the children are being taught in class. It is important that children do complete the tasks set as this consolidates their learning. All children will have reading books to take home along with a library book. Please hear your child read regularly and sign the reading record.

## **Personal Property**

Pupils are not permitted to bring in money, electronic equipment or any other valuable items

## **Lost Property**

The school's lost property is sent to a main collection point near the main school reception area where if it is marked the item will be returned to its owner. However, if it is not marked, it will be stored for a while but not indefinitely.

## **Policies**

The school has all statutory policies including:

Health and Safety Policy, Admissions Policy, Charging Policy, Behaviour Policy and Complaints Policy,

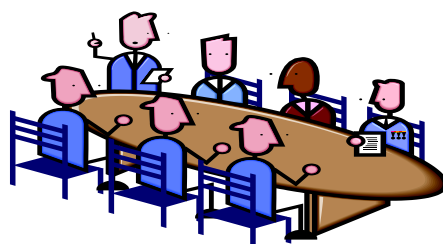
Please note that some policies may be under review and amended subject to approval of the governing body. If you wish to view these in full you can access them via the school website at [www.kingsoakprimary.co.uk](http://www.kingsoakprimary.co.uk) or ask the school office for a copy.

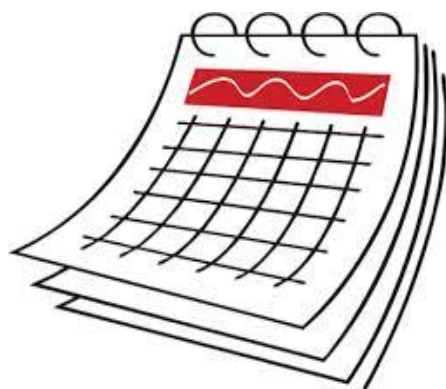
## **The Governing Body**

The governing body meets regularly to discuss school based issues, review policies, monitor and evaluate work undertaken by the Leadership Team and ensure the school is running effectively.

Parents/Carers are represented on the governing body and nominations are sought when a place becomes available.

The Chair of Governors is currently Paul Davies, who can be contacted upon request through the school.





**TERM DATES FOR ACADEMIC YEAR 2017/2018**

<b>AUTUMN TERM 2017</b>	<b>SPRING TERM 2018</b>	<b>SUMMER TERM 2018</b>
Friday, 1st September – is a Training day	Tuesday 2nd January – is a Training day	Monday 16th April – Staff Training Day
Monday, 4 <sup>th</sup> September – whole school return	Wednesday, 3rd January – pupils return	Tuesday 17th April – pupils return
		Bank Holiday – Monday, 7th May 2018
Half Term – 23rd October to 27 <sup>th</sup> October	Half Term - 12 <sup>th</sup> February to 16 <sup>th</sup> February	Half Term – 28 <sup>th</sup> May to 1st June
Monday, 30th October – Staff Training Day	Monday 19 <sup>th</sup> February – Staff Training Day	
Tuesday, 31 <sup>st</sup> October – pupils return	Tuesday, 20 <sup>th</sup> February – pupils return	Monday 4 <sup>th</sup> June – pupils return
Tuesday 19th December – last day of term	Thursday 29 <sup>th</sup> March – last day of term	Friday, 20 <sup>th</sup> July – last day of term



**DAILY TIMETABLE FOR  
RECEPTION AND KEY STAGE 1 (YEAR 1 AND 2)**

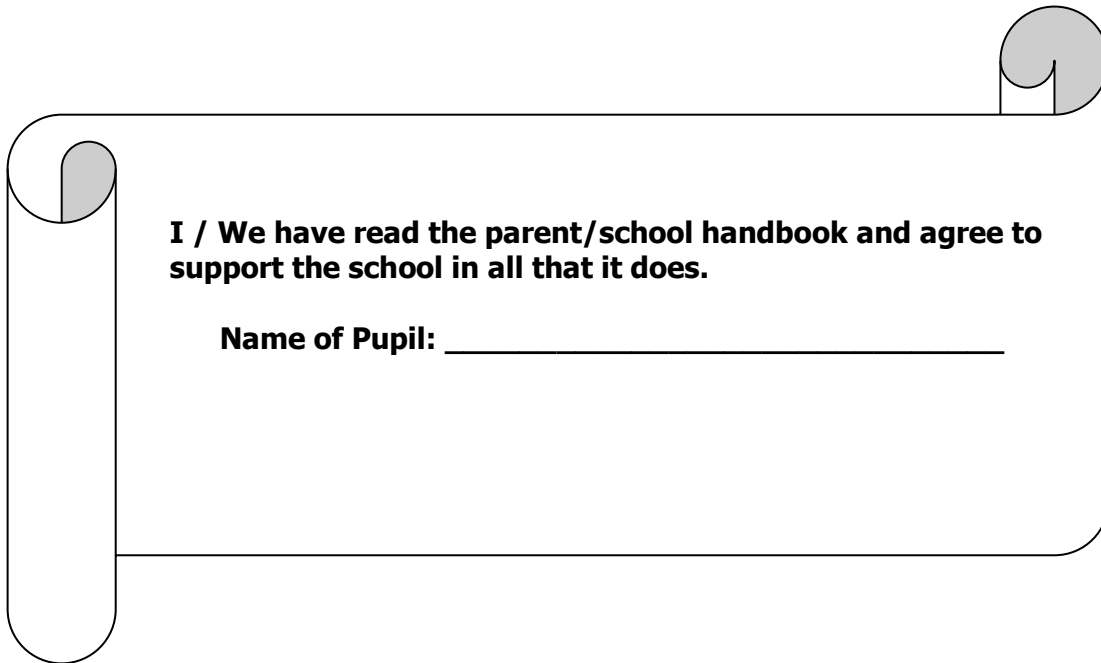
<b>REGISTRATION</b>	<b>8.40am – 8.50am</b>
AM LESSON	8.50am - 10.30am
<b>15 MIN BREAK BETWEEN</b>	<b>10.30am – 10.45am</b>
AM LESSON	10.45am - 12.00pm
<b>LUNCH</b>	<b>RECEPTION 12.00pm - 1.20pm</b> <b>YEAR 1 12.10PM - 1.20PM</b> <b>YEAR 2 12.20PM – 1.20PM</b>
PM LESSON	1.20pm - 3.20pm

**DAILY TIMETABLE FOR  
KEY STAGE 2 (YEAR 3, 4, 5 AND 6)**

<b>REGISTRATION</b>	<b>8.40am – 8.50am</b>
AM LESSON	8.50am - 10.45am
<b>BREAK</b>	<b>10.30am – 10.45am</b>
AM LESSON	11.00am - 12.20pm
<b>LUNCH</b>	<b>12.20pm - 1.20pm</b>
PM LESSON	1.20pm - 3.20pm

**PLEASE REMOVE THIS PAGE AND SIGN THE AGREEMENT AND RETURN TO SCHOOL**

**HOME / SCHOOL AGREEMENT**



**I / We have read the parent/school handbook and agree to support the school in all that it does.**

**Name of Pupil:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Parents/Carers**

**Signed:** \_\_\_\_\_ **Pupil**

**Signed:** \_\_\_\_\_ **Class Teacher**

**PLEASE TURN OVER**

**Parent/Carer Feedback**

**At King's Oak Primary School we value the views of parents/carers and others. If you have any comments regarding this booklet please feedback below:**

**Signed.....**

**Print Name.....**

**Date.....**

**Thank You**



## Our Mission Statement

King's Oak Primary is a school where people are welcomed, excellence is pursued, efforts are valued, ambition is nurtured and the potential of every child is realised

The staff, governors, and pupils of King's Oak all believe in the following aims:

To have pride in ourselves, in our endeavours and in our achievements

To be reflective and thoughtful learners, using our experiences so that we are prepared to be better tomorrow

To encourage co-operation and collaboration, everyone taking responsibility for all that they say and do

To celebrate and respect the diverse community in which we live and appreciate our responsibilities as global citizens

To be determined and courageous in all that we encounter and to be equipped to deal with the future

To provide a safe, creative and stimulating environment to work and play in which learning is fun and enjoyable