

# Oaklands Junior School



## GENERAL INFORMATION

**Oaklands Junior School has “embedded a culture of high expectations for all, underpinned by a clear vision of “learning to think and thinking to learn.” Achievements are celebrated prominently from the front door throughout the corridors and classrooms. As a result, pupils are self-confident, articulate and proud of their school.”**

**“Oaklands Junior School has a particularly warm and welcoming atmosphere. Pupils are happy, confident and display very constructive attitudes towards their work, the school and each other.”**

**OFSTED OCTOBER 2016**

## **INTRODUCTION**

Oaklands Junior School opened in September 1963 and is wholly maintained by Wokingham Borough Council. At first it had its own infant department, but in 1967 a separate Infant School was opened on the same site. If you have children of infant age to be admitted, you should contact the headteacher at Oaklands Infant School, telephone (01344) 774644 (or at the same postal address as the Junior School).

## **ORGANISATION**

Oaklands Junior School has a 'Standard Number' of 64 (i.e. 64 pupils may be admitted to each year group).

The planned admission number for Oaklands Junior School is 256. The pupils are arranged into four year groups of up to 64 children and each year is made up of two classes each with a range of abilities. Although for much of the time your child will be with their class teacher, there will be times when pupils will work with other adults.

## **ACCOMMODATION**

The school has:

- ◆ Eight classrooms with interactive white boards.
- ◆ A terrapin classroom / children's kitchen
- ◆ A computer suite accommodating 33 computers.
- ◆ Eight separate workspaces for small group work.
- ◆ A large library.
- ◆ An assembly hall/gymnasium/dining hall.
- ◆ A playground with an adventure play area and low level climbing wall.
- ◆ An extensive playing field with a wooded area.
- ◆ A pond.
- ◆ Year group gardens.

## **FACILITIES**

The school is very well equipped with many teaching aids and resources for all areas of the curriculum.

Computers play an important part in children's learning and are widely used throughout the school. Each classroom has an interactive whiteboard and the school has more than 45 computers which are for pupil use. They are situated in the classrooms, library and the computer suite which can accommodate a class size group of children.

The school's computer system is networked. The use of the Internet is encouraged throughout the school with access appropriately monitored. The school's E-Safety policy is available to view on our website.

Each year group has its own cloakroom area with separate boys and girls toilets.

## **STAFFING ARRANGEMENTS**

The governing body recognises the importance of recruiting and retaining a very high calibre staff. We currently employ:

- ◆ A headteacher.
- ◆ A deputy headteacher.
- ◆ A SENCo
- ◆ 7 full time teachers (including the deputy headteacher).
- ◆ 5 part time teachers.
- ◆ 10 teaching assistants.
- ◆ An IT technician.
- ◆ A Business Manager.
- ◆ An admin officer.
- ◆ A site controller.
- ◆ A Parent Support Advisor – The role of a Parent Support Advisor is to offer non-judgemental and impartial advice and guidance to parents and carers of school age children. This is a school based service that provides free and confidential support with a number of issues such as general parenting concerns, school transition and attendance, relationship breakdown and behaviour management to mention a few. PSAs offer this support in many ways including one to one support, parenting courses, signposting to local services and drop-in coffee sessions. Our PSA also offers this same service to our Infant School parents.

## **SCHOOL ACCESS**

For security reasons the school gates are opened and locked at the following times:

### **Butler Road Pedestrian Gate**

Mornings:

- ◆ Opened: 8.30 a.m. daily
- ◆ Closed: 9.00 a.m. daily

Afternoons:

- ◆ Opened: 3.00 p.m. daily
- ◆ Closed: 6.15 p.m. daily

To gain access outside of these times an entry phone system is used. A fence separating the path from the car park indicates the route to the school's reception and playground.

### **Butler Road Main Gate**

This will be open between 4.30 p.m. and 6.15 p.m. To gain access outside of these times an entry phone system is used. All visitors are asked to report to reception, sign in and collect a visitor's badge.

### **Ellis Road Pedestrian Gate**

Mornings:

- ◆ Opened: 8.30 a.m. daily
- ◆ Closed: 9.30 a.m. daily

Afternoons:

- ◆ Opened: 3.00 p.m. daily
- ◆ Closed: 3.45 p.m. daily

Please note that all these times are approximate and may vary slightly without notification.

## THE SCHOOL DAY

- ◆ Morning session: 8.50 a.m. – 12.05 p.m.
- ◆ Mid morning break: 10.45 a.m. – 11.00 a.m.
- ◆ Lunch break: 12.05 p.m. – 1.15 p.m.
- ◆ Afternoon session: 1.15 p.m. – 3.20 p.m.

For safety reasons, under no circumstances should children arrive at school before **8.40 a.m.** Please note that lateness, especially for the morning session, causes a great deal of inconvenience and will be noted on the register.

Please send **written** notification if you wish to collect your child during school hours with details of the reason.

## SCHOOL MEALS

School meals are eaten in the school hall. Parents may choose, on a daily basis, whether to purchase a set hot main meal, vegetarian option or jacket potato. Salad from the salad bar is freely available every day for all children to help themselves. Parents may also choose to send their child to school with a packed lunch.

Meals can be paid for in advance through the school's online payment system, which is the preferred method, or by cash or cheques made payable to "Caterlink". The set meal can also be paid for on the day of purchase, in cash, at the till in the school hall immediately following assembly. The cost of this meal will be published prior to the start of the academic year.

For parents sending their children with packed lunches, it is important to note that there are no designated storage facilities for these lunchboxes. Parents are therefore requested to send lunches in small, airtight and durable containers.

Please do not send any food that contains **NUTS** or **PEANUTS, such as Nutella and Peanut Butter**, as we have some children with serious nut allergies.

### **Free School Meals**

Some children are entitled to free school meals. Please contact the headteacher or school admin officer to discuss this, especially if you are receiving Income Support. All enquiries will be treated in complete confidence.

### **Sweets and Snacks**

We encourage the children to bring in fruit or vegetables as a mid-morning snack if they wish. Pre-packaged snacks such as crisps, sweets or cereal bars **are not allowed**.

Children are also strongly encouraged to bring in water in a named plastic bottle which can be refilled during the day.

## **AIMS OF THE SCHOOL**

Oaklands Junior School is well established as a focal point of the community. It aims to uphold its reputation as a centre of learning. The school is most fortunate in having extremely supportive parents and governors, experienced and conscientious staff and a high proportion of well-motivated children.

We will:

### **Provide a high quality of education which meets the needs of each child by:**

- ◆ Delivering a broad and balanced curriculum incorporating the requirements of the new National Curriculum.
- ◆ Encouraging each child to want to learn in order to reach his/her potential.
- ◆ Maintaining high standards of attainment for all our pupils.
- ◆ Preparing pupils for the next phase of their education.

### **Maintain a supportive environment in which children can develop morally, spiritually, socially and physically by:**

- ◆ Developing honesty, confidence, self reliance and self esteem.
- ◆ Fostering a tolerant and caring attitude throughout the school.
- ◆ Encouraging self discipline and responsible behaviour.
- ◆ Creating opportunities to work with partners (parents, other schools, churches, etc.) in classrooms, assemblies and off-site activities.

### **Promote a learning ethos for all members of our community by:**

- ◆ Maintaining a safe, stimulating working environment in which all members can learn.
- ◆ Encouraging all pupils, teaching and support staff, governors and parents to achieve their very best.
- ◆ Providing a programme of professional development and encouraging all adults to take part.

**We are a healthy school** and we work to ensure that it is a happy place for children to learn and staff to work. Oaklands Junior School values all pupils and staff alike and provides all that is required for each person to develop personally, socially, physically and emotionally.

### **Heart Start**

We have achieved Heart Start status which is an initiative co-ordinated by the British Heart Foundation to teach the public what to do in a life-threatening emergency. A number of our staff have been trained to deliver the programme to the children, who will be taught these essential skills during their time at Oaklands Junior School.

### **Sports Mark**

We were awarded Sports Mark in 2008 as recognition of the range of sporting activities we offer our children within the curriculum and as extra curricular activities.

## **SAFEGUARDING**

At Oaklands Junior School we recognise that all adults, including temporary staff, volunteers and governors, have a full and active part in protecting our pupils from harm, ensuring that their welfare is our paramount concern.

All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The school's Safeguarding Policy is available to view on the website.

More information can be found on the following website: Wokingham Safeguarding Children Board  
<http://wokinghamlscb.org.uk/>

## **EQUAL OPPORTUNITIES**

Oaklands Junior School is committed to equal opportunities and aims to be a school where everyone:

- ◆ Is respected and respects others.
- ◆ Takes part in the life of the school.
- ◆ Achieves their potential.
- ◆ Develops skills essential to life.
- ◆ Exercises choice.

We will ensure that the best education possible will be available to all pupils, irrespective of their ethnic background, gender, disability, religious or linguistic background.

We will do our best to ensure that all opportunities in our school are available to all pupils.

Everyone in our school will be treated fairly and given every opportunity to develop.

We will do our utmost to ensure that no group is unfairly treated and that all children are given the same opportunities to progress.

Racist, homophobic, sexist or bullying incidents will not be tolerated and will be dealt with promptly; support will be available to pupils and staff.

The school's Equality Statement is available to view on the school website.

## **DISABLED PUPILS**

It is the policy of Oaklands Junior School to give all children an equal opportunity to learn and to work towards achieving their full potential. We aim to give all children, regardless of disability, access to a broad and balanced curriculum, with resources appropriate to their needs.

### **Oaklands Junior School Accessibility Plan**

As a result of legislation, the school has drawn up an Accessibility Plan setting out our key objective which is to create a rich environment which enables pupils to participate fully in the school community by identifying and eliminating barriers that could prevent this.

Oaklands Junior School will undertake to meet its key objective by developing three key areas:

- ◆ Access to the curriculum
- ◆ Access to the physical environment
- ◆ Access to information

### **Access for the disabled**

- ◆ Wheelchair access is available throughout the school
- ◆ There is a toilet for the disabled adjacent to the school hall
- ◆ A disabled car parking space is adjacent to the main entrance
- ◆ There is a hearing loop in the reception area and the school hall

## **PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

Oaklands Junior School recognises the importance of effective provision for SEND and complies with the requirements of the Code of Practice on the identification and assessment of children with special educational needs or disabilities. A copy of the SEND policy is available on the school website.

The school employs an experienced Special Educational Needs Co-ordinator (SENCo) to manage the school's day-to-day SEND provision in consultation with the headteacher. Our SENCo also works with small groups of children. All year groups have teaching assistants and part of their brief is to assist and support children with special educational needs or disabilities.

The school considers that to support children with special needs effectively there must be a partnership between home and school. If a child is identified with specific difficulties, parents will be fully consulted and advised as to the type and nature of support being put in place to assist their child's learning. Parents will be encouraged to be involved in their child's programme of work and will be informed regularly of progress their child is making.

## **MOST ABLE AND TALENTED PUPILS**

At Oaklands Junior School we recognise that every child has their own particular talent and we take pride in celebrating and encouraging our children to foster and develop these talents, whether this is in school or outside of school.

In school, pupils will be suitably challenged in all their school work by ensuring that they are working at a level which is appropriate to their ability and which stretches them. Sometimes identified pupils will be working independently towards their challenging personal targets and at other times they may be working in extension groups with their peers.

The school has a Most Able and Talented policy which is available to view on our website or from the school office, on request.

## **BEHAVIOUR**

We believe children achieve their best in school when they are taught in a lively and friendly atmosphere within an orderly and well-structured environment.

By developing their self discipline, based on a sense of responsibility and care for others, rather than a fear of punishment, pupils learn their duties and obligations towards others.

On the occasions when a child misbehaves, teachers exercise the kind of control that would be administered by a caring and responsible parent. Punishment, where necessary, will be by a variety of sanctions and withdrawal of privileges. Parents will be notified if problems are of a particularly serious or persistent nature.

Our school rules are based on common sense and are communicated to the children orally at intervals during the school year as appropriate. Parents are notified of major changes by letter.

The school has Behaviour and Anti-Bullying policies and a Behaviour Statement which are all on the school website.

## **HOME AND SCHOOL**

It is essential that parents and teachers work together if children are to achieve their best. Home and school both have their part to play in the education of our children and it is important that this partnership should be close and harmonious.

The school operates an open-door policy and the staff can usually be seen with very little delay or formality. A suitable time before or after school can be agreed by talking to the relevant member of staff or telephoning the school to arrange a meeting.

Formal parent consultation evenings, at which you may discuss your child's progress with their class teacher, take place usually in the Autumn and Spring terms. A written report on your child's progress is sent home in the Summer term.

At the start of each academic year, parents will be invited to attend a Parents' Forum which will provide parents with the opportunity to meet their child's new class teaching team and to familiarise themselves with the class arrangements for the year.

Parents are very welcome in school and we are delighted that many assist us regularly by, for example, volunteering to help with individual reading, art and technology lessons or accompanying children on school trips.

A strong partnership between Home and School is essential to fully support pupils in every aspect of school life. Parents and teachers both have a part to play in the education of the children and by close communication and cooperation, they can work together to give children the best chance of achieving their full potential.

### **Homework**

Each term, parents receive a Curriculum booklet outlining the programmes of work to be studied by their child. This booklet also outlines the patterns of set homework that children will be expected to undertake during the term, so that parents are aware of our expectations. A new homework grid allows greater flexibility for choice and creativity, which fits well with our Thinking. Teachers try to ensure that homework instructions and expectations are made clear to both children and parents and that

amounts of set homework are by no means over-burdening for pupils. However, parents should be aware that the amount of set homework will increase as children progress through the school. All children are encouraged to undertake extension work on a voluntary basis to supplement work covered at school.

Parents are requested to:

- ◆ take an active interest in their child's homework
- ◆ give appropriate advice and assistance
- ◆ encourage good standards in presentation
- ◆ ensure adequate time is set aside for regular homework
- ◆ ensure tasks are completed in a suitable environment where pupils can work independently or together with a parent
- ◆ show that they value the homework set and support the school in explaining to children how it can help them learn
- ◆ ensure work is returned to school on time
- ◆ ensure the homework diary is filled in correctly and signed weekly
- ◆ give praise for their child's efforts

Staff will be pleased to discuss any concerns arising from a child's set homework. If requested, teachers willingly give guidance on activities children may do during the school holidays. However, staff will not set homework tasks for children whose parents take them out of school for family holidays during term time. A copy of the Homework policy is available on the website.

## **Homework Diary**

Each child has a homework diary in which to write down their weekly homework. It is a two-way means of communication that may be used by teachers or parents to write messages. Parents are requested to check their child's diary daily and to sign it each week. Parents may also wish to send messages into school via the homework diary. Please ensure when this happens, your child shows the relevant teacher, as diaries in school are generally only checked once each week.

## **OPTIONAL ACTIVITIES**

### **School Organised Activities**

A number of optional lunchtime and after school activities are often available. The choice varies according to the interests of the children and the staff available to take them. The range of activities often includes the following:

- |                    |                  |
|--------------------|------------------|
| ◆ Belleplates      | ◆ Cricket        |
| ◆ Choir            | ◆ Gymnastics     |
| ◆ Football         | ◆ Gardening Club |
| ◆ Tag Rugby        | ◆ Library        |
| ◆ Netball          | ◆ French Club    |
| ◆ Badminton        | ◆ Art Club       |
| ◆ Cross Country    | ◆ Puzzle Club    |
| ◆ Circuit Training | ◆ Kurling        |
| ◆ Computer Club    | ◆ Cookery Club   |

## **Musical Instrument Lessons**

The following musical instrument lessons are available:

- ◆ Violin
- ◆ Woodwind
- ◆ Recorder
- ◆ Drums
- ◆ Brass
- ◆ Guitar
- ◆ Keyboard

Lessons take place during normal lessons, break times or after school. They are taught by visiting teachers. A charge is made for these lessons and details are available from the school office, on request.

## **THE BEEHIVE AFTER SCHOOL CLUB & BREAKFAST CLUB**

The Beehive After School Club and Breakfast Club are run independently of the school by The Beehive. The clubs, which accept pupils from both the Infant and Junior schools, offers a safe place for children, outside of school hours, to enable parents to work, study or just have time to themselves.

The After School Club opens five days per week and operates for two days in the Junior school (usually Monday/Tuesday) and three days in the Infant school (usually Wednesday/Thursday/Friday). Sessions are from 3.15 p.m. to 6.00 p.m., term time only.

It provides a range of activities in a comfortable and well-supervised environment. Arts and crafts, games and sport, story telling and outdoor play are just some of the activities offered. There is always an opportunity for homework and quiet play. Activities vary each day and each week to meet the children's social, physical, intellectual, cognitive and emotional needs.

The Breakfast Club opens five days per week and is based in the Junior terrapin. Sessions are from 7.30 a.m. to 8.50 a.m., when school starts, term time only.

Further information including charges and details of how to book may be obtained from the school office.

## **PTA**

We are extremely fortunate in having a very supportive PTA which organises a varied programme of events, which may broadly be categorised into three groups – educational, social and fundraising activities. Fundraising events include a Summer Fete, a Christmas Fayre and a '100 Club' where, for a small subscription, monthly cash prizes can be won by the members whilst raising money for the school.

Funds raised provide items of equipment that the school may not otherwise be able to afford and the PTA also provides funds towards employing one of our Teaching Assistants. The resources funded greatly enhance the quality of education we are able to provide for the children.

The PTA supports both the Infant and Junior schools and all Oaklands' parents are automatically members of the Association. New volunteers are always being sought by the sub-committees which organise the various events. No matter how little time you think you have to spare, please offer your help and don't wait to be asked. You may contact the PTA via either school office.

## **24 Hour Personal Accident Insurance for Pupils**

If an accident occurs at school, neither the school nor the Local Authority will automatically provide financial compensation. The PTA can provide personal accident cover for pupils at the school. Please contact the PTA via the school office for more details.

## **LOST PROPERTY**

Children are encouraged to look after their own and other people's property. Parents are therefore reminded that all items of clothing and other personal property such as bags, watches, purses, personal reading books etc must be clearly named. Please note that whilst every effort is made to safeguard property, the school cannot accept responsibility for any loss or damage.

## **ABSENCES**

In the interests of safety, parents are requested to telephone the school on the first morning of absence, **before 9.30 a.m.** when the registers are closed, so that absences can be accounted for. If an illness persists, please contact the school each morning.

## **HOLIDAYS**

Parents are reminded of the importance of not taking their children on holiday during term time, as children will be losing valuable learning opportunities.

From September 2008, in support of the Local Authority, family holidays in term time have not been authorised unless there are truly exceptional circumstances. In order to ascertain this, it is very important that the holiday request form is completed as fully as possible and as early as possible. From February 2014 Fixed Penalty Notices can be issued by the Education Welfare Service for unauthorised absences from school. Details can be found on our website.

Each application will be considered on its own merit; absence for 'odd days' taken in term time is not deemed acceptable and will not be authorised unless there are very exceptional circumstances. Please refer to our school website where you will find the Wokingham Borough Council Primary Attendance Policy which lays out the rationale and processes that will be followed.

## **PUPIL ATTENDANCE**

The DfE requires schools to distinguish between authorised and unauthorised absences, and to publish the following information

### **PUPIL ATTENDANCE RECORDS FOR SEPTEMBER 2016 – MAY 2017**

Pupils on attendance roll for at least one session	<b>250</b>
Total number of possible pupil sessions	<b>71547</b>
Total number of authorised absences	<b>1658</b>
Number of pupils with at least one authorised absence:	<b>210</b>
% of sessions for authorised absence	<b>2.2</b>
Number of unauthorised absences	<b>325</b>
Number of pupils with at least one unauthorised absence	<b>58</b>

% of sessions for unauthorised absence	<b>0.4</b>
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## **EMERGENCIES**

In the event of sickness or injury at school, we will need to make contact with parents. Please make sure we have an up-to-date address and contact number so that we can reach you in an emergency.

Changes of current address and home, work or mobile telephone numbers should always be promptly notified to the school office.

Heart Radio and Radio Berkshire will relay information of school closures in the case of emergencies e.g. bad weather, heating failure etc. Information will also be placed on the school's website [www.oaklandsjunior-school.org.uk](http://www.oaklandsjunior-school.org.uk) and Scopay will be used to inform parents by text/e-mail. In the event of technological failure we will do our best to put a notice at the school gates.

Please note Broadmoor Procedures are contained within this pack.

## **CAR PARKING**

Oaklands Junior School is very aware of the disruption that parking at the beginning and end of the school days causes to our neighbours and seeks to minimise this by asking our parents to park sensibly and safely at all times. Neighbours who suffer from repeated incidents of not being able to enter/exit their drives are advised to take the registration number of the car concerned and report it to the police on 101.

It is vitally important that the zigzag areas, marked on the roads, are kept clear of all cars because they serve as a sterile area in which children and their parents can cross the road safely. Parents should leave their cars and escort their children across the roads and not let them cross unattended. Furthermore, drivers are requested not to park opposite the zigzag lines, on grass verges, on the corners of road junctions or across the driveways of houses.

We request parents park as follows:

### **Ellis Road:**

<b>AM</b>	park on the <b>SCHOOL SIDE</b> when delivering children
<b>PM</b>	park on the <b>OPPOSITE SIDE</b> when collecting children

### **Butler Road:**

<b>AM</b>	park on the <b>SCHOOL SIDE</b> when delivering children
<b>PM</b>	park on the <b>SCHOOL SIDE</b> when collecting children

As part of our Healthy Schools initiative we encourage all children to walk to school.

### **DO NOT DRIVE INTO THE SCHOOL GROUNDS UNLESS:**

- ◆ You are collecting a child who is poorly
- ◆ You are depositing or collecting bulky materials

If you have a disability and need access to the school grounds on a regular basis, please arrange this in advance with the school admin officer. Please note that there is a **5 M.P.H.** speed limit throughout the school grounds.

**PLEASE PARK SENSIBLY, BE CONSIDERATE TO LOCAL RESIDENTS  
BY NOT PARKING ACROSS THEIR DRIVEWAYS AND, ABOVE ALL,  
ENSURE THE SAFETY OF ALL OUR CHILDREN**

## **BICYCLES**

Children in Years 3-5 may cycle to school provided:

- ◆ they wear a safety helmet
- ◆ they are accompanied by an adult

Children in Year 6 may cycle on their own to school provided:

- ◆ they wear a safety helmet
- ◆ they are undertaking, or have passed their bikeability test

Parents are recommended to supply their children with a sturdy padlock for their bicycle, which should only be secured to the bike rack. Please note that whilst every effort is made to safeguard property, the school cannot accept responsibility for loss of or damage to bicycles.

Children and adult cyclists are asked to dismount at the school gate and walk their scooter or bicycles to the bicycle shelter. Similarly, children and adult cyclists are asked to walk their bicycles to the exit and not to cycle in the school grounds.

## **DOGS**

Dogs (except guide dogs) are not allowed in the school grounds at any time, unless permission has been given e.g. class teachers may invite families to bring pets into school as part of topic work.

## **NON-SMOKING SITE**

Smoking is **not** permitted anywhere on the site and this also includes E-cigarettes.

## **MEDICAL INFORMATION**

The school has a comprehensive Medical Procedures and Protocols policy which is available on our website, together with the Supporting Pupils at School with Medical Conditions Policy.

### **Prescribed pills and medicines**

#### **Short term medication**

Occasionally, where a child is well enough to be at school but needs to complete a course of prescribed medication, a child will need pills or medicine to be administered in school.

The school admin officer may be able to administer medication to your child if you complete the relevant form, which is available from the school office, on request. **Under no circumstances may the child administer their own medication.**

Medicines **must** be handed in to the school office and collected by an adult.

*Please note this is a service to parents and the school reserves the right to withdraw it at any time.*

### **Long term medication**

Some children may need to take long term medication or may need to have immediate access to it in a medical emergency (asthma inhalers, epipens). If you wish your child to have access to long term medication, please complete the relevant form, which is available from the school office. Epipens are kept in the school office and the child's classroom, inhalers are kept in the child's classroom and both are easily accessible from the class teacher.

Please note, if your child has a more severe medical condition we do need your permission to display a photo with their medical needs in our medical room and in the staff room to ensure all staff are aware.

### **Head lice**

Parents are asked to check their child's hair every Friday if possible. This has proved to be more effective in controlling head lice as inspections by the school nurse have now been discontinued.

If head lice or the eggs are discovered, please keep your child at home until you have commenced treatment and have notified the school. Although this tends to be an emotive issue with parents, it is a perfectly normal childhood occurrence and will be treated as such by school.

## **POLICIES AND PROCEDURES**

School policies, schemes of work and general documentation are all available for parents to view on the school website or from the school office on request.

### **Admissions**

Children normally qualify to start Junior School at the beginning of the academic year (September 1<sup>st</sup> – August 31<sup>st</sup>) in which their 8<sup>th</sup> birthday falls.

Most of our intake transfers directly from Oaklands Infant School. New 'linked school' criteria will reduce the risk of a child in the Infant school failing to gain a place at the Junior school, but parents are advised that they are still required to make an application to the local authority for a place at Oaklands Junior School. Children from outside the designated area can be considered if a place is available, but you should visit your own designated area school first.

To apply for a place for your child at Oaklands Junior School, you will need to apply through your home local authority (the one to whom you pay your council tax). Wokingham residents should use the Wokingham Local Authority's application form or you can apply online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Bracknell Forest residents can view information on the Bracknell Forest website or contact Bracknell Forest School Admissions Team on 01344 354023 / 354144 or by e-mailing [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk).

For the latest copy of the document 'A Parent's Guide to Primary School Admissions in the Wokingham Borough Council Area' which includes information about Oaklands Junior School you should contact Wokingham Schools Admissions Team on (0118) 974 6245 or by emailing [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)

### **Transfer to secondary school**

The majority of children leaving Oaklands Junior School transfer to Edgbarrow School as most live in the area traditionally served by this school. However, some transfer to other state and independent schools.

Information regarding transfer to county secondary schools is sent out by the Local Authority in the Autumn term of a child's last year in junior school. It is always helpful if parents discuss with the staff any special arrangements they may have in mind for secondary schooling as early as possible. The headteacher will be pleased to discuss the options available. Please note that it is the parent's responsibility to seek information about transfer arrangements to schools in the independent sector.

### **Charging Policy**

The governing body recognises the value that a wide range of additional activities, including clubs, trips and residential experiences, add towards pupils' personal and social education. The governing body aims to provide and promote such activities both as part of a broad and balanced curriculum for the pupils of our school, and as optional activities.

Parents may be asked to make a voluntary contribution towards activities organised by the school. A pupil's place will not automatically be forfeited as a result of their parent's failure to make such a contribution. The school reserves the right however, to determine whether the level of voluntary contributions makes the activity viable.

Families who are suffering financial hardship or who are in receipt of income support are invited to apply, in complete confidence, for part or all of the charges to be waived. Authorisation for such a waiver will be made by the headteacher in consultation with the chair of governors.

A full copy of the Charging policy is available to view on our website or from the school office, on request.

There is an annual voluntary contribution of £20 towards Art and DT materials, which is requested at the beginning of the academic year. These parental contributions are valued and enable us to provide a higher standard.

### **Damage to school property**

The school reserves the right to charge for damage to its property, though in practice it will do so only when it is clear that damage was wilful or resulted from the flouting of school rules. The school also reserves the right to charge for lost library books, school textbooks and any other items lost or damaged at home. It is hoped that, as a taxpayer, you will approve of this policy.

### **COMPLAINTS PROCEDURE**

Oaklands Junior School works hard to foster and maintain excellent relationships with parents and other interested parties, and to resolve, satisfactorily, any issues raised. It is hoped that discussions, initially with the class teacher, would allay concerns and resolve any issue. However, if this is not possible, please contact the lower school or upper school team leader, deputy headteacher or headteacher who would hope to discuss the matter further resulting in an acceptable conclusion for all parties. Occasionally matters may become the subject of a formal complaint to the governing body. If these investigations fail to provide a satisfactory response, the complaint would then be referred to the Local Authority. A complainant, who remains dissatisfied after the complaint has been fully considered under the above arrangements, will still be able to make a complaint to the Secretary of State. However, the Secretary of State will not be able to entertain any such complaints unless they have been through all the stages of approved local arrangements. A copy of the general Complaints policy and procedure is available to view on our website or from the school office, on request.