

# Oaklands Junior School



## GENERAL INFORMATION

**“Leaders’ commitment to enhancing pupils’ wider development is clear. There are many opportunities for pupils to develop personally.”**

**“Pupils at Oaklands learn in a happy, safe and secure environment which they describe as ‘discrimination-free’. Pupils behave very well and have a strong sense of right and wrong.”**

**OFSTED APRIL 2022**

## **INTRODUCTION**

Oaklands Junior School opened in September 1963. At first it had its own infant department, but in 1967 a separate Infant School was opened on the same site. We are a Wokingham school but in January 2018 we became part of an academy, the Corvus Learning Trust. 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 pupil admission number of 256 (64 pupils may be admitted to each year group).

Our pupils are arranged into four year groups and each year is made up of two classes each with a balanced 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 a wealth of fantastic learning environments:

- ◆ Eight classrooms with Clevertouch white boards
- ◆ A terrapin classroom / children's kitchen
- ◆ A computer suite accommodating 33 computers & two class sets of i-Pads
- ◆ Eight separate workspaces attached to year group classrooms for small group work
- ◆ A large library
- ◆ An assembly hall/gymnasium/dining hall
- ◆ A playground with an adventure play area and an outdoor gym
- ◆ An extensive playing field with a Daily Mile Track and a woodland area
- ◆ A big red reading bus
- ◆ 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. The library and the computer suite can accommodate a whole class of 32 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, and our children are taught E-Safety termly.

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

## **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/SENCo
- ◆ 7 full time teachers
- ◆ 3 part time teachers
- ◆ 8 class teaching assistants
- ◆ 3 learning support assistants working 1:1
- ◆ A School Business Manager
- ◆ 2 part-time School Secretaries/Admin
- ◆ A Finance/Admin Officer
- ◆ A Site Controller
- ◆ A Parent Support Advisor (PSA) – 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 and signposting to local services. Our PSA also offers this same service to our Infant School parents/carers.
- ◆ An Educational Psychotherapist who works with vulnerable and troubled children struggling to learn in school. This approach is based on the premise that emotional factors and learning are closely connected and need to be addressed together.

## **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:	3.45 p.m. daily

To gain access outside of these times an entry phone system is used. After 3.45pm please use JUNIOR BUZZER only when picking up from all Oaklands Junior School Clubs. After 3.45pm please use INFANT BUZZER only when picking up from all Oaklands Infant Clubs and AFTER SCHOOL CLUB. A fence separating the path from the car park indicates the route to the school's reception and playground. In the interests of safety, children, even when accompanied by an adult, are not allowed to cross the junior car park. To approach from this entrance please use the path which passes behind the Junior School following the signs.

**Parents/carers and children must not walk along the road into the Infant School – there is no pathway and staff/delivery vehicles are constantly coming and going.**

## **Butler Road Main Gate**

To gain access an entry phone system is used. All visitors are asked to park in a neighbourhood road and report via the pedestrian gate to Reception, sign in and collect a visitor's lanyard.

## **Ellis Road Pedestrian Gate**

Mornings:

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

**Please note:** A gate has been installed at the school end of the Ellis Road pathway. Please press the appropriate button (Acorn Under Fives, Infant School or Junior School) which will connect you to that setting's office and the staff will remotely open the gate for your access to site. Please close the gate following entry / exit.

## **THE SCHOOL DAY**

- ◆ Morning session: 8.50 a.m. – 12.05 p.m.
- ◆ Mid morning break: 10.30 a.m. – 10.45 a.m.
- ◆ Lunch break: 12.05 p.m. – 1.15 p.m.
- ◆ Afternoon session: 1.15 p.m. – 3.20 p.m.

Classroom doors are open from 8.40 a.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 must collect your child during school hours with details of a valid reason. Try to avoid booking dentist appointments within the school day.

## **SCHOOL MEALS**

School meals are prepared on site for Oaklands Infant and Junior children by our school kitchen and Juniors eat in the school hall. Parents/carers 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 children to help themselves. Parents/carers may also choose to send their child to school with a packed lunch.

Meals can be paid for in advance through Culinera's online payment system. The cost of this meal will be published prior to the start of the academic year.

For parents/carers sending their children with packed lunches, it is important to note that there are no designated storage facilities for large lunchboxes. Parents/carers 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 and staff with serious nut allergies.

## **Free School Meals**

Some children are entitled to free school meals. Please contact the school office to discuss this, especially if you are receiving Income Support. All enquiries will be treated with complete confidentiality.

## **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. Our school is most fortunate in having extremely supportive parents/carers 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
- ◆ Encouraging each child to reach his/her potential
- ◆ Maintaining high standards of progress and attainment for all our pupils
- ◆ Preparing pupils for the next phase of their education
- ◆ Equipping children with the life skills they will need with our Thinking Tools and Oaklands Mindset

### **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/carers, 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/carers 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.

## **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 visitors to school wear a lanyard, colour-coded to identify them.

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

<https://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp>

## **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

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 achieve.

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**

Oaklands Junior School will 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 Deputy Headteacher with the role of Special Educational Needs Co-ordinator (SENCo) to manage the school's day-to-day SEND provision in consultation with the Headteacher. This involves working 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 strong partnership between home and school. If a child is identified with specific difficulties, parents/carers 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/carers 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 rare occasions when a child misbehaves, teachers exercise the kind of control that would be administered by a caring and responsible parent/carer. Punishment, where necessary, will be by a variety of sanctions and withdrawal of privileges. Parents/carers 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 in class and assemblies at intervals during the school year as appropriate. Parents/carers 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/carers 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 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/carer 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. Twice a year there will be a brief progress report predicting what your child is on track to achieve by the end of the year.

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

Parents/carers 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/carers and teachers both have a part to play in the education of children and by close communication and co-operation, they can work together to give children the best chance of achieving their full potential.

## **Homework**

Each term, parents/carers 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/carers are aware of our expectations. Teachers try to ensure that homework instructions and expectations are made clear to both children and parents/carers and that amounts of set homework are by no means over-burdening for pupils. However, parents/carers 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/carers 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 in a quiet uninterrupted space
- ◆ ensure tasks are completed in a suitable environment where pupils can work independently or together with a parent/carer
- ◆ 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 home school 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/carers take them out of school for family holidays during term time. A copy of the Homework policy is available on the website.

## **Home School Diary**

Each child has a home school 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/carers to write messages. Parents/carers are requested to check their child's diary daily and to sign it each week. Parents/carers may also wish to send messages into school via the home school 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  |
| ◆ Tag Rugby     | ◆ Library    |
| ◆ Netball       | ◆ French     |
| ◆ Badminton     | ◆ Art        |
| ◆ Cross Country | ◆ Kurling    |
| ◆ Coding        | ◆ Cookery    |

## **Musical Instrument Lessons**

The following musical instrument lessons are available:

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

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 on the school website.

## **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, offer a safe place for children, outside of school hours, to enable parents/carers to work, study or just have time to themselves.

The After School Club operates for five days in the Infant school hall. 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 independent 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 found via the link on our website.

## **PTA**

We are extremely fortunate in having a very supportive PTA which organises a varied programme of events, which may broadly be categorised into two groups – social and fundraising activities. Fundraising events have previously included a Fireworks evening and school discos.

Our PTA also support educational activities, funding workshops that take place for specified curriculum enhancement.

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, which greatly enhances 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/carers 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 volunteer with whatever help you can give. You may contact the PTA via either the school office or from the link on [our website](#).

Our PTA also has a selection of good quality second-hand school uniform. Please contact our PTA for further details.

## **LOST PROPERTY**

Children are encouraged to look after their own and other people's property. Parents/carers 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. **Smartwatches** are not allowed in school.

Any lost property will be displayed on picnic tables in the Junior playground at the end of every term. Anything left unclaimed will be disposed of.

## **ABSENCES**

In the interests of safety, parents/carers are requested to telephone the school on the first morning of absence, **before 9.00 a.m.** when the registers are closed, so that absences can be accounted for. If an illness persists, please contact the school each morning. Anyone arriving after 8.50 a.m. will need to be signed in at Reception and this will result in a late mark on the register.

## **HOLIDAYS**

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

In support of the Local Authority and in line with the Corvus Learning Trust, 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 absence request form is completed as fully as possible and as early as possible. Forms are available from the school office or on our website. From February 2014 Fixed Penalty Notices may 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 Oaklands Schools' Attendance Policy which outlines 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 01 JANUARY 2023 – 09 APRIL 2023**

Number of pupils on attendance roll for at least one session	254
Number of pupils with at least one absence	170
% of pupils with at least one absence	66.93%
Total sessions possible for all pupils	27999
Total sessions missed due to authorised absence for all pupils	738
Total sessions missed due to unauthorised absence for all pupils	222
Total sessions missed due to overall (authorised plus unauthorised) absence for all pupils	960
Authorised absence as a % of total sessions possible	2.64%
Unauthorised absence as a % of total sessions possible	0.79%
Overall (authorised plus unauthorised) absence as % of total sessions possible	3.43%

A School Census is carried out three times in an academic school year – October, January and May. National expectations are 95%+ and anything below 90% is considered as a persistent absentee. At Oaklands Junior School, we expect attendance to not fall below 97% unless there are very exceptional circumstances.

## **EMERGENCIES**

In the event of sickness or injury at school, we will need to make contact with parents/carers. 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.

Local radio stations, such as Radio Berkshire will relay information of school closures in the case of emergencies e.g. heavy snowfall, 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 Tucasi will be used to inform parents/carers by text/e-mail. In the event of technological failure we will do our best to put a notice at the school gates in Butler Road and Ellis Road.

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/carers 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 area is left clear in the morning and afternoon during drop off and pick up times and that parents/carers collecting their children in the afternoon leave their cars in order to escort their children across the road. Furthermore, drivers are requested not to park opposite the zigzag lines, – ***this provides a safe crossing for our families and particularly for our older pupils crossing the road independently*** – or on grass verges, on the corners of road junctions.

We request parents/carers 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, if possible.

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

- ◆ You are collecting a child who is poorly.

Being late for school is not a reason to drive on site. Do not drop children off opposite the Butler Road entrance on yellow lines under any circumstances as children crossing the road are in danger of not being seen. If you have a disability and need access to the school grounds on a regular basis, please arrange this in advance with the school office by showing your Blue Badge at Reception.

---

**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 cycle test

Parents/carers 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.

## **MOBILE PHONES**

Only Year 6 pupils are allowed to bring mobile phones into school with parent/carer permission as they are becoming more responsible and are getting ready to move on to secondary school. Year 6 pupils often begin to walk home alone and a mobile phone enables them to contact parents/carers or vice versa. For safeguarding reasons, pupils are not allowed to use mobiles on school grounds and **must** switch them off on entering the school gate, handing them in to their class teacher who will lock them away in a cupboard until the end of the school day when the phones will be returned. Similarly, pupils must not switch mobiles back on until they leave the school site. Any pupil using a mobile phone on the school grounds will have their phone confiscated and parents/carers will be notified to collect. Any repetition of this behaviour, means that the right to have a mobile phone in school may be revoked.

## **DOGS**

Only guide dogs are 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. Dogs may not be left tied to the railings or carried into school at pick up or drop off.

## **NON-SMOKING SITE**

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

## **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. Please complete the necessary forms, available from the school office, if medication is to be taken during the school day. Please ensure that medication is checked regularly and within date. When short-term medication is needed e.g. Calpol, please ensure this is collected from the school office promptly following the short-term requirement.

### **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 office 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 without adult supervision.**

Medicines **must** be handed in to the school office and collected by an adult. Under no circumstances should children bring medication in to school in their school bag.

***Please note this is a service to parents/carers 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 medical box and both are easily accessible from the class teacher. Medical boxes are taken outside for PE and other activities which take place outside the classrooms.

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, the breaktime/lunchtime medical suitcase and in the staff room to ensure all staff are aware.

### **Head lice**

Parents/carers are asked to check their child's hair at the weekend 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/carers, it is a perfectly normal childhood occurrence and will be treated as such by school.

## **POLICIES AND PROCEDURES**

School policies, Curriculum Intent, Implementation, Impact and general documentation are all available for parents/carers 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. Our new admissions policy includes Oaklands Infants, but parents/carers 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 may be considered if a place is available, but you should visit your own designated area school first.

If you wish your child to join Oaklands Junior School then an application for admission to Year 3 entry for 2023-2024 will need to be made to your home local authority. 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)

## **In-Year applications**

If you wish to apply for a place for your child in any year group during the academic year; then you will need to complete an In-year Application Form which can be found on our school website.

## **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. Please be aware that not all Year 6 children are eligible to go to Edgbarrow – please check admission criteria and have an alternative secondary school as a back-up.

Information regarding transfer to 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/carers discuss with the staff any special arrangements they may have in mind for secondary schooling as early as possible. Please note that it is the parent/carer's responsibility to seek information about transfer arrangements to schools in the independent sector.

We would also advise that you visit more than one secondary school to be able to make comparisons/help decide the best option.

## **Charging Policy**

Our 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. Our 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/carers 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/carer'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 confidentiality, for part or all of the charges to be waived. Authorisation for such a waiver will be made by the Headteacher, but please speak to our Parent Support Adviser, Nikki Lenon if you would like more information.

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 £40 towards Art and DT materials and Doodle Maths licences, which is requested at the beginning of the academic year. These parent/carer contributions are valued and enable us to provide a higher standard of resources for our children. You can donate this money through our Just Giving page on our website or by cash/cheque payable to Oaklands Junior School.

## **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 deliberate or resulted from the disregard of school rules. The school also reserves the right to charge for lost library books, school textbooks and any other items lost or damaged.

## **COMPLAINTS PROCEDURE**

Oaklands Junior School works hard to foster and maintain excellent relationships with parents/carers 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. The deputy headteacher would be the next point of contact before the headteacher. This protocol should result in an acceptable resolution 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 Corvus Learning Trust. 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.

## **Oaklands Junior School Governing Body**

The Governing Body is ambitious for all children and infused with a passion for education and a commitment to continuous school improvement that enables outstanding outcomes. We oversee financial performance, challenge, support, and focus on the strategic direction of Oaklands Junior school.

If you want to raise a concern, please speak with the class teacher in the first instance. We welcome your feedback if you wish to contact the Governors, please email Charlotte Kieran, Chair of Governors.

## **CONTACT DETAILS**

**Headteacher:** Mrs H West

**Address:** Oaklands Junior School, Butler Road, Crowthorne, Berkshire RG45 6QZ

### **School Office**

Telephone: 01344 773496

Email: [admin@oaklands-jun.wokingham.sch.uk](mailto:admin@oaklands-jun.wokingham.sch.uk)

**Parent Support Advisor:** Nikki Lenon

Telephone: 07748 415 285

Email: [nlenon@oaklands-jun.wokingham.sch.uk](mailto:nlenon@oaklands-jun.wokingham.sch.uk)

**Chair of Governors:** Charlotte Kieran  
Email: [chairofgovernors@ojsgovernors.co.uk](mailto:chairofgovernors@ojsgovernors.co.uk)