

# Welcome to Oaklands Junior School



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# Introduction

## Welcome

Welcome to your new school, Oaklands Junior School. We are very happy to have you here and hope that you really enjoy your time in this school.

Starting a new school can often be quite daunting so this booklet is designed to help you settle into school life and get to know your way around quickly, including adjusting to new routines and learning all the teachers' names. It also explains to you what you will need in school and all about the fun things you'll be getting up to!

## In class

Now that you're in the junior school you might think you need a bigger bag, filled with pencil-cases, and books. In fact, you won't. In Year 3 you will have writing pencils, colouring pencils, rulers, whiteboards and pens on your tables. You will also be given a book to keep spellings in and a thinking book for jotting down ideas.

The only books you will be carrying to school on a regular basis will be your homework diary and reading book. You must also bring a named water bottle. As these are the only things you will be carrying, it makes sense that you won't need a large bag. The space for bags is limited so please bring a named bag that will easily fold flat. It must be large enough to carry an A4 size folder, which we provide for you, for homework sheets.

## Uniform

BOYS / GIRLS
Smart grey / navy blue trousers / navy blue skirt / pinafore dress (skirts or dresses to be a decent length of just above the knee or longer)
Pale blue traditional shirt / blouse / polo shirt with collar Navy blue jumper / cardigan / sweatshirt
Grey / navy blue socks / tights Sensible black shoes with low heels and no additional colours
<b>Optional for summer:</b> Blue / white gingham dresses Tailored / grey shorts White socks

If you come to school wearing a jumper or cardigan, please wear them or if you get too hot, take them off and put them in your bag or on your coat peg when not in use. We do not like these tied around waists or around necks as they look untidy.

On PE days, you will wear your kit to school. You will be told when your PE days are in September. PE Kit is a yellow T-shirt (or royal blue T-shirt if this is what you still have from our Oaklands Infants that may still fit – you can wear this until it no longer fits and then your parent/carer will buy you a yellow T-shirt), navy shorts and trainers. You will require socks to wear with your trainers. During the winter, we would recommend wearing tracksuit bottoms (which must be navy blue) with your school jumper.

You also need to have an art apron in school all week. The apron can take the form of an old T-shirt or cooking apron. Your art apron should be given to your class teacher who will store it for you. We also ask that you bring in a pair of headphones for computing lessons and when we use the iPads.

If you have long (shoulder-length or longer) hair, then it should be kept up whilst at school. It means that it won't get in your way when you're working and so it won't distract you. Also, long hair needs to be tied up for PE (boys and girls). Make sure your hairband and hair clips are school colours and of a small size!

# **Daily Routines**

## **First thing**

In the morning you will be welcomed into your classroom through the outside door by your teacher or teaching assistant.

Once you come inside you can hang your coat on your named peg outside the classroom. You will then need to take your things out of your bag and carefully put it on your coat peg. Next, find your seat inside the classroom. Make sure that you do not leave anything in your bag that you will need.

You will have a morning activity ready for you which you can complete whilst your teacher will call the register and check your lunch orders or ask if you are having a packed lunch. If you are having a school dinner there are usually four options, which include a hot dinner, a vegetarian option, a jacket potato or a sandwich which can be ordered by your parents before 8am each day. You may also bring your own packed lunch. We are a nut-free school so please ensure that you do not have Nutella or any nut products as we have people in school with severe allergic reaction to nuts.

## **Reading**

In your first week, you will be given a reading book and a homework diary. When you have finished reading the book and need it to be changed, you need to remember to place it, along with your diary, in the reading book tray. Once it has been changed it will be given back to you.

Reading is really important so be sure to take your reading book and diary home every day. When you have read to your parent or carer, make sure they write it in your diary. You should aim to read for 10 minutes (either in the morning or evening) at least five times each week. If you manage this (or more!), you will earn yourself a house point. If you read five times a week, for half a term, you are a super reader and you could earn yourself a merit!

## **Homework**

Throughout the school, we currently use Microsoft Teams to give you your homework. You will be taught how to log in and use them both in school. It is very useful to make sure you know how to spell your name and know where the @ key is on a keyboard.

As well as your maths and English homework, you are also expected to practise your times tables, and learn your weekly spellings by completing a spelling activity.

## **Assemblies**

As you will see when you are given your timetable, there is an assembly every day and it usually lasts about 15 minutes with a singing assembly on Fridays that lasts for 30 minutes. As we have assembly every day, we have to make sure we are always on time for it. Entering the hall in silence and sitting down as quickly as possible will make sure we stick to time and that we don't run into play time. Also make sure your shirt is tucked in and that you look tidy, with no cardigan or jumper tied around your waist.

## **Playtime and Lunchtime**

The buzzer will sound for morning break. This is a chance for you to get some fresh air, go to the toilet and eat your snack. The only snacks allowed are fruit or vegetables. Sweets, crisps, cereal bars or fruit winders are NOT ALLOWED. If you have any worries about your snack, please ask your teacher.

At lunchtime, each year group takes it in turn to have first lunch. You will have first lunch for the first couple of weeks until you are used to the new routine. A lunchtime controller will ring a bell and hold up a card to show which class is to go in for lunch. You will use the hand sanitizer on entry into the hall and then line up at the counter where the kitchen staff will be able to check your order. If you are having a packed lunch you will be able to sit at a table as soon as you enter the hall. If you are having a school lunch you should queue at the serving hatch to collect your dinner. Our Year 6's will be with you for the first few weeks to help you with new routines. Every day there is a salad bar with up to 8 choices of salad which you can freely add to your main course. Try not to overload your plate as you can visit the salad bar for more if you would like to. Sit with your friends and enjoy your lunch. When you have eaten your dinner (including your pudding), put your hand up so the lunchtime controllers know you are ready to go outside again. Please make sure you also help yourself to a beaker of water from the trolley. The lunchtime controllers will show you where to put your tray and plate as you will be expected to clear away yourself.

Once you are outdoors there are many things for you to do, including using the adventure playground. Each year group takes it in turn, and you will be shown how to use it safely. There are also plenty of playground games for you to enjoy.

If you feel a bit lost or lonely, go to sit on the colourful buddy bench and someone will come to talk with you.

As well as having plain water in your water bottle in class, there is water available on a trolley near the hall during lunchtime that you can go and help yourself to this, even when you have left the hall after lunch.

Make sure if you need to go to the toilet you go in your break times and lunchtimes and let the adult on duty know if going into school from the playground. It is sometimes difficult for your teacher to let you go during lesson times, when tasks are being set or new topics are being taught, as you will miss instructions or important information.

At the end of break and lunch, a whistle will be blown and you will need to line up. There will be two lines and your teacher will tell you where to stand. If you are unsure of where to line up, watch to see where your teacher stands, as they will always stand at the front of your line. When you line up, you need to make sure you always stand quietly so that you can hear your teacher's instructions and we can get inside as quickly as possible.

## **School Clubs**

During the year you will get the opportunity to take part in different clubs. Most of these take place at lunchtimes, although some may be before or after school. Whether these are sports and games, or other interesting activities, the important thing is that they are fun and enjoyable and might give you the chance to try something new and exciting as well as having the opportunity to meet new friends. We encourage everyone to have a go at the activities on offer.

# **Rewards and Sanctions**

## **House points**

When you enter the school, you will join one of four houses. These are Nightingale (Blue), Attenborough (Green), Mercury (Yellow) and Hamilton (Red) houses. If you have a brother or sister in school, we try to put you into the same house team. You will take part in events, such as sports day, as well as earn house points. These are given to you for a variety of things e.g. a wonderful piece of work, or being extremely well behaved. As you earn house points you mark them up on the chart in your classroom (your teacher will show you how). At the end of a half term the house with the most house points gets an extra play, so it's really worth earning them!

## **Certificates**

In sharing assembly each week there are certificates given out. They may be for good work in science, improving your handwriting or for a whole variety of other reasons. Each class teacher nominates two children from their class to get these certificates. You can also get an award if you pass times tables tests or a Bronze award if you earn 10 merits.

At Oaklands we like to celebrate your talents and achievements. If you win an award or receive a certificate, medal or trophy for something you have achieved out of school recently, you can bring these in to share with the school during Monday assemblies. It is important that you show these to your teacher before the assembly so they know what you would like to share with everyone.

## **Merits**

Merits are very special indeed. They are given for a number of reasons, including staying on the green behaviour traffic light for a whole term or passing 4 levels in the times table tests in a year. There will be many opportunities in your school life that allow you to earn merits. Once you gain ten merits you get a Bronze award to show how hard you've worked. This will be presented to you in assembly. For twenty merits you get a Silver award and for thirty merits you will get a Gold award. By Year 6, you may receive a Platinum Award for forty merits gained throughout your time at Oaklands Junior School, or even a Headteacher's Award for fifty merits!

## **Daisy Trophy**

The Daisy Trophy is awarded to one child every half term for exceptional behaviour, kindness or special effort in any area of school life. Names are recorded in a special book near Reception and a card with the teacher's words is presented in another assembly for you to take home.

## **Hot Chocolate Friday**

Your teacher may surprise you with this reward as a child from each class is nominated to have hot chocolate with Mr Holland. This takes place in his office at 2:50pm every Friday.

## **Pride Assembly**

Pride awards are presented at the end of half term in October, February and May. Children are chosen by staff for a particular theme. In the Autumn Term, the award will be given for presentation. Parents are invited to this assembly.

There may also be Maths/English trophies awarded at this assembly that you may keep for half a term, returning these to school so they can be re-presented at the next Pride assembly.

### **‘Traffic Lights’**

At Oaklands Junior School we expect our classrooms to be places where every child can listen, discuss and work together in order to learn and improve in all they do.

In each classroom we have a traffic light system on display, which has a green, orange and red section to show how well everyone is working and behaving. You will have a peg which will start every lesson on green to show that you are keen to learn and try your best. If you behave in a way that distracts or disrupts others and despite a warning you continue, you will be asked to move your peg to orange. If poor behaviour continues you will have to move your peg to red and will be sent to work in another year group for that lesson. Your teacher will tell your parents or carers what has happened if you are sent to another classroom.

It is important to remember that if you are asked to settle down or behave in the classroom you will have the opportunity to do so and show that you can work hard and behave sensibly. If your peg is on orange you have the chance to move back to green by settling down for the rest of the lesson.

By keeping our pegs on green we can all help to make our classrooms happy, hard-working places where everyone can do their best.

There are behaviour merits for staying on the green traffic light all term.

### **‘Watch Your Step’ book**

Sometimes people do things that they are not allowed to do. It may be taking or breaking something on purpose or maybe using bad language or deliberately hurting someone. If this happens you will be given the chance to talk to the teacher about it and tell the truth about what happened. You will be given a warning about your behaviour. We may talk with your parents or carers about what has happened.

However, if you have been warned before about how to behave and not listened to the teacher’s advice, or a ‘first-time’ incident is serious enough to warrant it, then your name may be put in the Watch Your Step book and your parents informed. This book is kept by the Co-Headteacher, Mr. Holland. However, if your name goes into the book twice in one half term, then you will be kept in one lunchtime for a detention. If your name is put into it more than twice, then your parents or carers will receive a letter telling them about your poor behaviour. They may come in to talk with your teacher about your behaviour and to work out how to help you improve it.



## **Oaklands' Mindset**

We are a Thinking School so you will learn about how we:

- **Challenge** self and others to reach their full potential
- Foster determination and resilience in working towards our **Ambition**
- Encourage greater confidence to achieve **Independence**
- Value **Friendship** that shows respect and compassion
- Promote happiness and motivation to succeed through **Enjoyment**
- Develop **Communication** through collaboration and co-operation

## **Enjoy yourself**

It may seem as if there is a lot to remember but don't worry too much. Once you start, you'll be surprised at how quickly you settle in and how fast you remember all of these things. The most important thing is to be yourself and enjoy yourself. School is a place to learn as well as to have fun and make new friends. Remember, if you're ever unsure about anything don't be afraid to ask. Everyone at Oaklands Junior School wants to help you settle in quickly and make a happy and successful start to life at your new school.