



Achieving Today for Life Tomorrow

Excellence, Teamwork, Equality, Respect

Address: Oxhey First School
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We think that we are very lucky here at Oxhey. The setting is delightful, the girls and boys are well behaved and our parents support the school in many ways. The children at Oxhey are at the centre of everything we do. We aim to provide an exciting curriculum that is accessible to all regardless of children's starting point. The whole school community work closely together to ensure that we achieve our overall aim of children being happy, secure, safe and achieving their potential and by doing so fulfil the Every Child Matters agenda.

This booklet contains information that will be useful to answer any questions that you may have. Alternatively, our approachable office staff, Mrs. Siddorn, Mrs Butcher and Mrs. Rogers are always available to answer your queries either by phone or should you call into the office.

The opening hours of Reception are: 8:30—4:30. Telephone 01782 513000

A Safe and Secure Environment

- ☺ During the day, when the children are in our care, our priority is to keep them safe from harm.
- ☺ Should you visit school, please come first to the main reception where the office staff will ask you to sign a register on entry to and from the school. You will also be asked to wear a VISITOR label.
- ☺ School gates are kept locked during the day. Gates opened 8:45 but classroom doors are kept locked.
- ☺ We have a very thorough Health and Safety team of governors and an efficient site staff who look after the fabric of the school.
- ☺ We ask you to contact our office staff should your child be off school due to sickness. You will be prompted by text message to call school. This procedure ensures all children are registered and safe in school.
- ☺ Our absence target is 97.5%. Should your child's attendance fall below what we feel to be a concern (90%) you will receive a letter drawing attention to the problem.

Keeping Your Children Safe

Safeguarding is the responsibility of everyone. Each individual should play their part and be based on a clear understanding of the needs and views of children.

- ☺ All newly appointed posts to the school are subject to an enhanced disclosure check as we value the safety of our children and staff at school.
- ☺ Trainee staff and volunteers are provided with an induction pack which they sign.
- ☺ Our staff undertake regular training to ensure they can respond to problems if they arise.
- ☺ We follow the welfare guidance for Early Years Foundation Stage children and have four paediatric First Aid trained staff.

Healthy Children

- ☺ Our First Aid staff look after children when they suffer small cuts and bruises. You will be notified by a sticker in the children's school to home Planner if they have had

Admission arrangements

- ☺ If you would like your child to attend Oxhey First School, please contact the school office on 513000 to arrange a tour around school with the Headteacher
- ☺ Pupils are admitted at the start of Nursery and again at the start of Reception
- ☺ The admissions for these classes are decided by the Local Authority
- ☺ Pupils are admitted to our part-time Nursery in the September prior to their fourth birthday
- ☺ However, admission to Nursery does not guarantee a place into our Reception class
- ☺ Pupils are admitted into our full time Reception class at the beginning of the Autumn term prior to their fifth birthday
- ☺ There are 45 places available in our Reception classes in total. 23 and 22 pupils per Reception class
- ☺ An application form can be obtained by ringing school admissions on 01785 278593



What happens if the number of pupils seeking a place at Oxhey exceeds our maximum number?

The following criteria is used by the local authority to determine which children are admitted to school:

- ☺ Looked after children
- ☺ Pupils living within the catchment area of the school
- ☺ Pupils who would, in their first year to which the application relates, have an elder brother or sister attending Oxhey already

The Nursery/Reception Induction booklet is available from the School Office.

Transition to Middle School

At the end of Year 4, your child will leave Oxhey in preparation to join Woodhouse Middle School or James Bateman Junior High School. We have a rigorous transition process which includes;

- ☺ Sharing teaching assessments results
- ☺ Units of work to be continued at the Middle school
- ☺ Visits to the Middle school
- ☺ Team Building day
- ☺ Meetings with the Middle school staff to discuss social and background details
- ☺ Visits to Oxhey by Key Staff
- ☺ Buddy friends when they have bump up days

School Structure

Our school structure is organised to maximise the opportunity to meet the needs of the learner.



Foundation Stage

- ☺ Early Years Squirrels– a part-time Nursery class for children aged 3+
- ☺ Early Years Hedgehogs– a full time Reception class for children aged 4+
- ☺ Early Years Badgers– a full time Reception class for children aged 4+

Key Stage One

- ☺ Year One Squirrels– Age 5+
- ☺ Year One and Year Two Hedgehogs– Age 5 and 6+
- ☺ Year Two Badgers– Age 6+

Key Stage Two

- ☺ Year Three Squirrels– Age 7+
- ☺ Year Three and Year Four Hedgehogs– Age 7 and 8+
- ☺ Year Four Badgers– Age 8+

After the Foundation Stage your child will attend one class per school year.

Extra Curricular Activities

Throughout the school year we aim to offer a broad and balanced selection of after school activities. During any one week there will be varied after school clubs on offer to children of various ages. These are sometimes provided by our trained staff or outside organisations, where a small charge maybe needed to cover their costs.

If we feel that your child is particularly gifted and talented at a particular sport we will sign post you to the nearest organisation or club, where those skills can be further developed and explored.

School Uniform

At Oxhey we require pupils to wear our school colours and uniform described below.

- ☺ Green sweatshirt, fleece or cardigan with school logo.
- ☺ White polo shirt
- ☺ Grey trousers /skirt / pinafore
- ☺ Alternatively, grey shorts in summer
- ☺ Alternatively, green gingham dresses in summer
- ☺ Sensible black school shoes



We ask for all clothing to be named.

Sweatshirts, fleece , pinafores and cardigans with school logos can be purchased at the school office, as well as bags, coats and sun hats. PE kit is also available from school.

PE Kit

To be able to participate fully in a physical activity session your child will need

- ☺ **Black pumps** for summer term
- ☺ Shorts -dark green
- ☺ A plain white T-shirt
- ☺ A labelled pump bag

Pupils are required to do some indoor PE in bare feet but pumps are also needed. Trainers are worn for outside PE.

PLEASE NOTE: Jewellery including earrings must not be worn in school and long hair must be tied back.

Swimming Kit (Key Stage 2 only)

- ☺ Swimming trunks or costume (2 piece is not allowed)
- ☺ Towel
- ☺ Waterproof swimming bag
- ☺ Swimming cap if hair is shoulder length or longer
- ☺ Goggles are not permitted unless the swimming instructor has given permission



Statutory Entitlements

Under section 23 of the Education Reform Act 1988, Local Education Authorities and their schools are required to set up arrangements for the consideration of any complaints related to the curriculum or religious worship made by parents.

Parental Concerns

If you have any comments on how we can improve we are only too pleased to listen. Please follow the procedures below.

- ☺ Firstly, try talking to your child's class teacher. All of our staff are here to listen. All staff are available in their classrooms from 8.45—8.55 on a daily basis. Please come to the main Reception area first.
- ☺ For more serious complaints you can arrange an appointment to see the Headteacher or put your complaint in writing. Response will be made within a day.
- ☺ If your complaint is still unresolved the next stage would be to raise a more formal complaint to the school's Governing Body.
- ☺ Should the Governing Body fail to provide a satisfactory response then the complaint will be referred to the Local Authority.



Curriculum Visits

Your child will have a full and enriched curriculum that includes visits outside of school. These visits are designed to stimulate new learning or consolidate learning that has already taken place. Having first hand experience is a valuable part of the learning process.

- ☺ At the beginning of the school year you are asked to fill in a permission slip to enable us to take your child off the school premises for local visits. These may include, swimming at Biddulph Leisure Centre, visits to Saint Lawrence Church and Woodhouse Middle School.
- ☺ Permission slips will be required specific to all other curriculum visits.

Charging Policy

When your child takes part in curriculum visits, a voluntary contribution will be asked for to recover any costs. If there is insufficient contributions and we don't have access to alternative funding, the trip will be cancelled.

No child will be prevented from taking part in a curriculum visit due to a family's inability to pay.

Our Governing Body

Governors come from different backgrounds, reflecting the many interest groups in our schools, but they have one important thing in common. They are dedicated to ensuring that the children in their school have the best education possible. This must be the primary focus of all governing body business.

Oxhey's Chair of the Governors is Mr T. Bainbridge. All Governors spend a proportion of time in school and have a good feel for our school ethos and policies.

Who can be appointed as a School Governor?

- ☺ Parent Governors– if you have an area of expertise or skill that can benefit the school or if you just have a passion for school improvement, look out for new appointments and contact the school.
- ☺ Staff Governors– the Headteacher has an automatic right to a place on the Governing Body. Our Bursar and Mrs Bibby are also Governors.
- ☺ L A Governors– this is a suitable person chosen by the Local Authority.
- ☺ Community Governors– these may be people from a business or professional background, or be members of the local parish or district council.
- ☺ An individual governor has no responsibility or power. The governing body is a corporate body, where decisions are made jointly, based on good faith and in line with all the relevant advice available.



Healthy Lifestyle

At Oxhey we have achieved 'Healthy School Status' by encouraging our children to lead a healthy lifestyle. Listed below are some of the ways that we achieve this.

- ☺ Providing a variety of sports related after school clubs
- ☺ Fruit or healthy snack only at break time
- ☺ Access to water throughout the day
- ☺ Participating in the National 'Walk to school week', 'Health and Sport week' and Anti Bullying Week
- ☺ Providing opportunities within the curriculum to study a variety of health issues
- ☺ SEAL is a whole school initiative that looks at ways to improve emotional Literacy and helps children to manage their feelings– this is looked at in circle time sessions
- ☺ PE is given 2 hours a week on the timetable
- ☺ Let's Get Cooking clubs promoting healthy eating

Discipline and School Rules

Oxhey has a very positive approach towards discipline and many rewards are given for good learning and good behaviour.

The school's Golden Rules are outlined below.

- ☺ We are gentle.
- ☺ We are kind and helpful.
- ☺ We listen.
- ☺ We are honest.
- ☺ We work hard.
- ☺ We look after property.



Each classroom has their own class rules that have been drawn up in consultation with the children.

We have an expectation for all pupils to follow the Golden and classroom rules. Rules are in place to ensure safety for all pupils and staff, and to ensure that all pupils can learn with minimum disruption.

- ☺ We operate a firm, fair and consistent approach when on occasions The children who follow our school rules have 15 minutes of 'Golden Time' each week. This is a special time to celebrate with their classes.
- ☺ Children can lose time if they have names on the board. If a child has their name on the board for a third time they will be issued with a **Yellow Card** that is sent home for continuing low level behaviour. Parents are expected to sign the card and return to school.
- ☺ A **Red Card** will be sent home for you to sign, date and return to school should pupils choose to break our Golden Rules.
- ☺ After 5 red cards you will be invited into school to meet with the class teacher and Headteacher. At this meeting it is our aim to gain your support and to provide support to ensure that we see some improvement.
- ☺ A further 5 red cards could result in temporary exclusion from school, issued by the Governing Body.
- ☺ The Policy is available from school or on our web site www.oxheyfirstschool.com

A copy of our Behaviour Policy and Anti-Bullying policy can be provided by the School Office or down loaded from the school's web site.

The Sex Education Policy is also available from the school office or online.

Communicating with Parents

Communicating with parents is vitally important to ensure that Oxhey is a 'Happy place to learn, achieve and grow.' These are some of the opportunities that we provide;

- ☺ A weekly newsletter/ letters emailed to your home / work or on the school website
- ☺ A Discovery Newsletter (termly– explaining work commencing that term)
- ☺ Invitations to school, for class assemblies, family events, informative meetings etc
- ☺ Informal occasions, including coffee mornings and fundraising events
- ☺ Volunteering to help out in the classroom. We are always looking to the community to share their skills and hidden talents
- ☺ Parents notice boards. Look out for the latest news
- ☺ PTFA meetings and Parents Forum. Everyone is welcome
- ☺ Family learning, including courses for Parents
- ☺ Reports are sent home termly
- ☺ Parents consultation evenings are held each term
- ☺ We have a text messaging / email service from school to parents
- ☺ You can find information about the school from our web site at www.oxheyfirstschool.com



Parent, Teachers and Friends Association (P.T.F.A)

Every parent at Oxhey is automatically a member of our PTFA.

- ☺ We have a PTFA that meet termly to organise fundraising events
- ☺ These events help to provide funding towards school improvement projects
- ☺ Our meetings have a friendly and informal atmosphere
- ☺ You are welcome to come along and even bring a friend
- ☺ Look out on our Weekly Newsletter for the date of the next meeting

Our Discovery Work

We promise to deliver an enriched curriculum to inspire, motivate, develop and engage each child

- ☺ Each term we plan a creative curriculum based on an exciting theme
- ☺ Activities are planned so that your child can learn and apply lifelong skills in different situations
- ☺ Information, communication & technology are essential
- ☺ ICT is interwoven into everything that we do
- ☺ Strong links are made between all subjects



Core subjects

At Oxhey we continue to maintain high standards in both English, Mathematics and Science. Homework supports children's learning in core areas and Discovery work.

To further enhance our Literacy, we provide the following;

- ☺ Phonics sessions– five times a week differentiated sessions
- ☺ Guided Reading– a group reading experience at least four times a week
- ☺ Handwriting– through the week at discreet times.



Targets

At Oxhey the children have Reading and Writing targets, aimed at improving their skills. We share the writing, reading and maths targets in the children's planners and at parents consultation evenings and it is here that you will have the opportunity to view your child's work and find out more about their progress.



Religious Education and Collective Worship

We use the agreed Staffordshire syllabus to teach RE. This includes teaching about a variety of cultures, religious traditions and lifestyles, including religious symbols and festivals. Our school holds a daily collective worship taken by teachers or visitors to school.

Please come and discuss any concerns you may have with the class teacher about the content of the syllabus or collective worship.

Inclusion

At Oxhey First School we aim to provide a secure, inclusive and purposeful environment in which we can all learn. We aim to ensure our pupils, staff and visitors feel valued, cared for, listened to and encouraged to challenge themselves to be the best that they can be. We aim to identify and remove barriers to success for all those in our school community and visitors to the school with disabilities by enabling them to access the school and the curriculum.

A copy of our Single Equality Scheme is available from the school office or web site.

Copies of our Accessibility Plan can be provided by the school office. This includes details of how children with disabilities are admitted to school and how we make reasonable adjustments to our curriculum or physical environment.



Special Educational Needs

It is our duty to address the needs of all learners. However, we may make special arrangements for children who are having difficulties. Provision for these children will reflect the nature of their particular needs.

Cause for Concern– If a teacher has a small worry about children having difficulty accessing the curriculum they will inform parents and the Special Needs Co-ordinator.

School Action– The class teacher draws up an **Individual Education Plan**. This is shared with parents who are informed of additional aids and help that may be put in place in the classroom. This is reviewed on a regular basis.

School Action Plus– If a child needs further help to access the curriculum we may invite outside agencies to come in to provide some intervention strategies, with parental consent.

Statutory Assessment– This process fully involves parents, outside agencies, the school and the Local Authority.

For further information , a copy of the SEND Policy is available at the office.

Children's Comments

"School is cool"
Nursery child

**"We work hard but
we work together"**
Year 4 child

**"All the people at
school care about me"**
Year 2 child

**"Oxhey is a great place to learn. We have lots of
exciting things like the adventure playtrail and the
chickens. We also have caring staff as well as the
great trips we have."** Year 4 child

**"My child loves the
school"**
Parent, Year 2 child

**"Oxhey is a great place to
learn. You get lots of chal-
lenges and fun things to
do. Lots of treats you get
like Dojos and TIGER token
are really good. You
always know how to get
better."**

Year 3 child

Year 1 Phonics Screening Results

School % are in black and National % are in blue

All Pupils	Boys	Girls	PP
89% (81%)	82%	96%	50%

KS1 results 2015/16

School % are in black and National % are in blue

Year Two Gold 28 Red = Targets	FS2	All pupils 44	Boys 24	Girls 20
Re- % below ARE		18%	29%	5%
Re - % achieve ARE+	FS2 80% Girls 90% Boys 72%	82% (74%)	71% (70%)	95% (78%)
Re - % exceed ARE	FS2 36% Girls 45% Boys 28	47%	46%	50%
Wr- % below ARE		28%	42%	15%
Wr - % achieve ARE+	FS2 67% Girls 45% Boys 60%	72% (65%)	58% (59%)	85% (73%)
Wr - % exceed ARE	FS2 29% Girls 45% Boys 64%	18%	8%	30%
Ma- % to achieve below ARE		22%	29%	15%
Ma - % achieve ARE+	FS2 65% Girls 65% Boys 64%	78% (73%)	71% (72%)	85% (74%)
Ma - % exceed ARE	FS2 38% Girls 40% Boys 36%	20%	21%	19%

The school consistently sits above the National Average for its test results in all Year groups.