

# Welcome To

**Oak Hill First School**

Dear Parents,

I am delighted to welcome you to Oak Hill First School.

At our school, we firmly believe that a child’s early experiences in education are vitally important and so place a great deal of importance on the partnership between home and school.  In creating this website, we hope to further strengthen this partnership by providing information, links and tools to support you in working with us to enhance your child’s learning journey towards achieving their potential.

Oak Hill has been a big part of my life for the last twelve years and is always moving on.  We love to provide our children with memorable experiences for life whilst building upon their learning and developing the skills they need to achieve.

We treat our children as individuals and look for their special qualities to give them confidence and raise self-esteem but above all, we like to keep them happy because if they are, then learning will come much easier.

Oak Hill is a diverse school, highly creative and achieve good outcomes for our pupils.  We believe we have a great school and well worth a visit and everyone who comes here says the same thing – how warm and welcoming we are.  We work closely with all parties – especially parents – and have a strong partnership within the local pyramid of schools.

Education is continually changing and we like the challenge of keeping up with these, taking on board the best bits and have successfully established what works well and keep this at the heart of our school.  Indeed, all children are individuals and as such, deserve the best start to their education which I confidently believe we at Oak Hill provide.

Our work ranges from liaison with pre-school agencies and settling our young children into full time education and then, for our older pupils, matching the curriculum and teaching to the demands of Middle School.

Throughout their time with us, we want children to enjoy learning through a wide variety of activities. We will be working in partnership with home and the community to help each child develop their full potential and become effective learners.

I hope you find this brochure helpful. If you wish to discuss anything in more detail, or to look around the school, please do not hesitate to telephone for an appointment

I look forward to meeting you.

#### Yours sincerely

Miss L Kelly

Headteacher

# GENERAL INFORMATION

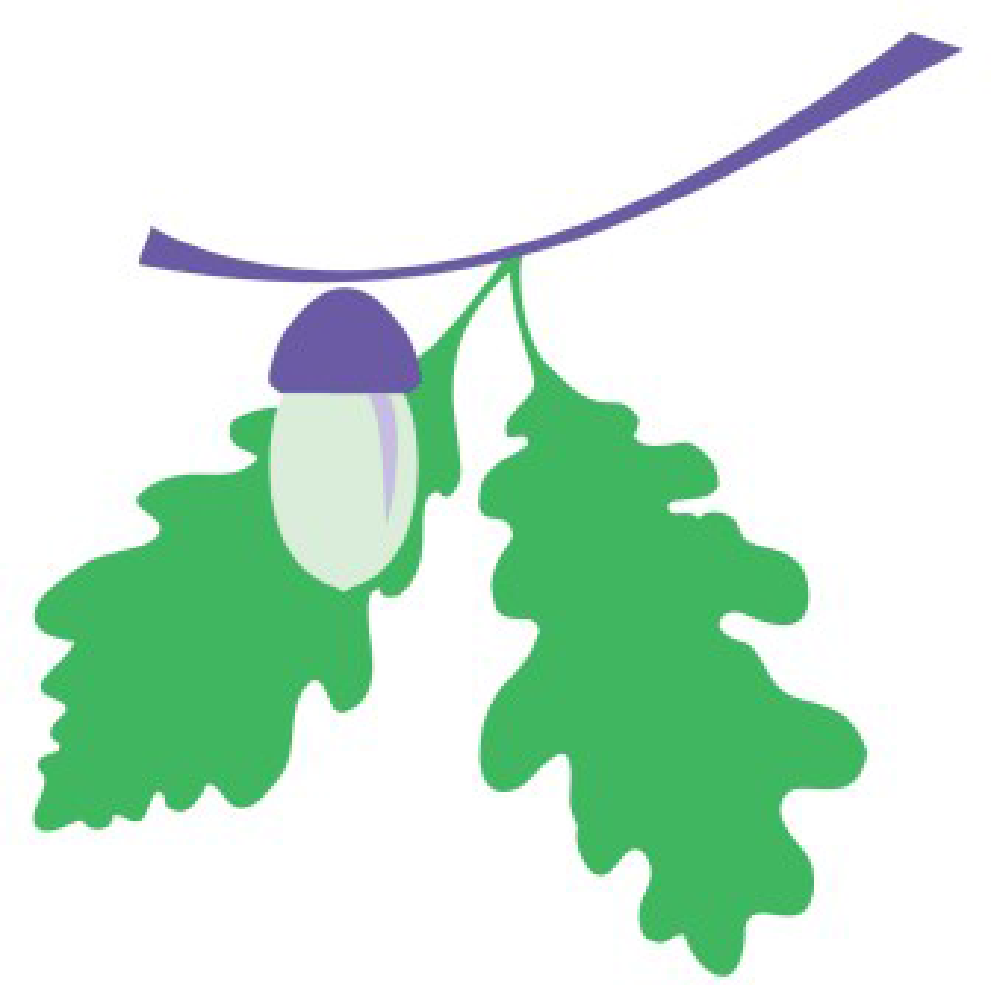
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| --- | --- | --- |
| SCHOOL TIMES: | NURSERY  SCHOOL | AM session 8.30am - 11.30am  PM session 12.15pm - 3.15pm  Lunch: 11:30am-12:15pm for full  time children  8.45am - 3.05pm |

|  |  |
| --- | --- |
| SCHOOL ADDRESS: | Oak Hill First School  Wirehill Drive  Lodge Park Redditch Worcs  B98 7JU |
| Telephone number:  e-mail: | 01527 – 528523  [office@oakhill.worcs.sch.uk](mailto:office@oakhill.worcs.sch.uk) |

|  |  |
| --- | --- |
| Headteacher:  Chair of Governors: | Miss L Kelly  Mr T James |
|  |  |
| Education Authority: | Worcestershire County Council |
| Director of Children, Families and Communities: Catherine Driscoll | |

|  |  |
| --- | --- |
| County Education Offices: | Worcestershire County Council  County Hall  Spetchley Road  Worcester  WR5 2NP |
| Telephone number: | [01905 763763](tel:1905%2020763763) |

If any parent/carer has difficulty accessing the prospectus in its current form, Braille or audio type copies will be made available.

**Oak Hill First School Staff** – as at September 2021

**Teaching Staff**

|  |  |  |
| --- | --- | --- |
| Headteacher  Deputy Head  Assistant Headteacher/Phase Leader  Assistant Headteacher/Phase Leader  Assistant Headteacher/Phase Leader |  | Miss L Kelly  Mrs Z Gilmour  Mrs S Harris  Mrs S Baker  Mrs K Thomas |

|  |  |  |
| --- | --- | --- |
| Mrs E Assirati  Miss H Card  Mrs L Cartwright  Mrs S Colley  Mrs L Edwards  Mrs J Elvins  Mrs S Field | Mr Hall  Mrs L Hirons-Reed  Mrs S Hopcroft  Mrs L Lamb  Mrs N Mason-Burke  Mr R Sidwell | Miss S Spike  Mrs A Stanton  Mrs N Turner  Mrs D Tye  Mrs K Weller |

**Non-Teaching Staff Teaching Assistants:**

|  |  |  |
| --- | --- | --- |
| Mrs N Ali  Mrs S Arnott  Miss G Barnett  Mrs D Beer  Mrs Z Biddlestone  Mrs N Carpenter | Mrs L Douglas  Mrs J Golby  Mrs C Herlihy  Miss S Jacobs  Miss E James | Miss P Newman  Mr J Pearson  Mrs N Pullen  Mrs S Robinson  Miss N Simmons  Mrs D Zdanko |

**Administration Staff**:

|  |  |  |
| --- | --- | --- |
| Business Manager  Office Manager  Receptionist  Attendance Officer  Finance Officer  Reprographics Assistant | Mrs M Harrison  Miss S Newman  Mrs C Hobday  Mr G Smith  Mrs C Brandist  Miss N Oakes |  |

**Senior Lunchtime Supervisor**: Miss N Oakes

**Lunchtime Supervisors**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mrs E Allbutt  Mrs S Beddow  Mrs D Beer  Mrs R Burbidge  Mrs N Flood | Mrs W Gailey  Mrs K Jedrzejczyk  Mrs S Johnston-Humphrey  Mrs S Merry  Mrs R Phillips | | Mrs S Pym  Mrs W Towler  Mrs S Williams  Mrs M Willmore | |
| **Breakfast Club Assistants**:  Mrs S Johnston - Humphrey | | Miss N Oakes | | Mrs R Phillips |

**Premises Staff**:

|  |  |  |
| --- | --- | --- |
| Site Manager  Cleaners | Mr D Spicer  Mrs W Gailey | Miss N Oakes  Mrs Willmore |

# Safeguarding

Safeguarding children means protecting them from abuse or neglect, getting the right support in place as early as possible and creating an environment in which children and young people feel safe and healthy. Ensuring our children are safe is our key responsibility. We work as a team to develop children's awareness and understanding of being safe. If you have any concerns regarding the safety of a child, you can speak to Mrs Harris or in her absence Miss Kelly, Mrs Gilmour, Mrs Stanton or Mrs Baker.

If you have reason to believe that a child is at immediate risk from harm then **you must** contact the **police on 999.**

If you have any concerns about a child and feel that they may be in need of protection or safeguarding, members of the public should contact the **Family Front Door on 01905 822666**. They are available Monday to Thursday 8:30am-5pm and Friday 8:30am to 4:30am.

If you would like to meet with our safeguarding officer, please visit the office to make an appointment.

At Oak Hill we take the welfare of children in our care very seriously. Our staff and governors have been trained on safeguarding in line with KEEPING CHILDREN SAFE IN EDUCATION document and have taken part in 'PREVENT'. When a child discloses something that causes concern we will always act on this. This may mean a referral to Children’s Services or in some instances we MUST refer to Children’s Services. In some cases we inform parents of the concern prior to referral. If consent is not given, the school has the right to refer without this and a lack of consent is established in the initial discussion between school and Children’s Services.

However uncomfortable difficult conversations may be for both parents and staff, when a child shares something which concerns us or if staff become aware of an issue we have a responsibility and duty of care to investigate.

Please read our Safeguarding policy for further details.

For the best interests of all our children we use the following safeguarding measures:

Cause for Concern

All staff are asked to report any causes for concern to the School Designated Safeguarding Lead using an electronic logging system called MyConcern. Any concern will be shared with parents as early as possible, as more often than not there are extremely reasonable explanations for the concern. Concerns may range from children being visibly upset, persistent lateness to children ‘disclosing’ concerns.

Attendance

All lateness and absences are recorded by the School Attendance officer, Mr Smith. Reasons will be sought for all absence or lateness. Attendance is monitored through these systems and referrals to the Safeguarding Team can be made. Parents will always be informed of concerns around attendance at the earliest point. If attendance concerns continue, the school will refer to the Educational Welfare Officer.

A child may be at risk of harm if they do not attend school regularly or are consistently late.  Safeguarding and child protection will be considered in all instances.

Internet Safety

It is very important that everyone stays safe whilst online. The internet is a great place to learn and communicate with other people. If you have any concerns about anything online please speak to a relative or teacher. We have provided a link to the CEOP site on our school website, it is packed full of information for children and parents / carers.

Please read our E-Safety Policy on the website. To request a paper copy, please speak to the office.

**SCHOOL ADMISSIONS**

The maximum accommodation number is 450 pupils. The limit set for admissions in the first year group is 90 pupils.

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at:

**[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)**

A copy of the book is also available to view from the school office, libraries and at your local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.



**OAK HILL NURSERY UNIT**

Our Nursery class is for children aged between three years and statutory school age. A child may be registered when he/she is 2 years old. All children are entitled to 15 hours free funded hours of Nursery education, from the term after their third birthday.

Children of working parents will be able to claim a further 15 hours free funding via the Government Childcare Choices website <https://www.childcarechoices.gov.uk/> enabling your child to have 30 hours of free childcare per week.

**For children accessing 30 hours of childcare per week we offer the following weekly core hours:**

**12.15pm - 3.15 pm on Monday and 8:30am – 3:15pm Tuesday - Friday**

with the opportunity to purchase an additional Monday morning and lunchtime session. This currently costs £17.76.

**For children accessing the 15 hours universal offer:**

We offer five, 3 hour sessions each week during term time. These sessions will make up your child’s fifteen hour entitlement. Parents may state a preference for morning or afternoon sessions. However, a parent's first choice cannot always be guaranteed.

**Morning session** – 8.30am – 11.30am

**Afternoon session** – 12.15pm - 3.15pm

Children are offered a morning only or an afternoon only place, we do not offer e.g. three, 5hrs days. Children are expected to attend for 5 mornings or 5 afternoons.

**Lunchtime session –** 11.30am – 12.15pm

We also offer the option for 15 hour children to have lunch at Nursery- either at the end of their morning session or to add to the start of their afternoon session. This currently costs £15.30/week.

You will need to provide a packed lunch for your child.

**Admissions:**

We have new intakes in September, January and Easter.

Prior to admission children and parents are invited to spend some time with us getting to know Nursery, the staff and the other children. We complete virtual home visits to speak to parent and child before arriving and also hold a short Parents meeting.

As the nursery department offers fewer places than the main school, the admission criteria are as follows:

1. Children with Special Educational Needs e.g SEN services referral
2. Children in the care of the local authority (Children Looked After) or known to Children's Social Care, e.g. Social care referral.
3. Children who live in the school catchment area who will have an elder sibling attending the school while they are in the nursery;
4. Children who live in the school catchment area;
5. Children living outside the school catchment area who will have an elder sibling attending the school while they are in the nursery;
6. Children whose primary daytime carer lives in the school catchment area:
7. Other children living nearest to the school measured in a straight line; (Distance measurements are obtained from the School Admissions Team.)

If we are over-subscribed then priority will be decided in the order indicated above.

Children of 3 years of age are entitled to 15 hours free nursery provision. If a child attends two nurseries, funding must be split between the two nurseries. Parents will be charged for any additional hours. All parents need to sign a declaration about the setting(s) that their child attends. The school will then work out the funding. The school has a specific Nursery Charging Policy which parents should refer to.



**OAK HILL FIRST SCHOOL AIMS**

Oak Hill First School offers a safe, welcoming and caring environment in which all members of the school community are valued and encouraged to achieve the highest standards. The school will emphasise the importance of children’s personal and social development, along with promoting high academic standards across the curriculum in order to prepare children for the opportunities, experiences and responsibilities of adult life. The staff and governors are committed to working cooperatively with parents and the local community to ensure that children develop a lifelong love of learning in a stimulating, happy and well-resourced environment.

By working collaboratively and effectively with parents, carers, the local community, the Local Authority and relevant support agencies Oak Hill First School

AIMS to help children develop a healthy way of living.

AIMS for children to learn in a safe and caring place.

AIMS for children to enjoy school, feel good about their learning and get better at what they know and can do.

AIMS to help children understand how to work and play with others.

AIMS to help our children become good at writing, reading and maths.

Oak Hill First school aims to meet the needs of all pupils regardless of intellectual ability, physical, sensory, emotional/behavioural difficulties, gender, social and cultural background, religion or ethnic origins.

**CURRICULUM**

At Oak Hill First school careful analysis and discussion about our pupils’ backgrounds, life experiences and culture has helped us to design a curriculum with four key priorities underpinning every subject area. We believe that by focusing on the following key priorities our children will be ready to successfully meet the challenges of the next stage of their education and their lives.

***Our curriculum priorities are:***

1. **Challenge & Enjoyment** – we aim to ensure pupils find their learning challenging, engaging and motivating. Our curriculum encourages high aspirations and ambitions for all. At each stage in their school life, our pupils will experience an appropriate level of challenge, to enable each individual to achieve his or her potential. We aim to provide opportunities for our pupils to be active in their learning and have opportunities to develop and demonstrate their creativity.
2. **Relevance** – we aim to offer experiences where pupils understand the purpose of their learning and related activities. We aim for our pupils to see the value of what they are learning and its relevance to their lives, present and future.
3. **Breadth** – we aim to ensure pupils have opportunities for a broad range of experiences. We believe their learning should be planned and organised so that they will learn and develop through a range of context within both the classroom and other aspects of school life.
4. **Pastoral** - we aim to provide a carefully interwoven curriculum of learning through SMSC, British Values, PSHE alongside our pastoral provision to meet the needs of all pupils’ personal and mental well-being needs.

We have designed and planned our curriculum to offer a range of experiences which contribute to every child receiving a full and rich curriculum. The range of experiences we offer support and champion our culture and ensures that our children benefit from a full range of academic, spiritual, moral, social and cultural activities. These activities enrich their lives and those of our whole school community and make them proud of their British values and diverse society to which belong and play an active part. We are proud that our curriculum gives our children the skills, confidence and self-belief to lead a happy and fulfilled life by encouraging them to aim high and work towards their goals and dreams in life.

Class teachers are responsible for teaching all aspects of the curriculum, although in some activities, for example PE or music, pupils may receive specialist help from other members of staff or qualified coaches. Additional arrangements may be made for individuals with special needs, but this will always be decided after consultation between parents and teachers. Every child aged 5-7 will receive at least the legal minimum of 21 hours teaching time during the school week and those aged 7-9 will receive a minimum of 23 hours and 30 minutes. This includes religious education but excludes collective worship, registration and breaks.

The curriculum is broad and balanced to assist all aspects of a child’s development and help achieve the school’s agreed aims.

For our youngest children, aged 3-5, in the Foundation Stage, learning is developed through structured play. Work is planned covering the following prime areas of learning and development:

* Personal, social and emotional development
* Communication and language
* Physical development

# And through the specific areas:

* Literacy
* Mathematics
* Understanding the world
* Expressive Arts and Design

Children’s progress is reviewed throughout their time in Foundation Stage. A summary of their progress is shared with parents at the end of Nursery and again at the end of Foundation Stage. This will also include a summary of their learning characteristics. As children develop at their own rates and in their own ways, we recognise the need for some pupils to continue with the Foundation Stage curriculum as they move into Key Stage 1.



Religious education is non-denominational. Every day pupils attend a collective act of worship. Parents have the right to withdraw their child from religious education and/or collective worship, but must notify the Headteacher of such requested course of action.

Sex and relationship education is about childrens’ physical, moral and emotional development. It is taught through a planned personal, social and health education programme, and stresses the importance of family life, stable and loving relationships, respect, love and care. Parents have the right to withdraw their children from all or part of sex and relationship education but we feel this will not be necessary as the teaching of sex, sexuality and sexual health does not form part of the school’s curriculum. Teachers however, will deal with children’s questions about the physical difference between the sexes and about human reproduction factually and honestly when and as they arise.

Children’s work in every area of the curriculum is regularly assessed. Detailed records of each child’s attainments and experiences are passed with the child to new classes and new schools so that educational progress is uninterrupted.

Pupils transfer to middle school at the end of Year 4, when they are 9 years old, and continue the Key Stage 2 curriculum.



**CHILDREN WITH ADDITIONAL NEEDS**

All children are individuals and progress at different rates. Within each class, there is a wide range of abilities. Children with additional needs will be helped and supported in the classroom, and when appropriate, through withdrawal for individual or group work. If additional outside help and advice is required, children may be referred to specialist agencies, and this is always done in partnership with Parents. We follow the National SEN Code of practice when indentifying childrens needs and making provision for them so that they can make progress in their learning. At all stages, parents are kept fully informed. The SENCo, Mrs Stanton, takes a lead role in ensuring that all pupils have access to the curriculum and make expected rates of progress. She supports staff, parents and pupils in this area of work. However, any parent who has concerns about their child’s progress should first discuss the matter with the class teacher.

Oak Hill First School is an inclusive school, welcoming and integrating pupils with a wide variety of special needs.

**PUPILS WITH DISABILITIES**

No pupil with a disability is excluded from admission to the school. Prior to admission the school will speak with parents and liaise with agencies who are already supporting the child and family. Valuable information is gathered to ensure that arrangements are in place to meet the child’s specific needs prior to their induction into school life.

Steps are taken to ensure that pupils with disabilities have full access to the curriculum and other activities offered by the school. Staff at Oak Hill First School are well trained, adult-pupil ratio is high and the school considers the personal needs of individuals prior to activities and events.

Access for pupils with disabilities are maintained and improved on an annual basis through the Accessibility Plan. Permanent ramps have been built where possible and a small portable ramp is available. Stairs and steps are highlighted and handrails fixed where possible. Disabled and modified toilets, changing mats and beds are available when needed. Vehicle access onto the site may be arranged for pupils who are registered disabled. A portable induction loop is available for those with a hearing impairment. Lifts have been fitted to allow easy access to the hall and first floor.



**DISCIPLINE**

The central purpose of the ‘Behaviour and Self Esteem Policy’ is to enable teachers to teach and children to learn.

We believe that the best way to encourage good standards of behaviour at Oak Hill First School is to establish and maintain a clear code of conduct, backed by a balanced combination of rewards and sanctions within a positive community atmosphere.

Our aim is to develop in pupils a sense of self-discipline, where children are encouraged to make reasoned choices about their behaviour and accept responsibility for their own actions.

We also aim to enhance children’s and adults’ self-esteem, or self-image, through the development of supportive and positive relationships. A child or adult with good self-esteem will be confident in their ability to succeed, will welcome and enjoy new learning experiences and will be able to relate well to others.

The partnership between home and school is of great importance to the success of our policy.



**WORKING IN PARTNERSHIP**



Oak Hill First School recognises that parents and carers are important partners in providing a happy and safe environment in which children learn. It is an equal partnership based on good communication between school staff and parent/carers. It is important that any concerns are addressed at the earliest opportunity. Our staff need to know as soon as possible when parents/carers are concerned or worried so that together we can find a solution. If you have concerns, please discuss these first with the class teacher. A pre-arranged appointment at the end of the school day is the best way to ensure that parents/carers can spend uninterrupted time with the class teacher. If needed, a meeting with the Key Stage Assistant Headteacher may be the next step. If a meeting is required with the Headteacher or Deputy, a telephone enquiry ensures that they are available and avoids delay.

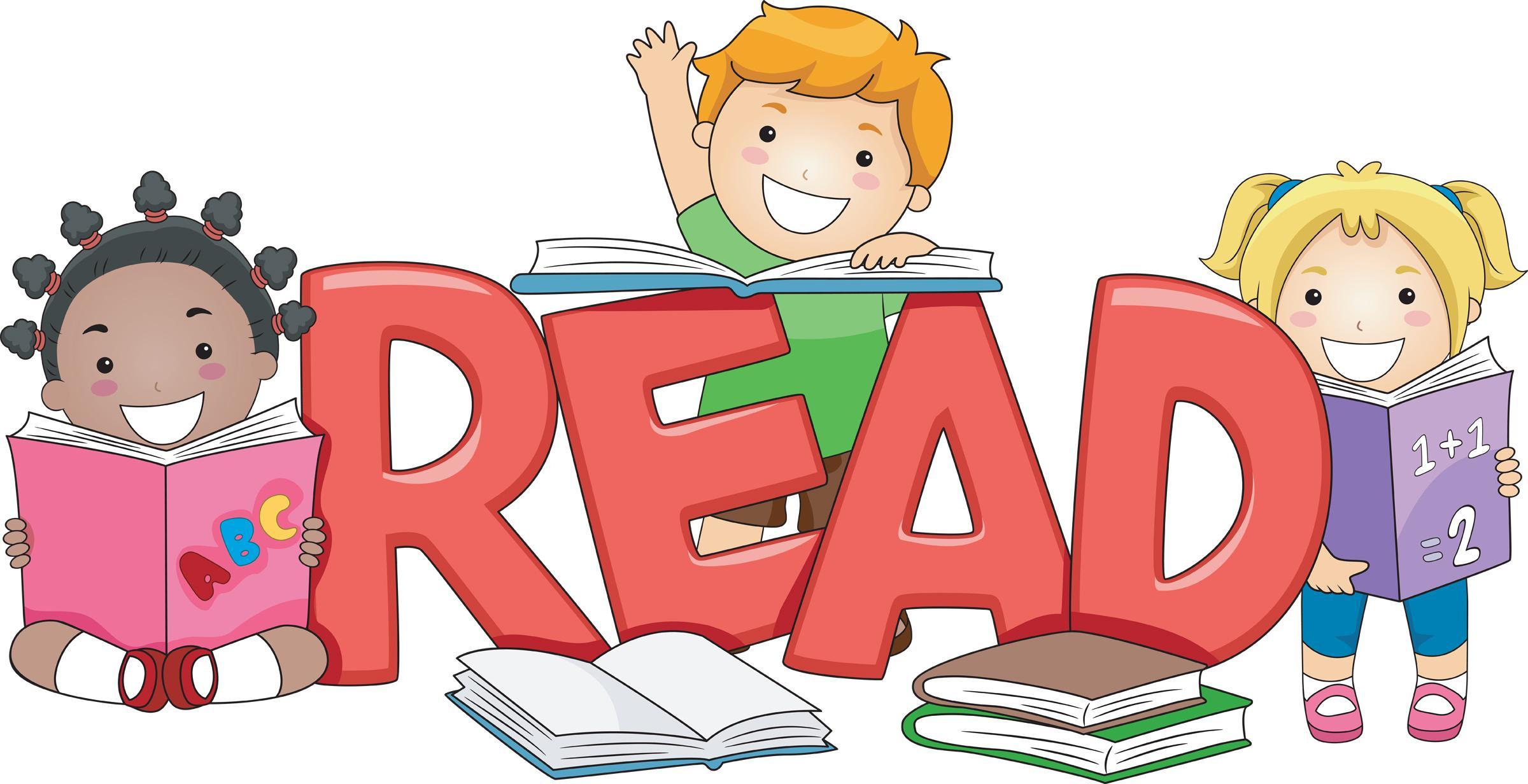
It is hoped that many parents will feel that they want to be part of the school, and where possible help in an active capacity. There are many areas of life in school that would be almost impossible without the help of parents. We ask for help on both a regular and an occasional basis. Parents may offer help for example hearing children read or with making resources. Not everyone can commit themselves to helping on a regular basis, but are able to help occasionally with such things as costume making or accompanying school trips. We are most grateful for all the help and support we receive.

We enjoy welcoming parents/carers to performances and assemblies and you will be invited to these when they occur. Parents evenings take place termly when you can find out how your child is doing, what they need to work on next to get even better and how you can support at home. We also hold ‘parental engagement’ activities when you will be invited to come into your child’s class and find out what they have been learning and even take part in some fun activities. All of these are very well attended and parents say they are extremely enjoyable and helpful.

Children have a Home/School Communication Book which can be used by parents to write messages to the class teacher or to ask for an appointment to speak to the teacher about any worries/concerns. The teacher will also use this book and send messages home and also to share half termly targets.

We have a parent forum group who meet regularly. The parent forum is not a decision making body, it is a body which can feed in views and represent the parents and carers on issues surrounding the school. It aims to strengthen working partnerships between parents and the school and provides parents with an opportunity to have their say on what the school is doing well, and ideas of how they feel things could be improved.

**SUPPORTING YOUR CHILD’S LEARNING**

Parents are their child’s first and most important educators. It is impossible to over-emphasise how much parents can help their child’s progress in school by showing interest and giving support at home. Parents’ involvement in supporting the basic skills of reading, writing and number is of vital importance and the school’s homework policy reflects this.

The minimum level of homework set by the school is:

Early Years - In Year R, support at home initially has an emphasis on developing the skills of Phonics. Work set will be related to age and ability but all children will be asked to share a school reading book appropriate to their level daily. Parents are asked to indicate when they have read in their purple diaries, ideally 3 times a week. As the year progresses tasks will focus on extending their reading vocabulary, their writing of words and sentences, and some tasks will be maths focused.

Key Stage 1 & 2 – It is our expectation that children read at home at least 3 times each week. This regular and consistent reading practise will be of huge benefit and will greatly aid the children’s progress. Each year group will also be given weekly spellings to learn.

Other homework tasks to be completed each week are primarily based on English and Maths tasks, with some creative activities that the children can choose from, which are based on different learning styles.

The activities may be extended according to a child’s ability, to either support progress or challenge thinking. At other times, children may be asked to find and bring items into school linked to a topic or area of study.

The children will also receive half termly spelling and times tables targets for them to work on at home.

As a child grows more independent in their work, we ask parents to ensure that a quiet working place, away from noise and distractions, is found.

The school aims to help parents to help their children and so a variety of information sheets and workshops will be available. REMEMBER that talking with your child about school, showing an interest in what they are doing and supporting their efforts help a child develop an enquiring mind and a positive attitude towards learning.

**UNIFORM**

Our school colours are purple and grey.













**MEDICAL**

If a child is absent from school, please inform the school, via letter, phone or e-mail, the reason for absence and how long the child is likely to be absent for. No child is allowed out of school for dental appointments etc unless a note is received and/or the child is collected by a parent/carer. This is for the child’s safety. Parents are requested to inform the school of any relevant medical history that may affect the child’s safety, general development and education at school.

The school nurse sees all children for height and weight measurement during their reception year in school. Parents are informed of the date. Vision and hearing tests are also carried out. If parents, school or the nurse are concerned about a child’s development, a referral may be made to school health. Dental inspections occur infrequently and parents are urged to make their own personal arrangements.

Every effort will be made to ensure pupils’ medical needs are met. Where practical, medication will be given but only if prescribed by a doctor and the dosage falls within the school day. Parents who wish prescribed medicines to be administered must:

- Give the medication into the school office for safekeeping

- Ensure the medication is clearly marked with the child’s name and required dosage

- If the medication is liquid, provide a measuring spoon in a plastic bag

- Collect the medication at the end of the school day.

Children with ASTHMA INHALERS must keep them within easy reach at all times. Children who are prescribed daily medication for asthma should follow the procedures as set out above.

In the event of an accident, the school has a number of trained qualified staff and clearly defined procedures. Parents are contacted by telephone or informed by letter when further action may be required.

For the welfare of all pupils, it is essential that the school has a telephone number, home and at work, where a parent or carer can be contacted during the school day. School must be notified of any changes to contact names and numbers as soon as they occur.

If you are concerned about a medical problem, the school can arrange for you to speak with the school nurse or you can contact her at Crabbs Cross Clinic on 01527 - 488780

**SCHOOL MEALS**

# 

**BREAK TIME**

Key Stages 1 and 2 enjoys a break time each morning. If it is fine, the children are supervised by a teacher as they play outside on the playground or field. Each day, children in Early Years and Key Stage 1 will receive a piece of fruit (free). All children are welcome to bring in a healthy snack to enjoy. Please read our Healthy Snacks Policy for further information.

The children may also have a drink at break time. Only water and milk may be consumed. If children bring in any other drink, they will be asked to either drink it at lunchtime or take it home and we will talk to parents and carers and remind them of the food policy. We have fresh water available in classrooms and a filtered water fountains in the hall. Children are encouraged to drink water regularly throughout the day and have water bottles in class.

Free milk is available for children under 5 and those eligible for free school meals. Milk can be purchased for your child if you would like them to have it.

**LUNCH TIME**



Children in Years 3 & 4 can pay for a hot meal or sandwiches or alternatively bring sandwiches to school in a lunchbox with the child’s name clearly marked. From September 2014, all pupils in Reception & Years 1 & 2 will be provided with a free hot meal or packed lunch (Universal Free Infant Meal). All meals provided by school need to be booked via ParentPay at least 24 hours in advance. For those that wish, parents can provide their own packed lunch from home. Drinks may be brought to school but please ensure that it is in a non-breakable, non spill flask (no clip top beakers, vacuum flasks or bottles). Fizzy drinks are not permitted

Sweets/chocolate are not permitted, however chocolate covered biscuits, e.g. penguin are acceptable. As crisps have little nutritional value, we discourage these in lunch boxes.

To keep food fresh throughout the day, we recommend that parents include frozen ice packs in the lunch box.

Each class has a lunchtime supervisor who helps and cares for the children during mid-day break.

Please note the school accepts no liability for damage to books, clothes etc in the event of spilt or leaking drinks.

It is important that if you think you qualify for free school meals under the criteria below that you apply as the school receives additional funding which will benefit all children; a form is available from the school office. To qualify for a free school meal (not the universal infant free school meal) you must be in receipt of one or more of the following benefits:

* Income Support
* Job seekers allowance – Income based
* Employment and Support Allowance – Income Related
* Support under part VI of the Immigration and Asylum Act 1999
* Guarantee element of State Pension Credit
* Universal Credit (paper proof will be required)
* Child Tax Credit provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.00

**WATER**

Children have access to water throughout the day. Please can parents ensure that their child is sent into school with their water bottle. Please make sure your child's bottle is clearly labelled with their name and class.

## **CHARGING POLICY**

In line with DFE regulations, the Governors of the school have agreed that charges should be made for:

1. Additional hours for Nursery provision - see separate policy
2. Breakfast Club – see separate policy
3. Defaced and damaged books or other school equipment where this was the result of pupil’s behaviour
4. Damage to school property e.g. broken windows, where this was the result of pupil’s behaviour
5. Residential visits – see separate policy

Parents will be asked to make voluntary contributions to support the following specific activities:

|  |  |
| --- | --- |
| 1.  2.  3. | Swimming (where the cost of transport and coaching has to be met)  Visits to places of educational value as part of the work being done in school, (where the cost of the transport, entrance fees and insurance cover must be met)  Parents are asked to make small voluntary contributions to support occasional specific activities within school (i) where the finished product is taken home, for example, cooking (ii) where, for example, a visiting speaker/theatre company visits the school to enhance children’s’ learning |

There is no obligation to contribute to the above activities and no pupil will be treated differently according to whether or not their parents have made a contribution. However, an activity may have to be cancelled if substantial voluntary contributions are not received. In the case of cancellations, refunds will be made.

If any parent wishes to contribute to an activity but has difficulty in meeting the cost by the requested date, suitable arrangements can be made in discussion with the class teacher. Payment by instalment is usually offered as an option.

**PARENTS ARE ASKED TO NOTE THE FOLLOWING IMPORTANT SCHOOL RULES:-**

1. Pupils must be punctual and regular in attendance. If absent, parents must notify the school office of the reason for absence, and if possible, the length of absence, without delay.
2. There is no supervision before 8.35am. Please do not leave your children unattended before this.
3. New Government regulations came into force in September 2013. Parents need to complete a leave of absence request form to inform us of your child’s intended absence, however, no leave of absence will be authorised unless there are exceptional circumstances.
4. It is imperative that all clothing is marked with your child’s name before it is worn or brought to school enabling it to be traced if lost or mislaid.
5. Children must use the correct entrances when coming into school and when leaving.
6. To develop good road safety habits all children are asked to cross Wirehill Drive accompanied by an adult.
7. The school drive is for access to staff and deliveries only.
8. Children should not bring unnecessary money, sweets, their own toys or mobile phones to school. Confusion and sometimes distress is caused if money or toys are lost or damaged. This also applies to jewellery, which should be left at home. For safety reasons, children who have pierced ears should only wear small stud earrings. The school does not accept responsibility for any lost or damaged items unnecessarily brought to school.
9. School bags are actively discouraged as space in the cloak areas is very limited.
10. The school operates a ‘tie hair back’ policy for pupils whose hair falls below shoulder length.

NOTE: County Health and Safety Guidelines state that earrings should be removed or covered with tape during PE and swimming sessions. As this procedure will be difficult for many young children, we recommend that earrings be left at home on identified days.



We are proud to offer our children a clean, healthy environment, in which to work and play, therefore the site is non-smoking and we request that adults do not bring dogs onto the school site.

The Governor’s request that, when bringing/collecting children from school, parents kindly abide by the law by not parking on yellow lines. This ensures the safety of all children.

Parents are also requested to be courteous to local residents by parking in a considerate manner. Lodge Park Social Club kindly allows parents the use of their car park at the start and end of the school day.

**OAK HILL FIRST SCHOOL TERM AND HOLIDAY DATES 2021/2022**

**AUTUMN TERM 2021**

TED (Closed to pupils) Thursday 2nd September 2021

TED (Closed to pupils) Friday 3rd September 2021

School Starts: Monday 6th September 2021

School Closes: Thursday 21st October 2021

TED (Closed to pupils) Friday 22nd October 2021

Half Term: Monday 25th October 2021 – Friday 29th October 2021

School Starts: Monday 1st November 2021

School Closes: Friday 17th December 2021

**SPRING TERM 2022**

TED (Closed to pupils) Tuesday 4th January 2022

School Starts: Wednesday 5th January 2022

School Closes: Friday 18th February 2022

Half Term: Monday 21st February – Friday 25th February 2022

School Starts: Monday 28th February 2022

School Closes: Friday 8th April 2022

**SUMMER TERM 2022**

School Starts: Monday 25th April 2022

May Day Bank Holiday Closure: Monday 2nd May 2022

School Closes: Friday 27th May 2022

Half Term: Monday 30th May – Friday 3rd June 2022

TED (Closed to pupils) Monday 6th June 2022

School Starts: Tuesday 7th June 2022

School Closes: Thursday 21st July 2022

Reminders of closures and holiday dates are on newsletters and can be found on our website www.oakhill.worcs.sch.uk



**OTHER INFORMATION:-**

**USE OF PHOTOGRAPHS AND VIDEO FOOTAGE**

**USE OF OFFICIAL PHOTOGRAPHS**

The obtaining of photographs and video footage enables Oak Hill to fulfil its function as a school. Photographs and/or video recordings of children may be taken whilst they attend the setting to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. prospectus, newsletters) and/or on our external websites. They may also be used to promote the good practice of the setting to other teachers, e.g. at training events organised by the Local Authority or national education/government institutions. Children’s names will never be published alongside their photograph externally to the setting. Names may be used internally, for example – on a display.

Electronic images, whether photographs or videos, will be stored securely on the setting’s computer/network which is accessible only by authorised users.

Before using any photographs/videos of your child we need your permission.

A Consent Form will be sent for parents to complete on admission to Oak Hill.

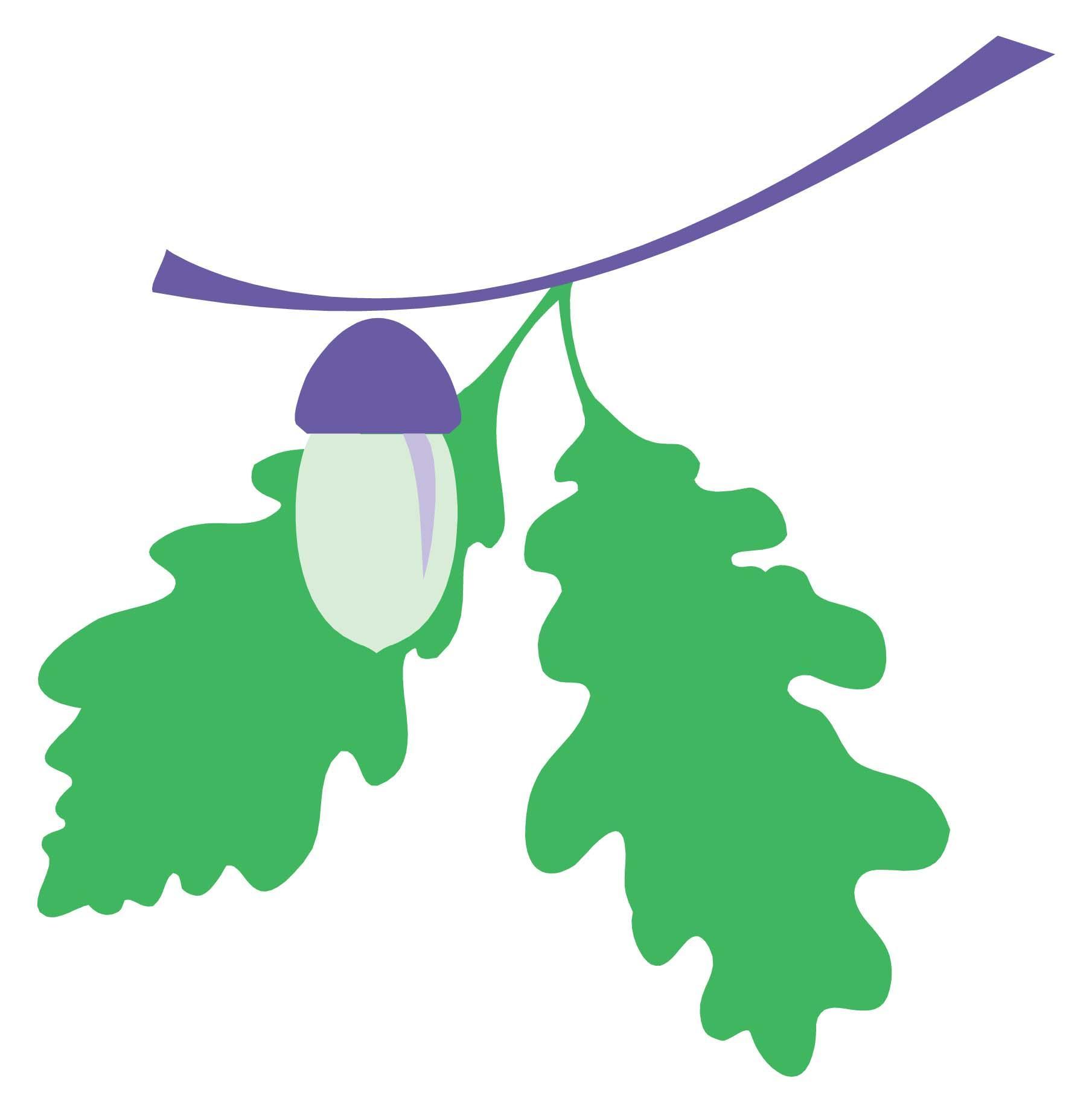
This form is valid from the date of signing until your child leaves the setting. Photographs and videos may be securely archived after your child has left the setting. Photographs and videos used for publicity purposes may continue to remain in circulation after your child has left the setting. You may withdraw your consent, in writing, at any time but it may not be possible to remove images that are already in circulation or have already been published although every effort will be made to do so.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child's achievements. The setting is happy to allow this, at the discretion of the Headteacher/Senior Manager, on the understanding that such images/recordings are used for purely personal family use. Images containing children other than their own should not be put on the internet for any reason, without first seeking permission from the other child's parents/carers.

A full copy of the setting’s policy on the safe use of children’s photographs may be obtained upon request.

Data Protection

Oak Hill First School takes your privacy seriously and we have taken steps to protect it. Any personal data you give to us, including photographic images, will be processed strictly in accordance with the Data Protection Act 2018 and will be used for the purposes that you have consented to. We will not share your details with third parties without your consent, except where we are legally compelled or obligated to do so. Please note that where you consent to images appearing on the internet, they can be viewed worldwide including countries where UK data protection law and GDPR Regulations does not apply, i.e. outside the European Union.

**OAK HILL FIRST SCHOOL**

## Privacy Notice

Under data protection law, individuals have a right to be informed about how the school

uses any personal data that we hold about them. This privacy notice explains how we

collect, store, and use personal data about our pupils.

We, Oak Hill First School, are the “data controller” for the purposes of data protection law.

Our data protection officer is Mr R Morley

**1. Pupil data**

We collect and hold information relating to our pupils, and may also receive information

about them from their previous school, local authority, or Department for Education (DfE).

This personal data will include:

* Contact details
* National curriculum assessment results
* Attendance information
* Exclusion information
* Personal characteristics (such as ethnic background)
* Photographs
* Special educational needs
* Safeguarding information
* Details of any support received
* Medical information
* Where they go after they leave us

**2. The lawful basis on which we use this information**

We use this personal data to:

* Support our pupils’ learning
* Monitor and report on their progress
* Provide appropriate pastoral care
* Protect pupil welfare
* Carry out research

Most commonly, we process data abiding by Article 6 of the GDPR (2018):

* When we need to comply with a legal obligation
* When we need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

* We have obtained consent to use pupils’ personal data
* We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be

withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Please see 7. Requesting access to personal data for more

information.

**3. Collecting pupil information**

The majority of information we collect about pupils is mandatory. Where it’s mandatory, we

will explain the possible consequences of not complying. Some information can be

provided voluntarily, and you will be informed if we request data on a voluntary basis.

Where consent is needed it will be acquired through opt-in forms. Please refer to 7.

Requesting access to personal data if you wish to withdraw consent on voluntary data.

**4. Storing pupil data**

Different types of data are subject to different retention periods under our Data Retention

Policy.

|  |  |  |
| --- | --- | --- |
| **Type of data** | **Retention period** | **End of life action** |
| Admission registers | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from date of last entry. Transfer to Archives |
| Attendance registers | Date of register + 3 years | Shred/Delete |
| Pupil record cards | Retain for the time which the pupil remains at the school | Shred/Delete |
| Pupil files | Retain for the time which the pupil remains at the school | Shred/Delete |
| Special Educational Needs files, reviews, and Individual Education Plans | DOB of the pupil + 25 years from the review | Shred/Delete |
| Letters authorising absence | Date of absence + 2 years | Shred/Delete |
| Absence books | Current year + 6 years | Shred/Delete |
| SATS records | Current year + 6 years | Shred/Delete |
| Pupils’ work | Current year + 1 year | Review at end of year, otherwise Shred/Delete |
| Statement maintained under the Education Act 1996 – Section 324 | DOB + 30 years | Shred/Delete, unless legal action pending |
| Advice and information to parents regarding educational needs | Closure + 12 years | Shred/Delete, unless legal action pending |
| Accessibility strategy | Closure + 12 years | Shred/Delete, unless legal action pending |
| Children’s SEN files | DOB of pupil + 25 years | Shred/Delete, unless legal action pending |
| Parental permission for school trips - where there has been no major incident | Conclusion of trip | Shred/Delete |
| Parental permission for school trips - where there has been a major incident | DOB of the pupil involved + 25 years | Shred/Delete |
| Accident reports | DOB of pupil + 25 years | Shred/Delete |
| Incident reports | Current year + 20 years | Shred/Delete |

**5. Who we share pupil information with**

**Department for Education and Local Authority**

We are required to share certain information about our pupils to our local authority (LA)

and the Department for Education (DfE), under Section 3 of The Education (Information

About Individual Pupils) (England) Regulations 2013.

For more information about our local authority please visit:

**www.worcestershire.gov.uk**

For more information on the data collection requirements placed on us by the Department

for Education (for example; via the school census), please visit:

**www.gov.uk/education/data-collection-and-censuses-for-schools**

The DfE may share pupil personal data we supply to them with third parties. This will only

take place where legislation allows it to do so. Please see **6. The National Pupil**

**Database** for further information.

**Other schools**

We will share data with schools that our pupils attend after leaving us.

**School services**

The school uses third parties and services to support administrative and educational

matters:

* **Scholarpack**

DOB, address, contact information, personal characteristics, SEND

information, medical and dietary information, free school meal eligibility,

social services links

* **Teachers2Parents**

Pupil Names, Parents Details

* **InVentry**

Pupil’s full names and year groups

* **ParentPay**

Address, contact information

* **Tucassi**

Pupil Names

* **MyConcern**

Pupil’s full names and year groups

* **Evolve**

Pupil Names

* **2Simple**

Pupil’s Names/DOB/Photographs

* **Depth of Learning**

Pupil names, SEN, Pupil Premium & Performance Data

* **Language Link**

Pupil Name

* **Phonics Play**

Pupil Name

* **Bright Minds**

Pupil Names, parents details, medical need SEN

* **Psychology 1st Ltd**

Pupil names, parents details, medical need, SEN & CP Status

* **Beacon Centre**

Pupil names, parents details, medical need, SEN, CP

* **EWO (Trinity High)**

Pupil names, SIMS File, Parents details.

* **Mercury/E5**

Staff Payroll/Supplier Contacts

* **HCSS**

Staff/School Budgetary Information

* **Google Mail**

Staff E Mail addresses

* **Squirrel Mail**

Staff E Mail addresses

* **Lourdes IT Services**

School IT infrastructure

* **Microsoft Active Directory**

Pupil File, File Storage Facility

* **Worcestershire Children’s First (Traded Services)**

Pupil Names, parents details, medical need, SEN

* **Worcester Childrens Portal**

Staff E Mail Addresses

* **Egress**

Staff E Mail Addresses

* **Worcestershire County Council**

Census return

* **DfE**

Census return

* **Governor Hub**

Governor Details

* **Edubase**

Governor Details

* **Other Schools (transition/mid term transfers/admissions)**

Pupil Files

* **Tempest (photography)**

Photography, images

* **NHS**, Karen Green (school nurse)

DOB, address, contact information, medical and dietary information

* **Social Services/LADO**

Pupil Name, student record, CP Status

These organisations are compliant with the GDPR (2018) in their processing and storage

of data.

**Other legal requirements**

Where it is legally required, or necessary, we may share personal information about pupils

with:

● The pupil’s family and representatives

● Educators and examining bodies

● Our regulator

● Our auditors

● Financial organisations

● Survey and research organisations

● Health authorities

● Security organisations

● Health and social welfare organisations

● Professional advisors and consultants

● Charities and voluntary organisations

● Police forces, courts, and tribunals

● Professional bodies

Personal data will only be shared where it complies with data protection law.

**6. The National Pupil Database**

The NPD is owned and managed by the Department for Education and contains

information about pupils in schools in England. It provides invaluable evidence on

educational performance to inform independent research, as well as studies

commissioned by the Department. It is held in electronic format for statistical purposes.

This information is securely collected from a range of sources including schools, local

authorities, and awarding bodies.

We are required, by law, to provide information about our pupils to the DfE as part of

statutory data collections such as the school census and early years’ census. Some of this

information is then stored in the NPD. The law that allows this is the Education

(Information About Individual Pupils) (England) Regulations 2013.

For more information about the NPD, please visit:

**www.gov.uk/government/publications/national-pupil-database-user-guide-and-supp**

**orting-information**

The department may share information about our pupils from the NPD with third parties

who promote the education or well-being of children in England by:

* Conducting research or analysis
* Producing statistics
* Providing information, advice, or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether the DfE releases this data to third parties are subject to a strict approval process and based on a detailed assessment of:

* Who is requesting the data
* The purpose for which it is required
* The level and sensitivity of data requested
* The arrangements in place to store and handle the data

To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements, and retention and use of data.

For more information about the Department’s data sharing process, please visit:

**www.gov.uk/data-protection-how-we-collect-and-share-research-data**

For more information about which organisations the Department has provided pupil information (and for which project), please visit:

**www.gov.uk/government/publications/dfe-external-data-shares**

To contact the Department for Education, please visit:

**www.gov.uk/contact-dfe**

**7. Requesting access to personal data**

Under data protection law, parents and pupils have the right to request access to

information about them that we hold. This is known as **a ​subject access request​.**   
To make a request for your personal information, or be given access to your child’s educational record, please contact the school in writing, either as:

* An email to ​**office@oakhill.worcs.sch.uk**
* A letter handed in to the school office

Requests should include:

* The subject’s name
* A correspondence address
* A contact number and email address
* Details about the information being requested

You also have the right to:

* Withdraw previous voluntary consent
* Object to processing of personal data that is likely to cause, or is causing, damage   
  or distress
* Prevent personal data being used to send direct marketing
* Have inaccurate personal data rectified, blocked, erased, or destroyed
* Claim compensation for damages caused by a breach of the data protection regulations

The school will:

* Aim to complete your request within 30 working days of receipt
* Inform you of an extension period if the request cannot be completed within 30 days

**Please be aware that the school will be unable to fulfil requests sent during   
statutory school holidays. They will be received once staff have returned to work.**

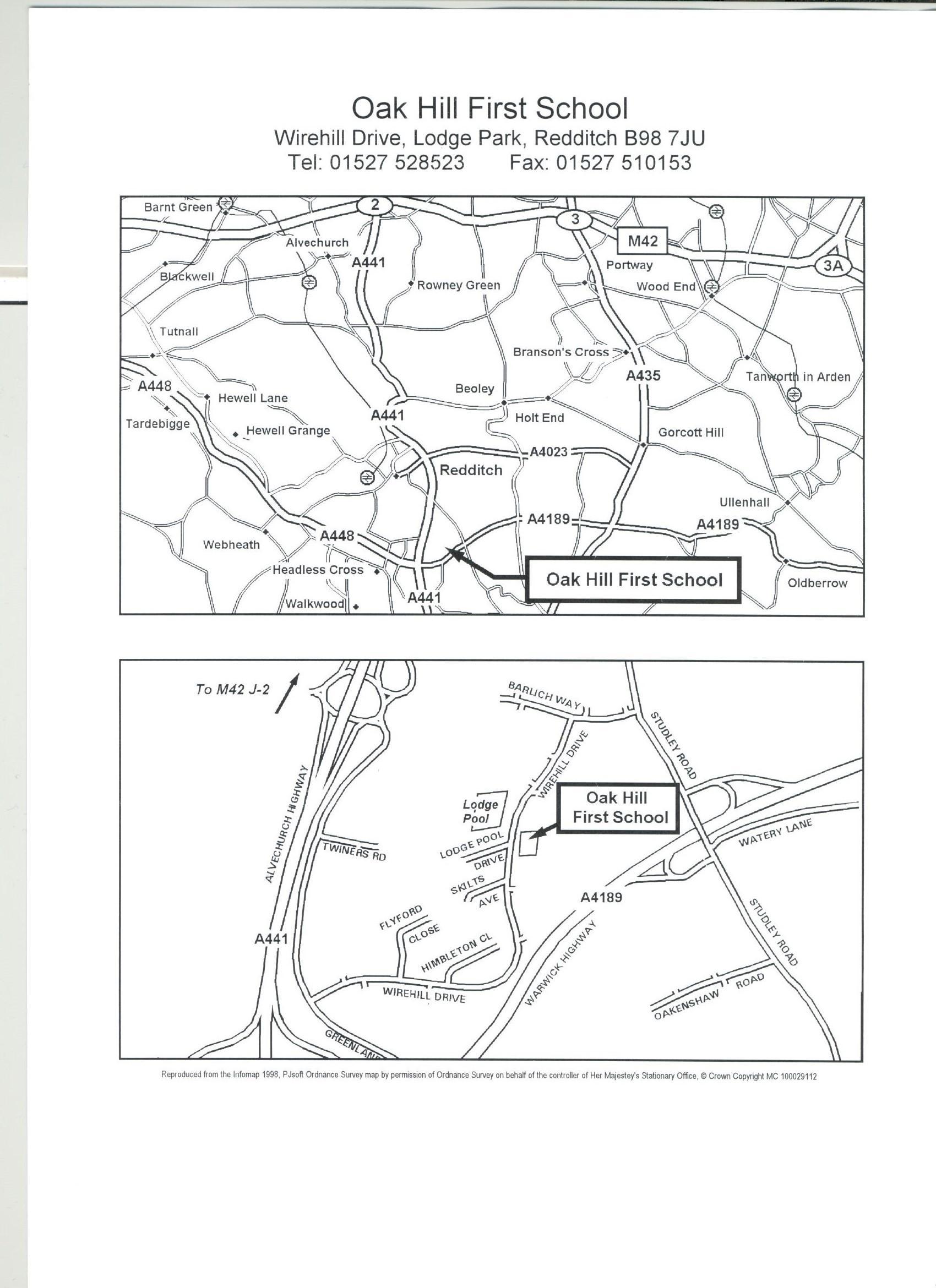
**8. Inquiries**

If you have any questions about the information in this notice, please contact:

* The school at ​[**office@oakhill.worcs.sch.uk**](mailto:office@oakhill.worcs.sch.uk)
* The Data Protection Officer:[**GDPR@schoolpro.uk**](mailto:GDPR@schoolpro.uk)

If you have any concerns about the way we are collecting or using your personal data, please contact:

* The Data Protection Officer:[**GDPR@schoolpro.uk**](mailto:GDPR@schoolpro.uk)
* The Information Commissioner’s Office at ​**www.ico.org.uk/concerns**

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