



*Parent Handbook*  
*Autumn Term*  
*2020/21*

# Contents

Contents .....	2
Introduction .....	3
Staffing Structure .....	1
Term Dates .....	1
General Information .....	2
Bubbles.....	2
Attendance.....	2
Start and end of the day .....	2
Walking home alone .....	3
Sickness .....	3
Lunch time.....	4
Clothing.....	6
Behaviour .....	7
Home School Communication .....	11
School Calendar: .....	11
Letters Home/ Text Messages: .....	11
Twitter:.....	11
Parent Consultation evenings .....	11
Parent and Pupil Voice.....	11
Termly Art Days.....	11
Parent Conduct and Complaints Procedure .....	12
Life outside of the classroom .....	13
Care Club (childcare) .....	13
Clubs and School visits .....	13
Home Learning.....	14
Homework.....	14
Home Readers.....	14
Times tables .....	14
First Aid Procedures .....	15
Administering of medicines in school .....	15
Safeguarding Procedures .....	16
Child Protection .....	16
Safer Recruitment Practices.....	16
And finally, what our children have told us over the past few weeks about our school.....	17

# Introduction

Firstly, thank you for choosing Oakworth and being part of our wonderful community; it is a very special family place and we feel proud and lucky to be part of it. We are also extremely proud to be part of the Bronte Academy Trust, along with Haworth Primary, Lees Primary and Oldfield Primary. Our Trust is an incredibly child centred one, and always strives to do the best that we can for our families. As a result, we have a range of excellent resources and expertise to draw upon, making your child's offer in our schools even better! 2020 has been quite a year for us all, and we are so grateful to our community, who we now think of as a family, who have shown us unwavering support throughout.

Our Parent Handbook is designed to be a point of reference for parents about all things Oakworth. As you can imagine, in the current climate, school is going to look quite different to normal. Unfortunately, there are a number of changes that we have needed to make, for example that we are currently not able to welcome volunteers into school or host school events or take children on trips. We are hoping these changes will only be temporary and school life will return to normal soon. We will be reviewing our systems on a regular basis and will keep you up to date with any adjustments.

Please, please be reassured that the welfare of our children and staff is paramount and we are doing everything we can to ensure this. We are working as quickly as we can to keep up with the ever changing guidance and we will communicate any changes with you as a matter of urgency. Please be patient and kind to us as we navigate these tricky times, it is all new territory!

Thank you once again for your support at this time and keep safe,

Miss Vargassoff and the team

# Staffing Structure

Headteacher - Miss Vargassoff					
Assistant Headteacher – Years 4-6 - Miss Layfield					
Year 4		Year 5		Year 6	
<i>Tigers</i>	<i>Lions</i>	<i>Kangaroos</i>	<i>Monkeys</i>	<i>Panthers</i>	<i>Cheetahs</i>
Mr Oakes	Miss Clayton	Mrs Sells/Miss Kenney	Mrs Owen/Miss Kenney	Mrs Hearn	Mr Fawcett
<i>Mrs Pickles</i>	<i>Mrs Hakes</i>	<i>Mr Mite</i>	<i>Mrs Clover</i>	<i>Mrs Ibbotson</i>	<i>Mrs Osborne</i>
Assistant Headteacher –Years 1-3– Miss Blott					
Year 1		Year 2		Year 3	
<i>Bears</i>	<i>Meerkats</i>	<i>Huskies</i>	<i>Penguins</i>	<i>Whales</i>	<i>Dolphins</i>
Mrs Turley	Miss Rook	Mrs Hutley/Miss Blott	Miss Quinlan	Miss Whitehouse	Miss Baker
<i>Mrs King</i>	<i>Mrs Moncaster</i> <i>Mrs Firth/Mrs Normington</i>	<i>Mrs Sharpe</i>	<i>Mrs Mitchell</i> <i>Mrs Smith</i>	<i>Ms Sharp</i>	<i>Miss Jones</i>
Assistant Headteacher – EYFS – Mrs Gavin					
Reception			Nursery		
<i>Rhinos</i>		<i>Giraffes</i>	<i>Zebras (am)</i>		<i>Hippos (all day)</i>
Mrs Hammond/Mrs Gavin		Mrs Lyon	Miss Imison		Mrs Harker
<i>Mrs Hands</i>		<i>Mrs Mashiter</i>	<i>Mrs Rawnsley</i> <i>Mrs Cartwright</i>		<i>Miss Hedges</i> <i>Mrs Lobley</i>
Cover staff Mr Bradley Mrs Myers Roberts/Miss Kenney		Lunchtime staff Mrs Ellison Mrs Bussfield Ms Hastings	NURTURE Mrs Scargill		Care Club Mrs Osbourne Mrs Smith Mrs Binns Mrs Chapman Mrs Firth Mrs Ellison Miss Jones
Business Manager - Mrs Haworth					
Cleaning Staff Mrs Busfield Mrs Denniss Mrs Hurst	Caretaker Mr Clark		Admin Team Mrs Horsfield Mrs Chambers		Kitchen Staff Mrs McAndrew (manager) Mrs Cartwright Ms Chapman Ms Walsh Louise Hastings

# Term Dates

HOLIDAY:	FROM:	TO:
Summer	Friday 17 <sup>th</sup> July 2020	Monday 7 <sup>th</sup> September 2020
Autumn Half Term	Thursday 22 <sup>nd</sup> October 2020	Monday 2 <sup>nd</sup> November 2020
Christmas	Friday 18 <sup>th</sup> December 2020	Tuesday 5 <sup>th</sup> January 2021
Spring Half Term	Friday 12 <sup>th</sup> February 2021	Monday 22 <sup>nd</sup> February 2021
Easter	Friday 26 <sup>th</sup> March 2021	Monday 12 <sup>th</sup> April 2021
May Bank Holiday	Friday 1 <sup>st</sup> May 2021	Tuesday 4 <sup>th</sup> May 2021
Spring Bank	Thursday 27 <sup>th</sup> May 2021	Monday 7 <sup>th</sup> June 2021
Summer	Friday 23 <sup>rd</sup> July 2021	

**INSET 2020-21 – these are the days children are not expected in school.**

Thursday 3<sup>rd</sup> September

Friday 4<sup>th</sup> September

Friday 23<sup>rd</sup> October

Friday 28<sup>th</sup> May

Friday 2<sup>nd</sup> July

# General Information

## *Bubbles*

Following government guidelines children will be organised in class bubbles throughout the majority of the day, year group bubbles will be used for dinner time and playtime. Wrap around care will continue as normal forming their own bubble, more details of this will be provided to Care Club parents.

## *Attendance*

If your child can not attend school for any reason, you must let us know. Being late for school and missing school through absence seriously affects a child's education.

**PLEASE DO NOT REQUEST HOLIDAY LEAVE DURING TERM TIME.** Due to our attendance figures and recent documentation from the local authority, we are no longer able to automatically grant the first 5 days of holiday as authorised absence. We do as a school understand the importance of holidays for families and children's life experiences, but please try to arrange these during the school holidays. Any government guidance around self-isolation after visiting abroad should be followed, but please be aware that we may not be able to authorise this absence in line with government guidelines for schools. If you need to request term time absence for **exceptional** circumstances, please meet with the Headteacher prior to booking.

In school we run our 'Oakworth Family Fortunes' incentive. This means that the classes with over 98% attendance in a fortnight receive £2.50 into their class 'bank' and 100% attendance receives £5. The children then decide as a class how to spend this money to benefit them as a class.

## *Start and end of the day*

We will be operating a one-way system on the school grounds, we apologise for any inconvenience this may cause. The safety of our children has been paramount in the planning of this. To help us keep our Oakworth family safe, gates to the school **will not** be opened until 8.30am and 3pm and we ask that those dropping off do so swiftly and with one member of the household wherever possible. We ask that children do not play on the trim trail equipment after school and adhere to social distancing measures, where possible. Any messages you wish to give to teachers should be sent via the year group email address and not given to the adult on the door.

Please be aware that you will not be able to access the school office as we are actively trying to reduce face to face contact. The office can be contacted via phone or email.

### **Start of the day**

Children can arrive to school **from 8.30am until 9am**, please help us by arriving *during* this slot to avoid crowding. A member of staff will be on the door to greet your child and sanitise their hands. These members of staff will be wearing masks, which will be removed on entry to the classrooms. Doors will be closed at 9am to ensure that teaching can begin promptly. All children will be expected to wash/sanitise their hands-on arrival. **NO PARENTS WILL BE PERMITTED INTO CLASSROOMS**, this included nursery and reception children.

Entering school grounds for Years 2, 3, 4 & 6 will be via the car park entrance, exiting onto Dockroyd Lane through the gate. For Nursery, Reception and Years 1 and 5, you should enter through the Station Road entrance (near the Coop) and exit through the double gates onto Dockroyd Lane. If you require access support, please contact school. Please note that the entrance and exit for Year 6 will now be on the school car park, to the left as you enter.

## End of the day

The morning system will be reversed to reduce footfall of children on Dockroyd Lane, which is very narrow. Parents will enter via Dockroyd Lane and leave via Station Road or the staff car park.

Nursery Zebras can be collected from their entrance/exit between 11.30am- 12pm.

Nursery Hippos, Reception and Years 1 & 2 can be collected at the end of the school day between 3pm-3.15pm.

Children in KS2 (Years 3-6) can be collected between 3.15pm-3.30pm.

If you have a number of children in school, we ask that you collect your children from their exits at 3.15pm, when all exits will be open. Staff will be aware that you will stagger your collections as you work around the exits.

Please can we ask that only one parent/carer comes to collect a child and that you do not congregate in the playground or surrounding areas. Access to the large playground will be closed at 3.30pm to allow for Care Club to safely access the area.

Please park safely and responsibly.

## Walking home alone

Only children in year 5 and 6 are allowed to walk home unaccompanied if they have been given written permission held by the class teacher. If a child is walking home without an adult, they are permitted to bring a mobile phone to school, which is kept securely in each year group.

## Sickness

If your child should be taken ill in school, or has an accident, we will need to contact a parent/carer. Please ensure we have your correct telephone number, plus an additional number for a friend or relative who can be contacted in an emergency (and that you have permission from that person); these should be updated every September to ensure that the information held by the school is current as it is VERY IMPORTANT that we have up-to-date contact addresses and telephone numbers. If your contact details change during the school year please inform the office immediately.

If your child or anyone in your household has any Covid 19 symptoms, please do not send them to school and follow the government guidance, booking a test as soon as possible.

If they develop these in school, they will be taken to the designated area with a familiar adult and the office will contact you to collect your child. A Covid 19 test will need to be taken, and the results returned, before your child can return to school. If the results are negative, your child can return to school.

If your child is confirmed as being positive, your child and any siblings must stay off school and government guidance for households must be followed. If there is a positive case in school the government guidance will be followed.

This currently states the following:

*Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.*

*The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.*

*The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in*

*close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- travelling in a small vehicle, like a car, with an infected person*

*The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.*

Please keep your child at home if she/he is unwell with any other illness and inform the school office via phone or email. After unusual sickness or diarrhoea please be mindful, and only allow your child to return to school 48 hours after the last episode. Failure to do this can cause further discomfort to your child and others. (This is the government and NHS guidelines)

Your child will be provided with a wrist band if they have received a head injury and this will also be reported to you via telephone as soon as possible.

If your child is unable to take part in a PE lesson, due to injury or illness, you must provide a letter for each session they are to miss. PE is a statutory requirement and children legally need to complete an hour per week in Key stage 1 and 2 hours Key Stage 2. This includes swimming (not taking place at the moment this term). Children will not be allowed to sit out of PE without a letter from parents stating why they cannot take part.

## ***Break and Lunch times***

**Due to COVID-19, we have had to make some changes to these sessions temporarily and these measures will be in place for the Autumn Term, in the first instance.**

Our playground has been split into 3 areas (2 in the main playground and one outside of the main office). Three year groups will be able to access the playground at any one time, keeping each year group to an area. This means there will be two outdoor break and 2 outdoor lunch slots. Playground equipment will be cleaned during the changeover of the children.

Our school meals are cooked in house, hot meals will be available from September, and need to be ordered for the whole half term, via a paper menu which will go home during the first week back. Our meals are prepared in line with the School Food Standards which follow strict guidelines on the content of the dishes. Parents and Carers must

inform school of any allergies or dietary requirements. Universal Free School meals are provided to all children in EYFS and Key Stage 1, if you wish to take up this offer.

Key Stage 2 are invited to have a school meal at a cost of £1.90. However, if you receive income support, or other benefits, your child may be able to have a school meal free of charge.

If you claim benefits or income support, the school will be able to claim extra funding that will benefit pupils. This helps the school enormously and we would encourage you to complete this. If you have not received the registration form, please ask for it at the school office.

Parents are welcome to provide packed lunch boxes for their children to have at lunch time and these will be stored in the child's locker or classroom. Our families are fantastic at providing healthy, balanced lunch boxes, without sweets or fizzy drinks. We as a school encourage our children to drink water wherever possible and lunch boxes **MUST NOT** contain nuts.

Each class will eat in their classrooms and school/hot meals will be delivered to the classroom for the children who have ordered one. Classroom tables will be cleaned before and after eating.

Lunchtimes will be covered by a teaching assistant and/or dinner supervisor in each classroom, to support children throughout the lunch period. These members of staff spend time getting to know the children in their class really well and provides a smooth transition and clear communication back and forth with the teaching staff before and after lunch.

## PE

Indoor PE lessons will take place outside if possible due to COVID – 19, please ensure you children is dressed appropriately. Equipment will be cleaned after each lesson to reduce the risk of infection.

### PE TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday
Year 1 Year 2 Year 4	Year 2 Year 5 Year 6	Nursery Reception Year 3	Nursery Year 1 Year 4	Year 3 Year 5 Year 6

# Clothing

The school uniform is Royal Blue and Grey or Black.

School Uniform:

- Plain Black or Dark Grey skirt, pinafore dress or trousers/shorts.
- Shirt/Blouse – Plain Blue (Royal or Pale) or White
- Royal Blue Sweatshirt, jumper or cardigan embroidered with the school logo.
- Socks/tights - White, Black or Grey.
- Shoes – Plain Black with no logo (plain black trainers are acceptable).

Summer term (optional):

- Blue and white, striped or checked dress.

*On the days that your child has PE, we ask that they come into school wearing their PE kit.*

Physical Education and Games kit is any combination of:

- Plain White t-shirt or with school logo
- Plain Black shorts/skort, leggings or joggers
- Plain black sweatshirt or hoodie
- Trainers

No jewellery is permitted in school, apart from watches and small stud earrings. These must be removed for PE for health and safety reasons.

Hair must be neat and tidy and worn with no extremes of style or colour or decoration. Small bows/ribbons permitted in school colours.

Make-up, cosmetics, nail varnish and temporary tattoos are not appropriate for school and must not be worn.

All clothes must be clearly labelled with the pupil's name.

Pupils are not permitted to wear Smart Watches or other similar style watches with internet connectivity for safeguarding reasons. These are not suitable for wearing in school for a number of reasons. Many of these watches have internet connectivity and cameras, which if used within school could pose a safeguarding risk. Whilst we appreciate that smartwatches can be disabled allowing only the time element to be operational, staff cannot keep a check on connectivity. They are also costly items, which could easily be damaged or go missing.

Government guidance does not advocate the needs for children of primary school age to wear masks in school at this time. If you would like to provide your child with a bottle of hand sanitiser, you are welcome to do so. Please be assured however that there is plenty available in school.

# Behaviour

At Oakworth, our code of conduct is based on the Oakworth Superpowers, a set of statements linked to the values and behaviours underpinning our school.

Our 'Superpowers' are based on the principles of the Growth Mindset and underpin everything that we do. Our staff and pupils are incredibly proud to be part of a place that thrives on this creative and thirsty attitude to learning and we are well known for it within our community. At Oakworth, we are a family, made up of unique individuals, and we are proud to be responsible for our role in this. Our behaviour policy reflects this and encourages our children to make good choices and be ambassadors for our school.

Behaviour in our school is good, as a result we now think of behaviour in the context of learning. The 'Oakworth Superpowers' are our learning behaviour statements which are underpinned with positive behaviour management and the restorative approach.

'Power Points' are given to children seen to be exhibiting behaviours that demonstrate our 'Oakworth Superpowers', they are:

Discovery – We will endeavour to be curious learners and find out the unknown.

- I find different ways to solve problems
- I use my curious mind to ask questions and investigate new things.
- I can think about my learning in different ways.

Respect – We will treat others how we expect to be treated.

- I look after school equipment and the environment.
- I am polite to everyone at all times.
- I show care and tolerance to others.

Teamwork – We will work together.

- I listen, help and support others.
- I respect others ideas and opinions.
- I make positive contributions.

Challenge – We will always try our best and aspire to achieve.

- I have pushed myself to try something new.
- I worked hard to overcome a challenge.
- I have achieved more than I imagined I would.

Resilience – We will keep on trying when things get tough.

- I believe in myself and what I can achieve.
- I can grapple with my learning independently and with others.
- I can make a mistake and learn from it.

Kindness – We will always look after others.

- I make feel valued and happy.
- I help others to be the best they can be.
- My actions make our school a better place

Safe— We will always look after others.

- Space – we try our very best to keep 2 metres apart at all times
- Amazing hygiene – we keep ourselves clean, washing our hands regularly
- Friends and family – we are kind and look after each other in this challenging time
- Everyone keep smiling!

Power Points are recorded on tally charts in the classrooms. Any member of staff can give out Power Points to children with the 'Superpowers'. Every half term gold, silver and bronze point winners are awarded a certificate in assembly. For every 5 points the children earn, they will receive a 'Power Token', which will go in to a box in the classroom. Each week, a token will be drawn and the children will receive a book of their choice as a prize. This book will be written in by the child's class teacher.

In our school, we also promote Random Acts of Kindness, rewarded by a mention in the 'Proud Book'. This can be done by both adults and children in school to those pupils who have exhibited this extra special behaviour, and the children will have their comment in the Proud Book read out in the Friday assembly.

Every Friday, we also celebrate our 'Oakworth Superstars', who have shown an example of fantastic learning over the course of the fortnight. The class teacher will give the child a certificate detailing their learning achievement and evidence of this learning will be in a frame on the main school corridor. These children will be celebrated in the Friday assembly, and their parents will be invited in for this. This will be done fortnightly for Year 1-3 and Year 4-6.

Sanctions:



We aim to support children to improve their behaviour through a system of sanctions that are used consistently and fairly, by all members of staff, and that are underpinned by opportunities for reflection and restorative conversations.

The children begin each session on 'Green' which means that they are at the expected standard of classroom behaviour in school. If a child is not exhibiting this standard of behaviour, they will move through the colour system and be given a sanction as a consequence.

Staff are clear with children about the reason they have been given a sanction and encourage children to get back on to Green as quickly as possible. Following sanctions, children are given the opportunity to have a fresh start. Orange and red sanctions are formally recorded on the whole school system. This is then shared with the Senior Leadership Team and strategies and interventions are then put into place to support the children where necessary.

**Red:**

When a child reaches red, this is deemed to be very serious and could mean the child is at risk of exclusion.

## Reflection Time

Reflection time is designed to be exactly that - a chance for the child to REFLECT upon their behaviour. It is not punitive, it is educational and helping the children to learn to choose to make good choices about their conduct.

This will occur over the child's lunchtime and will involve the child actively working with their class teacher to correct their behaviour. Examples of this maybe: writing a letter of apology, having a restorative conversation with their peers, undertaking an activity to help the adult issuing the sanction.

If a child is issued with 'Orange' sanctions 3 times, parents will be invited to attend a meeting in school with the SLT and the class teacher to see how best to support the child in the long term.

## Our Sanctions explained:

Blue Behaviours	Sanctions
Talking whilst someone else is Not paying attention Not following instructions Calling out	Verbal warning Child's initials written onto blue
Yellow Behaviours	Sanctions
Repeated blue behaviours Refusal to follow instructions Speaking disrespectfully to others Play fighting	5 minutes time out, time and place to be decided by the adult issuing the sanction, but to be done as soon as possible. Child's initials written onto yellow.
Orange Behaviours	Sanctions
Repeated blue and yellow behaviours Disrespect to adults Repeated refusal to follow instructions Leaving the room without permission	Communication with parent about the event 30 minutes in at lunchtime Recorded by the reporting adult on CPOMS
Red Behaviours	Sanctions
Extreme loss of control Deliberate/extreme violence towards peers or adults – e.g. biting, kicking, stealing, picking up chairs Extreme verbal abuse- adults or children Bullying, racist, homophobic or sexist incidents	A member of the Senior Leadership team notified who will name the most appropriate sanction from the following list: <ul style="list-style-type: none"> <li>• Removal of privileges for a fixed period</li> <li>• Internal isolation for the rest of the morning or afternoon</li> <li>• Additional internal isolations the following day(s)</li> </ul>

- Fixed term exclusion

Recorded by the reporting SLT member on CPOMS

Parent notified by SLT and asked to attend a meeting with AHT/Pastoral team

*As a staff team, we would like to reiterate here, that behaviour is something we teach and support in school, like any of the curriculum subjects. Our aim is always to encourage the children to make good choices and to 'fix' any mistakes they have made. We then work to forgive, forget and have a positive rest of the day*

# Home School Communication

To minimise contact, the school office will be closed to parents in the Autumn term. You are welcome to contact us via email or telephone.

## *School Calendar:*

A calendar is published at the start of the school term, outlining key dates. It is everyone's responsibility to make themselves aware of up and coming events and activities in the school. For the autumn term, the calendar will be significantly reduced due to Covid 19 restrictions.

## *Letters Home/ Text Messages:*

Class teachers inform parents in writing of changes to pre-arranged events, changes to routines, visits, class events, requests for support or resources from home, class news and celebrations. These are emailed out to parents. Should you need a paper copy, please contact the school office.

Teachers2Parents is a text messaging service to provide information to parents when required. Please ensure the office always has your most up to date mobile number.

## *Twitter:*

Our school has a Twitter page which is updated on a regular basis.

## *Parent Consultation evenings*

These will happen twice a year with a third, optional drop in session in the summer term. These meetings give parents the opportunity to discuss their child's personal and academic achievements and discuss any targets for the next term. The Senior Leadership and Pastoral teams are also available at these events should you have any other issues you wish to discuss. More information about the arrangements for this in the autumn term will follow.

## *Parent and Pupil Voice*

Your feedback is important to us! We ask parents and pupils to give us their views on a number of things during the course of the academic year. This is done in a variety of ways, one of which is going to be through our parent 'Solve it Squad' which will be starting soon. Keep an eye out for more details...

## *Termly Art Days*

Once a term, we hold a whole school art day to produce an item from every child for a display in school. Due to Covid, this will not be able to happen at this time, in the normal way, but we will be sending this out for families to complete at home.

# Parent Conduct and Complaints Procedure

Oakworth Primary School is organised on the basis of a partnership between parents and teachers. You will see a Parental Conduct policy on the Bronte Academy Trust website outlining the expectations of our parents.

This co-operation really helps to provide for the best in terms of your child's education and well-being. Regular contact between home and school will ensure that any problems will usually be sorted out easily and quickly.

If anything is troubling you, we suggest that you talk to your child's teacher, via the year group email address or request a call back. Most problems or misunderstandings can be sorted out this way.

If the matter is still unresolved it may be referred to the member of the Senior Leadership team responsible for your child's phase.

EYFS – Mrs Gavin

Year 1 - 3 – Miss Blott

Year 4 -6 – Miss Layfield

Inclusion – Miss Layfield

We also have Mrs Helen Scargill available should you need to discuss any pastoral/nurture needs.

If further action is needed this will then be referred to the Headteacher – Miss Beki Vargassoff

If your problem still remains unresolved you may wish to make a complaint, please refer to the Bronte Academy Trust website.

# Life outside of the classroom

## *Care Club (childcare)*

Care Club is now located in the terrapin classroom on the main playground. To access Care Club, please enter and exit via the Coop entrance and use the buzzer system on the gate to alert them you have arrived. Please adhere to social distancing and be mindful of other families dropping off and picking up at the same time.

Care Club runs every day in two sessions. The morning runs from 7.30am and costs £4.50. This includes a healthy and hearty breakfast and an opportunity for the children to socially interact with their peers in a constructive way before school.

The afternoon/evening provision operates after school until 6pm and costs £8. The children are given a snack and some fun and engaging activities to do until they are collected.

Care Club will be their own bubble, and will form two smaller EYFS/KS1 and KS2 bubbles, who will be housed in opposite sides of the terrapin. If groups swap over, the rooms will be sanitised and equipment removed and replaced. Strict handwashing/sanitising procedures will apply.

Care Club drop off and pick up will happen at the bottom of the ramp, no one will be permitted in the building. We ask that drop offs are completed no later than 820am so that one way system for the main school can start promptly at 830am.

## *Clubs, School visits & Swimming*

These will not take place in the autumn term due to Covid restrictions. This will continue to be reviewed and you will be informed of any changes.

# Home Learning

## *Homework*

The children from Year 1-6 have homework on a weekly basis that they use to further extend their learning related to our curriculum themes. The children choose their task from a grid and submit their chosen task weekly. The task is checked and praise given by a member of staff.

## *Home Readers*

Home readers are sent home in children's book bags on a daily basis. They are changed regularly for all children. Parents are encouraged to read for 20 minutes with their child every day and complete their reading record. Cleaning guidance will be followed for reading books.

Please remember that home learning should not be solely organised through school. Any opportunities you have to discuss topics, research online, go on visits, watch documentaries, cook or play games with your child are beneficial to their education. If you would like any further ideas for home learning activities, please talk to your class teacher after school.

We encourage our children to be independent, responsible learners and they are in charge of changing their own books.

## *Times tables*

Times tables are an integral part of children's maths learning. Please support your child with this by learning them at home. All children from year 2 upwards will have a login for TT Rockstars.

# First Aid Procedures

Any child in need of First Aid will be seen to by a member of the first aid team. Staff in the playground also have first aid kits with them.

Parents will be notified where necessary and the child will be given a yellow wrist band with details of the injury written on it. In the case of head injuries, parents will be informed by telephone and the child will receive an orange wrist band.



## *Administering of medicines in school*

- Any children requiring medicines need to complete a medicine form, and both the medicine and the form need to be handed into the office, who will counter sign the form. These forms will be kept in the medical file in the front office. Medicine forms are available on the school website and can be completed electronically or in paper form. **Please do not give any medications to class teachers or support staff. They MUST be given in to the office, so the paper work is completed.**
- All medicines, with the exception of inhalers and epi-pens, will be stored in a locked cupboard, or fridge if necessary, in the front office. Children needing medicines administered will come to the front office for their medicine at the agreed time. Please note, as a school we do not administer medicines unless prescribed 4 times daily by a doctor.
- Medicines that have not been prescribed by a doctor, will not be administered in school. Parents may come in to school if they wish to administer it themselves, but this must be agreed with the school office.
- When the medicine course agreed with school is completed, the medicine will be returned to **parents/carers** and the medicine form will be archived. Medicines **will not** be passed through children.
- A separate form must be completed for travel sickness tablets. This form along with the medication should be handed to either the class teacher or school office on the morning of the class visit.
- Inhalers will be labelled and stored in the classrooms, in the green first aid bags. When they are administered, a blue slip will be sent home. All children in EYFS and Year 1 should have a spacer with their inhaler.
- A child's Epi-pen will be kept in the green first aid bags, in a labelled container. If administered, all packaging will be kept and passed on to the ambulance service. The child's spare epi-pen will be kept in the green first aid bag in the school office, clearly labelled with the child's name.

# Safeguarding Procedures

At Oakworth Primary School, Safeguarding runs through everything we do. Our policies all reference the government's document 'Keeping Children Safe in Education' (2020).

Safeguarding is not only about protecting children from abuse and neglect. It is also about doing what is best for children to ensure that they are provided with opportunities to become successful adults.

Safeguarding children is everybody's responsibility and children have a right to be safe in all environments, for example, at home, school, on the street and even on the internet. It is therefore the role of teachers, learning mentors, doctors, nurses, social workers, police officers, faith leaders, sports coaches to ensure that children are safe from harm.

## *Child Protection*

Child protection involves taking steps to safeguard vulnerable children and young people who have suffered or is at risk of suffering from physical, emotional, sexual abuse or neglect.

At Oakworth our Designated Safeguarding Leads are:

Miss Vargassoff, Headteacher

Miss Layfield, Assistant Headteacher and Inclusion Lead

Miss Blott, Assistant Headteacher

Mrs Gavin, Assistant Headteacher

Mrs Scargill

Mrs Osbourne (Care Club)

If you have any concerns about a child, please contact our Designated Leads. Please always be mindful of confidentiality.

## *Safer Recruitment Practices*

Our school follows strict guidance, such as adhering to strict checking and vetting procedures. At least one member of staff and governors on each interview panel will have received specific 'Safer Recruitment Training'. In this way, we ensure that all adults we recruit are safe.

All adults working with our children will be subject to a satisfactory enhanced DBS check (school or green lanyard). Visitors must also show photo ID. If a visitor has photo ID, but cannot show valid DBS clearance, they will be supervised at all times and wear a red lanyard in school.

And finally, what our children have told us over the past few weeks about our school...

*"Thank you for all you have done and keep teaching so brilliantly!" Year 6*

*"Thank you teachers, you are all light sabres" (savers!) Year 3*

*"We love our school and can't wait until September!" Year 4*

*"I can't wait to come to school, even though the Cabona Bibus is there!" Reception*

*"Thank you for my child's report, I could really 'SEE' my child shining through." Year 6 parent*