



Parent Handbook

Taking you step-by-step through starting school



OYSTER PARK PRIMARY SCHOOL KEY INFORMATION

In this Parent Handbook you will find key information about starting school.

There are also a number of forms which we need completed and returned when a child starts school. Once completed please hand these forms to the office.

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office or see our website.

School Contact Details

01977 515994

admin@oysterpark.co.uk

www.oysterpark.co.uk



Oyster Park Primary School



@OysterParkPrim

School start and finish times

8.30am-11.30am Morning Nursery

12.15pm -3.15pm Afternoon Nursery

Key Stage 1 and 2

Doors open from 8.50am

9.00am-3.05pm

If you are going to be late please call the school office to let us know.

Breakfast Club

Breakfast Club runs in the hall each day from 8.00am-8.50am.

£2.00 (including breakfast of cereal, toast, hot option such as beans on toast, fruit juice)

Full details are on our website

CHILDREN MUST BE SIGNED IN BY AN ADULT.

Payments

Payment is preferable by ScoPay, website, www.scopay.com/castlefordoysterparkpri

You will be given a registration number and log in details when your child starts school. Payment for school dinners must be made in advance. Payment for Breakfast Club can be paid weekly or daily.



Uniform

Jumpers, cardigans, PE kit and other items with our logo can be purchased through 'Better and Bright' in Castleford Market.

Our uniform is **royal blue and black**.

- Royal blue cardigan or sweatshirt
- Black trousers, shorts, skirt, or pinafore dress
- White polo shirt
- Sensible shoes or dark coloured trainers

Summer option for girls: blue and white dress.

For health and safety, jewellery is not worn at school.

Children from Upper Foundation onwards, change for PE.

Indoors:

- White T shirt and black shorts

In line with health and safety guidelines, indoor gymnastics work is carried out in bare feet

Outdoors:

- White T shirt
- Black shorts
- Tracksuit bottoms
- Change of trainers or pumps

Please make sure all clothing is labelled with your child's name

Outdoor Learning

Children have access to outdoor play and learning throughout the year. We provide waterproof over suits and wellies for Reception and Nursery children although children are welcome to bring their own. All children need to wear 'old' warm clothes for learning sessions in our outdoor 'Forest School' area. We do not allow shorts to be worn in our Forest School Area.

Food in School

Hot school meals, with a vegetarian option and a jacket potato option, are available daily and are prepared and cooked on site by Kingswood catering staff. Children choose their main course on a morning to ensure everyone gets their choice. Our meals offer good value for money and ensure that your child has a healthy meal during the school day.

Infant Free School Meals

All children in Upper Foundation and Years 1 and 2 can have school meals free of charge. Some families receiving certain benefits are eligible to continue receiving free school meals after this time. For more information please contact the school office. Otherwise, from Year 3 upwards, the cost is £2.05 per day (£10.25 per week) per child. Water is available throughout lunch.



Packed Lunch

If your child brings a packed lunch to school, please ensure they have a balanced meal. We do not allow chocolate bars or sweets. Drinks are provided by school to avoid leakages.

Fruit and Snacks

Children in Foundation and Year 1 and 2 are provided with free fruit as a morning snack. All children are allowed to bring fruit for a snack at break times.

Milk and Drinks

Children are given a water bottle when they join school and have access to fresh water all day. Water is provided at lunch time.

Children are eligible for free milk up to the age of 5. All other children are able to have milk at a cost of £1.00 per week. As we need to order milk a week in advance, payments must be made 11.00am on a Friday for the following week.

Family Support

It is hard being a parent and knowing where to go for advice and support. Mrs Morgan and Mrs Mohammed support families with any pastoral needs or concerns, particularly with attendance, parenting or safeguarding. They can also put you in touch with other agencies. You can speak to them confidentially, either by appointment or by calling into the office to see if they are available.

Attendance and Punctuality

All schools are required to monitor and report on pupil attendance and reasons for absence. It is very important that children attend school and are on time, being on the premises by 9.00am. It is also essential that children are collected on time at the end of the day and that parents let us know if there is any unexpected change to the arrangements.

As parents, you are responsible for ensuring your child attends school every day, unless they are too unwell. Nationally, children are expected to have an attendance of at least 95.5% - which means no more than 10 days absence a year. If your child's attendance falls below 90%, which is 20 days absence, the Council can issue you with a fine.

Authorised Absence

Under Government legislation, family holidays must be taken during school holidays. We cannot authorise absence for outings, holidays or family visits during term time. Where possible, medical and dental appointments should take place outside of school hours. You must let us know in advance of any such planned absence.

Child too ill to attend

If your child is unwell and unable to attend school, please contact us by 9.30am with the reason for absence. As we are concerned to make sure children are safe, we will ring you if your child is absent and we have had no message.

Illness in School

If a child becomes ill or injured during the day, we will contact you to give you details. Where a child is not well enough to remain in school, parents are asked to make arrangements for them to be collected as soon as possible. Current government health advice is that a child who has vomited or had diarrhoea must not return to school for at least 48 hours after the last incidence, to ensure that the illness has passed before coming into contact with other children.



Medicines at School

We can only administer medicines that have been prescribed by a doctor and cannot be taken outside of school hours - for example when 4 doses a day are needed. Please notify the office if your child needs such medication or an inhaler so that we can complete the necessary documentation.

Safeguarding

The day to day contact we have with children puts us in a particularly responsible position as far as child protection issues are concerned. Sometimes a member of staff may notice outward signs of neglect or abuse in a child or a child may make a disclosure to them. As a parent, you should be aware that, we are required by law to follow agreed Child Protection procedures and may report our concerns to the Social Services Department. The Designated Safeguarding Officers in school are Mrs Chapman-Kemp, Mrs Bodycombe, Miss Isle, Mrs Morgan and Mrs Mohammed.

Health & Welfare

We are a non-smoking site, including all areas of the grounds. Dogs are not allowed on the school site for reasons of hygiene and safety.

School/Home Contact

We always welcome parents and carers into the school but we ask that you make an appointment if you would like a meeting with staff. If you have any questions or concerns about your child’s education please speak to their class teacher in the first instance.

We ask that you keep us up to date with any changes to your contact details.

Detailed information about our school is available from the school office or on our website.

We welcome enquires by phone or email

Term Dates 2016-2017	
Date	Event
Wednesday 7 th September	School reopens
Friday 21 st October	School closes for half term
Monday 31 st October	School reopens
Friday 16 th December	School closes for Christmas
Tuesday 3 rd January	School reopens
Friday 10 th February	School closes for half term
Monday 20 th February	School reopens
Friday 7 th April	School closes for Easter
Monday 24 th April	School reopens
Monday 1 st May	School closed for May Day holiday
Friday 26 th May	School closes for half term
Monday 5 th June	School reopens
Tuesday 25 th July	School closes for Summer



PEOPLE IN SCHOOL

Leadership & Management Team	
Acting Headteacher	Mrs J Chapman-Kemp
Assistant Headteacher	Miss J Isle
Inclusion Leader/SENCo	Mrs H Bodycombe
Teaching Staff	
Nursery	To Be Appointed
Upper Foundation	Mrs F Coomber Miss G Woods
Year 1	Miss A Tonks Mrs S Marshall/Mrs K Hyde
Year 2	Miss S Brannon Miss K Taylor-White
Year 3	Miss L Ambler Miss A Tomlinson
Year 4	Mr D Forsyth Miss E Craven
Year 5	Mrs S Smithson Miss A Golding
Year 6	Miss B King/Miss S Bennett Mrs M Hill
	Miss S Lochman
Specialist Teaching Assistants	
Higher Lever Teaching Assistant	Mrs L Bickerdike
Higher Lever Teaching Assistant	Mrs T Reynolds
Specialist Teaching Assistant	Mrs J Clarke
Specialist Teaching Assistant	Miss R Smith
Forest School Leader	Mrs J Evans
Forest School Leader	Mr J Gillian
Forest School Leader	Mr M Richardson
Learning Mentor	Mrs S Coulthard
Learning Mentor	Mr S Muranka
Nursery Nurse	Mrs D Kaliszewski
Nursery Nurse	Mrs M Tennant
Teaching Assistants	
	Mrs P Beacroft
	Mrs N Beamer
	Mrs T Breslin



Teaching Assistants (continued...)	
	Mrs Brown
	Mrs J Copley
	Mrs J Coulthard
	Mrs S Dickinson
	Mrs L Gwilliam (also Breakfast Club)
	Mr T Harrison
	Miss C Holden
	Mrs P Hutchinson
	Mrs W Johnson
	Mrs S Keighley (also Breakfast Club)
	Mrs C Langley
	Mrs K Marshall
	Miss J Millard
	Mrs J Moore
	Mrs C Rickard
	Mrs J Roberts
	Mrs L Wilson
	Miss J Wood
	Mrs C Macdonald
	Miss C Holmes
	Miss J Fox
	Mrs J Wilkinson
Family Support Team	
	Mrs K Morgan
	Mrs I Mohammed
Administrative Team	
Business Manager	Mrs M Swift
Admin Assistant	Mrs E Painter
Admin Assistant	Mrs T Whincup
Lunchtime Supervisors	
	Mrs L Dwyer
	Mrs C Hawkin
	Miss N Baker
	Mrs J Gibbs
	Mrs M Robinson
	Miss J Theaker
	Mrs C McDonald



Lunchtime Supervisors (continued...)	
	Mr T Harrison
	Mrs B Finney
	Miss C Smith
	Mrs W Lloyd
Premises Staff	
Site Supervisor	Mr M Richardson
Caretaker	Mr M Blackburn

OYSTER PARK PRIMARY SCHOOL PRIVACY NOTICE-DATA PROTECTION ACT 1998

We, Oyster Park Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your contact details and those of your child, national curriculum assessment results, attendance information¹ and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

We may also share your child's name as part of general class information such as class lists shared with parents or where other children in school would like a list for party invites/Christmas cards etc.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules allow us to.

If you want to see a copy of the information about you or your child that we hold and/or share, please contact the Headteacher. If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.wakefield.gov.uk/CouncilAndDemocracy/AccessToInformation/AccessInformation/DataProtection/PrivacyNotices.htm>

and <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites please contact the LA or DfE as follows:

- The LA Data Protection Officer
County Hall
Bond Street
Wakefield WF1 2QW

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.



- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email <http://www.education.gov.uk/help/contactus> Telephone: 0370 000 2288

OYSTER PARK PRIMARY SCHOOL TEACHING AND LEARNING IN THE FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) is the stage of education for children which begins at birth and lasts until the end of the school year in which they become five. This includes Nursery (3 and 4 year olds) and Upper Foundation (4 and 5 year olds). This stage of the curriculum is based on the fact that children learn best through play and active learning.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning success. It should also support their social development, care and learning needs. From when your child is born up until the age of 5, their early years experiences should be happy, active, exciting, fun and secure.

During their time in the Foundation Stage your child will be learning new skills, knowledge and understanding through seven areas of development. These are divided into three 'prime areas' and four 'specific areas'.

The three prime areas are of the utmost importance in the beginning and are as follows:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

As children grow, these three prime areas will help them to develop skills in the four specific areas. These are:

- **Literacy**
- **Mathematical development**
- **Understanding the World**
- **Expressive Arts and Design**

Our Foundation Stage provides a structured, play based curriculum balanced with direct teaching in focused work. The staff will observe, interact, initiate or direct your child to further support their learning. The more formal work in focus groups will also enable them to do things such as learning letter sounds, numbers and key words.

Outdoor learning is a very important part of the EYFS curriculum. Our children have access to their own outdoor play areas throughout the year and outdoor learning is well structured, resourced and organised to support all areas of learning.

The Nursery and Upper Foundation Stage classrooms are divided into areas which provide well organised and challenging activities. These are appropriate to different ages and levels of development and can be adult or child initiated. We will monitor and assess your child's progress and achievements in all areas of learning through observation, discussion, or direct teaching on a daily basis. We collect evidence in many ways and document it



both electronically and in a 'Learning Journey' folder. All of your child's learning is carefully planned so that their individual needs are met and that their learning is exciting and enjoyable.

HOW CAN YOU HELP?

You can help your child to settle more easily into school if you can encourage them to be more independent and do the following things:

- Go to the toilet by themselves
- Wash and dry their hands
- Put on their coat and begin to dress/undress themselves
- Look after and tidy toys away
- Sit down and listen – even if only for a short period of time

You can help your child to develop their language skills by talking and listening to them. This helps them to develop vocabulary and an understanding of language which is important in learning to read and write.

Writing

- Encourage your child's early attempts at writing – for example send notes to each other, leave a message for someone, make a list for the shops.
- Encourage your child to do pretend writing and ask them what it says. They will usually be able to tell you!

Reading

- Telling stories
- Reading stories
- Learning Nursery Rhymes
- Helping your child to recognise and write their own name
- Use letter sounds not names

Mathematical Skills

- Counting out loud with your child at every opportunity
- Playing board games
- Looking at numbers in the environment
- Playing shop together with real money
- Looking at sizes, shapes and colours of things around them
- Doing jigsaws and puzzles