

# Welcome to Oldbury Park Primary School



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Headteacher: Sarah Boyce

Deputy Headteacher:

Margaret Phillips

Assistant Headteachers:

Rebecca Hall and Sam Burnage



Dear Parents / Carers

## Welcome to Oldbury Park Primary School

We hope this information answers some questions you may have and helps you to understand more about our school. We look forward to sharing this exciting stage of your child's education with you.

We are committed to providing an interesting, exciting and creative curriculum, to preparing your child for their future education and to give them skills and enthusiasm to pursue learning for the rest of their lives.

We hope you will encourage your child to contribute to the life of the school and take part in, and enjoy, the many opportunities on offer.

We look forward to meeting you and welcoming you to our school.

Yours sincerely

Sarah Boyce  
Headteacher



# School Council

We love our school! It's really brilliant.

As a School Council we were all elected by our classes. We like to involve everyone in making decisions about our school. We want to make sure everyone is happy and safe. Happiness and kindness at our school is as important as learning.

Every Friday, we meet to talk about ideas to help improve our school. We plan activities for everyone to take part in like Comic Relief and dressing up for World Book Day.

We have supported charity collections in school, at our annual Carol Service and at school productions.

We really enjoy being on School Council.

Thank you for reading about our fantastic school.

# Eco Council

At our school we aim to keep our school an Eco School, as Eco Schools are cool! We have an Eco Committee made up of children across the school, dedicated to helping save our planet and its resources.

We meet weekly to discuss ideas and how we can make a difference. It is important to learn about Eco in our school as we are aware that the little things we do now will have an effect on future generations.



# Our School

At Oldbury Park, we:

enjoy learning,  
celebrate effort and achievement,  
take responsibility,  
respect ourselves and one another  
and work together  
so that we feel secure and  
able to achieve.

We teach our children six *Key Skills for Learning and for Life*:

Respect  
Collaboration  
Communication  
Perseverance  
Concentration  
Independence

Every half term we focus on a different Key Skill in assemblies and across all our learning activities in the classrooms.

Through the six Key Skills we:

- encourage pride in the achievements of the school and individuals within the school;
- are tolerant and understanding of others, regardless of ethnic origin, gender, religion, disability or background;
- encourage pupils to take responsibility for themselves and their learning
- develop the skills required for independent learning;
- develop children's own individuality, enabling them to discover and recognise their own strengths and limitations and set their goals accordingly;
- encourage children to work and play co-operatively, fostering sharing and respect for one another and care for the environment;
- promote self discipline and encourage good standards of behaviour;
- equip children with the skills, knowledge and understanding so that all children successfully progress to the next stage of their education.



## **General Information**

### **School Office hours**

7.30am—4.00pm

### **School hours**

8.55am-3.10pm (Reception & Key Stage 1)

8.55am-3.15pm (Key Stage 2)

All children have a morning break. Reception and Key Stage 1 have a flexible afternoon break.

Children can come in to the school building from 8.45am onwards. The morning bell goes at 8.55am by which time all children should be in school. Any child arriving at school after this time should be taken to the school office by their parent / carer where they will be signed in and taken to their classroom.

Members of the Leadership Team are on duty before school from 8.45am. Teachers are available after school on the playground once they have dismissed their class. If you need to get a message to your child's class teacher please see one of the Leadership Team in the morning. We are not legally responsible for your children before or after school hours unless they are attending an after-school club.

All pupils are registered in the morning and afternoon. Please make sure your child arrives at school on time. This is very important because good habits need to be established early and we want all children to start the day well. If your child is late or needs to be collected early we ask parents/ carers to get their child signed in and out at our main office.

### **Emergency Contact Details**

Please ensure that any changes to contact details are given to the school office. We also need to be informed about any health matters, especially allergies, relating to your child.

## **Holiday Requests**

Holidays during term time are not allowed. In exceptional circumstances requiring absence, requests should be made using the appropriate form from the School Office at least 4 weeks before this is due to take place. The Headteacher will then discuss this request with the parent / carer.

## **Illness**

If your child is ill, please contact the school on the first morning of absence. If your child has been off school due to sickness or diarrhoea, he / she needs to have had 48 hours from the last bout of illness before returning to school in order to prevent infections spreading.

If your child has suffered an injury or has asthma, respiratory complaints or circulation difficulties that is likely to affect their school attendance please do not hesitate to contact the school for advice.

## **Medicines**

Only prescribed medicines can be given in school. This includes travel sickness tablets for school trips. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However we realise that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement from parents for any medication to be given to a child. The relevant forms can be obtained from the school office.

## **Texting service to parents**

The School operates a texting service to inform parents of urgent messages. You are unable to respond to these messages by text. Please ensure your mobile numbers are up to date in the school office to ensure you do not miss out on vital information.



## **School Uniform**

We want your child to be proud to wear the Oldbury Park school uniform. Our uniform portrays the school's ethos and shared positive values. We have a very simple and smart uniform that the children wear. This consists of a:

- burgundy sweatshirt or cardigan
- white shirt with an Oldbury Park burgundy striped tie
- grey or black trousers, shorts, pinafore dress or skirt.
- pink and white checked summer dress
- Oldbury Park reversible fleece jacket
- Long hair should always be tied back while your child is in school using hair bobbles or hairbands that are plain or in school colours.

The school uniform, including ties, sweatshirts, cardigans and reversible fleeces, can be purchased from School Togs in Worcester.

If you think you are entitled to Free School Meals, please see Mrs Coley in the School Office. One of the bonuses of this entitlement is that you receive a Pupil Premium package which includes free lunches and milk in school, two free Oldbury Park sweatshirts per year and no charges for school trips.

## **After School and Lunchtime Clubs**

We provide a wide range of extra curricular activities run by District Sports and other outside providers for the children to take part in each term. These include sports clubs like Football, Netball, Tag Rugby, Basketball, Dodgeball, Multi-skills and Dance. and other activities such as Debutots and Ukulele.

In addition to the above provision, teachers run a wide variety of clubs at lunchtimes.

## **PE and Games kit**

For PE children wear a white T-shirt, black shorts, pumps or trainers.

Tracksuit bottoms and school sweatshirts may be worn for outdoor PE and Forest School. All clothing should be clearly labelled. For Health and Safety reasons jewellery must not be worn for sporting activities.

Long hair must be tied back during all of the school day.

## **Jewellery**

The only items that are considered appropriate for school are watches, and studs worn in pierced ears. The school does not approve of either jewellery or make up. Please note that staff are not allowed to remove or look after jewellery for children; the safest place is at home.

Close-shaved haircuts, dyed hair, tram lines in hair and fake tattoos are also not permitted. Please ensure that long hair is securely tied back for school.

## **Lost Property**

Naming all items of clothing reduces the risk of losing things.

We keep lost property for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child has lost something, then please check the lost property box in the entrance foyer. Unclaimed items are disposed of after the end of the school year.



## **School Meals**

Our school kitchen is run by Aspens Catering providing healthy school dinners at a cost of £2.30 per day for children in Years 3,4,5 and 6. Meals are ordered online through viewing the menu and then completing the meal order on Aspens' website — [www.aspens-services.co.uk](http://www.aspens-services.co.uk). Please contact our school cook, Sonia, on 01905 427197 for assistance with ordering and special diets for your child.

**All children** in Reception, Year 1 and Year 2 are now eligible for Universal Infant Free School Meals. However if you receive Income Support, Job Seekers Allowance (Income Based) or have Tax Credits your child will also qualify for our Pupil Premium Package which not only includes free school lunches but also school uniform sweatshirts, daily milk and free school trips. Please enquire at the school office for further information.

## **Bringing Food/ Drink to School**

School packed lunches should be brought to school in a secure container that is clearly labelled with the child's name. Water is available at lunchtime. Water brought into school should be in plastic flasks or bottles. In the interests of healthy eating, please do not send your child in with sweets, chocolate bars and any drinks other than water.

## **Milk**

All children under five are eligible for free milk. Milk is available for children over five and should be paid for once your child reaches the age of five and then at the beginning of each term. Forms to request milk are sent out termly.

## **Drinking Water**

At Oldbury Park we place a great deal of importance on ensuring children are well hydrated. Chilled drinking water is available throughout the day for children. All children are able to have their water bottle in class as we expect that children drink water during lessons.

## **Snack Time**

All children in Reception and Key Stage 1 are provided with a piece of fruit every morning.

For children in Key Stage 2 you may like your child to have a mid morning snack. Please only send healthy snacks such as fruit and vegetables.

## **First Aid**

School staff are trained to administer first aid in school when necessary. If an accident requires further medical attention we will make every effort to contact you first. Please ensure your contact information is always up to date.

## **Dogs**

Please do not bring dogs onto the school site. This includes the car park and the school drive. Some of our children have known allergies to animals.

## **Smoking**

The whole school site is a designated 'No Smoking Zone'. This includes the use of e-cigarettes. Please do not smoke anywhere within the school or on the school grounds. This includes the car park and school drive.

## **Road Safety**

We encourage children to walk, cycle or scoot to school. When parents are confident that their child is able to ride their bike safely to school, children should wear a cycle helmet. Cycles and scooters can be secured to the bike and scooter racks by the Pupil Entrance during the day. Please note this is at your own risk.

For safety reasons we ask that cycles and scooters should not be ridden on the playground either before or after school.



## **Behaviour Policy**

We believe in praising children for their high levels of engagement and effort as well as making progress with their learning.

Our five school rules are :

- Be ready to learn
- Be kind and polite
- Be responsible
- Be safe
- Be honest

The rules are displayed in every classroom .

Children are rewarded with stickers for expected behaviour. They accumulate these to earn further individual and whole class rewards.

Matters of discipline are dealt with initially by the class teacher or the teacher on duty.

Negative behaviour is addressed consistently across the school and the rules back up any action.

Pupils are encouraged to consider and be responsible for their own actions. Our aim is to make the pupils more aware of the necessity for self-discipline, self-awareness and self-control.

In the case of a serious breakdown of behaviour parents/ carers will be involved in any discussions.

The School's Behaviour Policy is reviewed annually. It is available on the school website.

## **Curriculum Statement**

The Curriculum of the school is broad and balanced. We ensure that there is continuity and progression, challenge and pace across the school curriculum.

Our curriculum is organised in cross curricular themes and topics which incorporate the subjects in the National Curriculum. This consists of:

### *Core Subjects:*

English, Mathematics, Science, and Computing.

### *Foundation Subjects:*

History, Geography, Design Technology, Art, Music , Modern Foreign Languages, and Personal, Social and Health Education (PSHE).

Please see the school website for further information regarding year group topics and the curriculum.

[www.oldburypark.worcs.sch.uk](http://www.oldburypark.worcs.sch.uk)



## **Inclusion**

Oldbury Park Primary School is committed to providing an appropriate and high quality education for all pupils.

The school's Inclusion Policy has three strands: Inclusion, Special Educational Needs and Gifted & Talented. The policy is available for Parents and Carers to read on the school website.

We recognise that all children are different and that these differences create opportunities for adults and children alike to learn more about themselves and each other. All children have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them. We aim for each child to be fully included in all aspects of school life in order to feel welcome, happy and fulfilled. All children have access to all aspects of school life, as far as is reasonable and practicable.

All children are equally valued in school. We strive to eliminate prejudice and discrimination; to develop an environment where all children can flourish and feel safe. We aim to develop a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties. We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background.

Our accessibility plan describes the arrangements we have already made to enable children with physical disabilities to access all that school has to offer and the further proposals planned to improve physical access to the school, the curriculum and to written information.

All pupils with special educational needs are integrated into school life and given full access to all aspects of the curriculum.

We aim to identify children who experience learning difficulties as soon as possible and provide support either from the class teacher or from outside agencies. Parents are always consulted. Equally, if you have any concerns, please discuss them with your child's teacher.

## **Mainstream Autism Base**

### **(MAB)**

We have a specially resourced Local Authority Mainstream Autism Base in school with provision for up to eight pupils in the 4-11 age range. The Base is used for personalised individual learning and small group work. The focus is on teaching to the strengths of the child with a strong visual emphasis, whilst maintaining structure and routine in their day. The pupils in the Base have daily opportunities to mix with their peers. They join their class for lessons, play and lunchtime, when it is considered appropriate. With support, children are encouraged to join in all school activities, performances, clubs and trips.



## **Safeguarding and Child Protection Procedures**

It is always unacceptable for a child to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children.

We provide staff and volunteers with guidance to follow when they suspect a child may be experiencing abuse or maybe at risk of harm. We work co-operatively with other agencies to safeguard and promote the welfare of children. We ensure that our concerns about our pupils are discussed with Parents and Carers first —unless we have reason to believe that such a move would be contrary to the child's welfare.

We seek advice when we have reasonable cause to suspect a child may be suffering or is likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. In these instances Parents and Carers will appreciate that the Senior Designated Person for Safeguarding was carrying out their responsibilities in accordance with the law and acting in the best interest of the children.

The Senior Designated Person for Safeguarding in school is Mrs Sarah Boyce.

The Deputy Designated Persons for Safeguarding are Miss Rebecca Hall / Mr Sam Burnage.

The Governor with responsibility for Safeguarding is Mrs Kirsten Reeves.

## **Positive Handling / Physical intervention**

We are committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents involving aggressive behaviour. Physical Intervention will only be used as a last resort in line with LA advice. If used at all it will be in the context of a respectful and supportive relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff.

Staff are trained in the techniques for Positive Handling and training is kept up to date in line with professional advice.

## **Parent Partnership**

There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued.

If you are ever able to help, on a regular or ad hoc basis, please contact the school. In accordance with our Safeguarding procedures all adults are DBS checked before helping in school.

### **Communication with Parents and Carers**

The school communicates with Parents and Carers in various ways, through the Weekly Words (our weekly newsletter), questionnaires, on our school website [www.oldburypark.worcs.sch.uk](http://www.oldburypark.worcs.sch.uk), on our Twitter feed @OldburyPark and at parents' consultation evenings. These evenings are held during the Autumn and Spring Terms when Parents and Carers can discuss their child's progress with the class teacher. We also hold an Open Evening in the Summer Term. All parents receive a written report of their child's progress at the end of the school year.

In addition, we have a Home-School Agreement which records the commitment between parents, pupils and staff.

Parents and Carers are invited to a range of events: assemblies, parents' evenings, open evenings, sports afternoons, coffee mornings and school productions.

## **Oldbury Park Parent Teachers Association (OPPTA)**

The OPPTA also creates other opportunities where Parents, Carers and staff can talk in an informal setting.

The OPPTA is made up of all Parents, Carers, Staff and Governors of the school. As a charity, the OPPTA provides invaluable support to the school by organising many fundraising events. The money raised provides extra facilities and equipment for the pupils. OPPTA hold regular meetings and if you are interested in attending or becoming a committee member please contact OPPTA. There is a post-box in the library for communications to OPPTA, or they can be contacted via email: [pta@oldburypark.worcs.sch.uk](mailto:pta@oldburypark.worcs.sch.uk)

OPPTA needs the support of parents so that it functions effectively to raise funds to continue to enrich the lives of your children. You can play a part in three ways:

- ⇒ Become a committee member
- ⇒ Support and attend PTA events
- ⇒ Volunteer to help at an event, as a one off or on a regular basis

Many hands do make light work!



## **Reception: Foundation Stage**

The Early Years Curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents and Carers can play a major role in fostering good attitudes to learning, developing language skills and promoting good behaviour.

The Foundation Stage curriculum develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading, writing, Maths and knowledge and understanding of the world; as well as physical and creative development.

Parents and Carers are given regular updates about the curriculum and the topics that the children are covering in their learning. Parent Information sessions are held in the early part of the Autumn Term covering such topics such as Phonics, Early Reading and Early Maths skills developments.

Members of the Early Years team are available every afternoon to talk to parents on the playground after school. If parents have concerns or queries about their child, they should contact the school office to request an appointment or telephone call with their child's teacher.

## **Starting School for the first time**

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition as smooth and rewarding, as possible.

There will be activities planned to help you and your child become familiar with the surroundings and routines of school. These will include meetings for Parents and Carers, 'Stay and Play' sessions, story sessions and a half day visit to school where the children meet their teacher and spend time in the classroom.

Your child's teacher will offer the opportunity to make an appointment to visit you and your child at home in order to get to know you and discuss specific details about your child.

Children start school full time in September.



# **Term Dates 2019-2020**

A similar pattern will follow for 2021—2022

## Autumn Term 2019

Monday 2nd September	Teacher Education Day (no school for children)
Tuesday 3rd September	Teacher Education Day (no school for children)
Wednesday 4th September	Term starts for children
Friday 25th October	Children break up for half term
Monday 4th November	Children back to school
Friday 20th December	Break up for Christmas at 1.30pm

## Spring Term 2020

Monday 6th January	Term starts for children
Friday 14th February	Children break up for half term
Monday 24th February	Children return to school after half term
Friday 3rd April	Children break up for Easter

## Summer Term 2020

Monday 20th April	Term starts for children
Friday 22nd May	Break up for half term
Monday 1st June	Children return to school after half term
Friday 17th July	Break up for end of year at 1.30pm
Monday 20th July	Teacher Education Day (no school for children)

Two further Teacher Education Days to be added to this list.

## Highlights of 2018-2019 and previous years

Activities change from year to year. This information is designed to give you a flavour of the life of the school. These events are not in chronological order and is not an exhaustive list!

### Trips and Visits

Reception trips to Little Owl Farm Park, Multiskills at St Johns Sports Centre and Wyre Forest.

Y1 trips to Multi Skills and West Midlands Safari Park

Y2 trips to Cadbury World and Birmingham Sea Life Centre

Y3 visits to We the Curious At Bristol and Dudley Zoo

Y4 trips to The Big Sing, Perdiswell Pool for weekly swimming lessons and Worcester University

Y5 trips to Cluster Cross Country, Diglis Basin and Worcester University

Year 6 Residential trip to the Pioneer Centre and the Schools Bellboating Regatta

Y5 and 6 group to Edgbaston for a Cricket World Cup Match

All year groups take part in local visits to St John's Library, St Clements Church, St John's Sports Centre and all of KS2 take part in Young Voices at the Genting Arena, Birmingham.

### Sports Teams and Events

Various sporting events have been enjoyed by the children in recent years.

Cluster and league football including the large schools' league and The Appleton Cup

Reception and Y1 Multiskills

Y2 Cricket

Y3 Orienteering

Y4 Tri-Golf

Y5 Cross Country, cricket and football

Y6 football, cricket, rounders and bellboating

### Peripatetic Instrumental Lessons

Piano, keyboard, guitar, recorder, violin and drums.

### Visitors & Events

Balance Bike Training for Reception and Year 1

Bikeability Cycle Training for Year 5

Children in Need Day

Red Nose Day

Book Fairs

Key Stage 2 Christmas Carol Service

Christmas Lunch

Life Education Bus

Harvest Festival

Visiting History speakers

Year group topic WOW days

Parent Workshop sessions

### Community

Live at Home Scheme Carol Singing.

### Oldbury Park PTA Events

Christmas Bazaar

Nutty Noah Christmas Entertainment

Summer Fete

Chocolate Bingo

Bake-a-Cake Days

Bags 2 School Recycling Scheme

### Music Events and Productions

Nativity! (Y1)

Peter Pan (Y3 / 4)

Rock Bottom (Y5/ 6)

The Bee Musical (Y2)

Y5 and 6 Carol Service

Informal Music Concert

Carol singing for local group

Young Voices—all of KS2!

