



# **Oakbank Handbook** **2021/2022**

## ***A Place to Thrive***

*We ensure that our students thrive, that they succeed at university, or in higher education, have great jobs and lead happy, fulfilling lives.*

## **Core Values:**

***Integrity***

***Collaboration***

***Excellence***

# Contents

## 1

### Introduction

- 3 Welcome
- 4 School Details/Calendar
- 5-6 Key Staff, The School day

## 2

### Mastery

- 7 Teaching & Learning
- 8 Curriculum
- 9 Literacy
- 10 Personal, Social and Health Education (PSHE)
- 10 Library
- 10 Educational Visits
- 8 Home Learning
- 10 Equipment

## 3

### Autonomy

- 11 Learning Habits
- 12 Corrections and Red Line
- 13 Individual Needs - Inclusion
- 14 Absence
- 14 Leave of Absence
- 14 Religious Leave of Absence
- 14 Dress Code
- 15 Food on site
- 15 Cashless Catering / ParentPay

## 4

### Purpose

- 17 Contact with Families
- 17 Drop-in Surgery
- 18 Lost Property
- 18 Smart Technology
- 18 Personal Money
- 18 Journey to school
- 19 Causes for Concern
- 20 Home – School Agreement



# **1** Introduction

## **Welcome to Oakbank Secondary School**

### **Mission Statement**

**We ensure that our students thrive, that they succeed at university, or in higher education, have great jobs and lead happy, fulfilling lives.**

Our priority at Oakbank is providing the best education to all of our students, so that they are able to achieve their full potential when they leave us. As a result, we aim to have high expectations for all students in our care. We also aim to empower our students to do the right thing, make the right choices and put their learning at school as their main priority. We expect our students to aim high and fulfil these aspirations.

In order to achieve our mission, Oakbank School focuses on three key drivers: ***Mastery***, which is the urge to get better and better at something that matters; ***Autonomy***, or our desire to direct our own lives; and ***Purpose***, which is our yearning to do what we do in the service of something larger than ourselves. Our practice is thoroughly rooted in this approach and in the following three core values:

#### **1. Integrity**

We aim to be truthful, kind, and compassionate, in all areas of life. When faced with difficult decisions and hard choices, we respect each other and do the right thing.

#### **2. Collaboration**

We believe in the power of working together. We share a mission and support each other, students, parents and staff alike, to achieve our common goal.

#### **3. Excellence**

We strive for excellence in all things and do not accept poor quality. We challenge ourselves and others by asking the question, 'what have I done better today than I did yesterday?'

At Oakbank, we will create a culture of success through the operation of strict routines and protocols, an unwavering focus on results and by offering the very best teaching and support. Students learn, behave and are well mannered. Teachers teach with skill and rigour; they show great courtesy. Staff and students enjoy what they do together.

Working with families, and presenting young people with common expectations at home and at the school, will be the key to our success. Therefore, this booklet is an essential document to help you understand our standards and approach. This means we can ensure that your child gets the most out of the opportunities we will provide. We rely on your interest in what your child is doing each school day; on your support and encouragement for their work; and on your attendance at parent's evenings and school events. Together, we will make sure your child's education is successful.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and sometimes we will get things wrong – always talk to us if you are worried. You will always find someone who is willing to help.

**Robin Bertrand** Headteacher



## **School calendar**

<b>Date</b>	
01/09/21	INSET
02/09/21	INSET
03/09/21	Autumn term begins
25/10/21 – 29/10/21	Half term
26/11/21	INSET
29/11/21	INSET
17/12/21	End of term
20/12/21 – 04/01/22	Christmas holiday
04/01/22	INSET
05/01/22	Spring term begins
21/02/22 – 25/02/22	Half term
08/04/22	End of Spring term
11/04/22 – 25/04/22	Easter holiday
25/04/22	INSET
26/04/22	Summer term begins
02/05/22	Bank holiday
30/05/22 – 03/06/22	Half term
21/07/22	End of Summer term
22/07/22 – 1/09/22	Summer holiday

## **School Contact Details**

Oakbank School  
Hyde End Lane  
Ryeish Green  
RG7 1ER

0118 988 3616

<https://www.oakbank.education>

[https://twitter.com/Oakbank\\_school](https://twitter.com/Oakbank_school)

<https://www.facebook.com/oakbank.school.anthem>

## **Key Staff**

<b>Senior Leadership Team</b>	
<b>Name</b>	<b>Position</b>
Mr R Bertrand	Head Teacher
Mr D Prendiville	Deputy Head Teacher
Mrs W Grobler	Assistant Head Teacher/SENCO
Mrs A Kemp	Assistant Head Teacher
Mrs K Walker	Assistant Head Teacher
Mrs S McKenzie	Chair of Governors
<b>Teaching Staff</b>	
<b>Name</b>	<b>Position</b>
Miss V Arksey	Head of English/7VAR Tutor
Mr J Burrows	Head of Year 9/ Geography
Mr S Combstock	Head of Science/11SCO Tutor
Mr L Ellis	Head of Humanities & Lead for More Able
Ms S Evans	Head of Art/ 11SJE Tutor
Miss K Fotopoulou	2 <sup>nd</sup> in Science/7KFO Tutor
Miss V Fowler	History/ 7VFO Tutor
Ms Freudenberg	MFL/ 9EFR Tutor
Mrs J Goddard	English/8JGO Tutor
Mr S Gower	ICT & Business Studies/ 9SGO Tutor
Mr A Kidd	Design & Technology/ 10AKI Tutor
Mr V Lagdon	Computer Science/Data Manager
Mr P Lant	Head of Year 7/ Joint Head of PE
Miss H McNamara	English/ 8HMC Tutor
Miss K Mullins	Head of Year 11/ Joint Head of PE
Miss A Ogidi	Head of Year 8/Maths
Miss R Pyper	Head of Music/ 10RPY Tutor
Mrs E Rockall	Head of Drama/ 10ERO Tutor
Miss B Scott	Maths
Mr T Seidl	Science/11TSE Tutor
Miss L Showell	Head of MFL/ 9LSH Tutor
Mr R Smith	Head of Maths/ 8RSM Tutor
Mr S Smith	Head of Year 10/Maths
Mr C Southwell	Maths
Mr A Stead	Head of DT/8AST Tutor
Mrs K Thorne	Maternity Leave
Mr T Wall	Design & Technology/ 10TWA Tutor
Mr M Webber	English/ 7MWE Tutor
Mr R York	PE/ 9RYO Tutor
<b>SEN &amp; Support Staff</b>	
<b>Name</b>	<b>Position</b>
Mrs H Bourton	Learning Support Assistant
Mr A Caico	Learning Support Assistant
Miss A Carwana	Learning Support Assistant
Mrs R Edwards	Pastoral Support Officer
Mr O Hawkins	Learning Support Assistant

Mrs K Hicks	Science Technician
Miss T Johnson	Pastoral Support Officer
Mrs A Jordan	Student Support Officer
Miss C Ranwell	Learning Support Assistant
Mrs A Roberts	Pastoral Support Officer
Miss T Sarwar	Learning Support Assistant
Ms S Stonard	Reading Champion
Mrs S Thompson	Assistant SENCO
Mrs C Whittaker	Food Technician
<b>Non Teaching Staff</b>	
<b>Name</b>	<b>Position</b>
Mrs S Brightwell	Operations Manager
Mrs R Francis	Finance Assistant
Mr S Gell	IT Technician
Mrs A Green	Exams Officer
Ms H Kempster	Reception & Admin
Mrs K Lancaster	Reception & Admin
Mr D Oates	Premises Manager
Mr V Parris	Cover Supervisor/ 11VPA Tutor
Mr D Percy	Premises Manager
Mrs J Rutland	PA to Headteacher
Ms A Selas	Cover Supervisor
Miss E Taylor	Reception & Admin
Mrs C Wright	Cover Manager

## The School day

	KS4	KS3
8:40	<b>Line Up</b>	
	P1	P1a
9:40		P1b
10:30	<b>Mastery</b>	Canteen Break
10:50	Canteen Break	<b>Mastery</b>
11:10	P2	P2a
12:00		Canteen Lunch
12:30		P2b
12:50	Canteen Lunch	
13:20	P3	P3a
14:10		P3b
15:00	Finish	

## 2 Mastery

*Mastery is the urge to get better and better at something that matters. This key driver will help ensure that we set and maintain the highest standards of achievement, progress, learning and teaching.*

### Teaching & Learning

At Oakbank School our mission is simple: to provide the highest quality education for every student. We have high expectations and believe that every student can achieve and succeed. We believe in challenge, engagement and deep learning (MASTERY).

We achieve this mission through an unwavering focus on results and by offering the very best teaching and support. Our practice is rooted in three core values: **Integrity, Collaboration and Excellence.**



This is promoted through careful planning, clear learning objectives and **responsive teaching**. Behaviour for learning is central to our vision, as we aim for a collaborative and productive classroom environment. We insist on good learning habits with high expectations and no excuses.

We believe Responsive Teaching is essential for outstanding learning and that it should be underpinned by strong relationships founded on high expectations and mutual respect.

We strongly trust in the power of excellent formative and summative assessment and promote this through carefully considered dialogue with our students. We value quality home learning that reinforces classroom learning and encourages independence and self-regulation. We consistently use Morning Mastery sessions to consolidate learning.

At Oakbank teaching and learning is a journey, enabling us to relentlessly focus on the highest standards of achievement. Teachers deliver engaging lessons that challenge students to develop the knowledge and skills they require to flourish and make sustained and substantial progress. Teachers are passionate about teaching and learning and are able to present challenging learning tasks. Their expertise and a relentless focus on their own professional development, allows them to be responsive to their learners. They are extremely flexible and take every opportunity to maximise learning. They consistently use and give great feedback and ensure their students respond to that feedback.

At Oakbank, we strive to build partnerships between parents/guardians, students and teachers that puts learning first. Together we expect all our students to make outstanding progress over a key stage. This will result in nearly all our students achieving 8 good GCSE's including English and Mathematics; the majority will achieve the English Baccalaureate.

## Curriculum

The start of secondary school marks an exciting phase in the lives of our students. It is the period when they build on their primary education in a new environment. Our curriculum in years 7, 8 and 9 (Key Stage 3) is designed so that students can master the basics as well as extend their knowledge. Our curriculum in Years 10 and 11 (Key Stage 4) is broad and balanced (English, Mathematics, Science) and a range of high value subject options such as History, Geography, French, Music and PE. It is our aim that most students leave with the English Baccalaureate (EBacc). Further details of our departments can be found on the school website.

### *Subjects studied and lesson allocations*

2021-22	English	Maths	Science	DT	Art	Co	French	Geog	Hist	Music	Drama	PE	RE	PSHE	<sup>4</sup> Options	Total
<b>7</b>	5	4	4	2	1	1	3	2	2	1	1	2	1	1		30
<b>8</b>	5	5	3	2	1	1	3	2	2	1	1	2	1	1		30
<b>9</b>	4	5	4	2	1	1	3	2	2	1	1	2	1	1		30
<b>10</b>	5	5	5									1	1	1	12	30
<b>11</b>	5	5	6									1	0.5	0.5	12	30
Mins/week	1200	1200	1100	300	150	150	450	300	300							

## Home Learning

Home learning is an essential part of our teaching and learning programme at Oakbank School.

- It is crucial to develop the ability to work alone and to strengthen and lock in what they have learnt in class.
- It gives opportunities to practise, develop and master knowledge and skills.
- It gives students an opportunity to take part in 'self-regulation' by them learning to reduce their distractions, to use strategies to complete work on their own, to manage their time, to set their own goals and reflect on the work they have produced.

### **Amount of home learning**

Oakbank School sets home learning on a regular basis throughout the school. However, the class teacher/department may feel that home learning will not be necessary with a specific lesson or topic. On these occasions the time should be spent enjoying their current reading book.

Year	Max time each home learning should take	Time per weekday
<b>7</b>	20 minutes.	3 x 20 minute home learning tasks per night
<b>8</b>	20 Minutes	3 x 20 minute home learning tasks per night
<b>9</b>	30 Minutes	3 x 30 minute home learning tasks per night
<b>10 and 11</b>	40 minutes	3 x 40 minute home learning tasks per night

**Please note:** We value the time of our students and their families and understand that good planning and organisation is important for academic success and wellbeing. Therefore, no home learning will be set for the next working day, this includes a weekend. For example, work set on a Wednesday will not be expected on a Thursday.



### **The planning & nature of home learning tasks**

Home learning tasks will:-

- Be clearly related to on-going classwork.
- Be manageable for pupils in terms of allocated time and resources.
- Be explained clearly to students so that they know what they need to do.
- Be challenging but not too difficult.
- Allow for individual initiative and creativity.
- Promote self-confidence and understanding.
- Be varied.

### **The recording & monitoring of home learning**

- All home learning will be set and submissions recorded on Classcharts by the teacher.
- Students should take responsibility for making notes on the home learning being set so all students must have a personal note book to write down any home learning instructions.

### **Feedback to students**

- Effective and prompt feedback and improvement time (FIT) will be provided helping students to progress.

### **Strategies for supporting the completion of home learning**

The primary aim is for students to understand that home learning is a vital part of their education, to be done at home, home learning club or within subject support sessions.

Providing that there are no extenuating circumstances, students must complete the set work.

### **Submitting home learning:**

We want to build positive home learning habits:

- Every home learning submission will be logged on Classcharts on the day it is due.
- Tutors and Heads of Year will review submissions weekly as some students may need after school support via our home learning correction.

### **Literacy**

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills as reading, writing, speaking and listening is integral to all subjects.

In order to raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all students at all times:

- 1. Appropriate reading book in their possession (reading)**
- 2. Speak in full sentences and no slang (speaking)**
- 3. Track the speaker/s (listening)**

Students are expected to complete tasks such as: read in silence, discuss their reading and complete a reading log.

## **Personal, Social and Health Education (PSHE)**

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed our curriculum around DfE Guidance for Personal, Social and Health Education (PSHE). Sexual reproduction is taught in Science lessons as part of the National Curriculum, and backed up with discussions on relationships and moral values in PHSE lessons.

## **Library**

After a period of reorganisation and cataloguing, the refurbished school library will reopen from September for book borrowing, and quiet reading at break time, lunch time and after school. The very successful Oakbank Bookclub takes place every Wednesday after school, where students can borrow books, debate and take part in National Book Awards including the Carnegie and the Berkshire Book Awards.

Reading books are clearly marked so that students can select a book which is most appropriate for their reading age. Our Reading Champion is based in the library to support students. The school uses Accelerated Reader in order to support students to make the best possible progress in their literacy.

## **Educational Visits**

During the year, there are a wide variety of educational visits available to the students. These range from local visits within lesson time to nearby places of interest, to residential activities further afield.

Families will always be given reasonable advance notice of visits and will be informed as to which visits are compulsory and those that are optional.

## **Equipment**

There are a number of items that students must bring to school in a transparent pencil case.

<ul style="list-style-type: none"> <li>• Pens - black/blue, green and red</li> </ul>	<ul style="list-style-type: none"> <li>• Sharpened writing pencils</li> </ul>
<ul style="list-style-type: none"> <li>• Sharpened coloured pencils</li> </ul>	<ul style="list-style-type: none"> <li>• Small non-permanent marker pen</li> </ul>
<ul style="list-style-type: none"> <li>• Rubber</li> </ul>	<ul style="list-style-type: none"> <li>• Glue stick</li> </ul>
<ul style="list-style-type: none"> <li>• 30cm ruler</li> </ul>	<ul style="list-style-type: none"> <li>• Maths set (containing protractor, compass, set square)</li> </ul>
<ul style="list-style-type: none"> <li>• Scientific Calculator (For example: Casio Calculator - FX-83GTX or FX-85GTX)</li> </ul>	<ul style="list-style-type: none"> <li>• At least 2 highlighters</li> </ul>
<ul style="list-style-type: none"> <li>• Mastery book</li> </ul>	<ul style="list-style-type: none"> <li>• Reading book</li> </ul>

### **3 Autonomy**

*Autonomy is the desire to direct our own lives. This key driver will help ensure we create a disciplined and joyful school culture. We will teach students about how to learn, not just what to learn.*

Your child will be expected to pick up and keep our six learning habits which we believe every student has the ability to demonstrate. In doing so, each student will thrive at our school and will have the skills they need to be successful at university. Students are awarded commendations when they demonstrate an excellent approach to their learning. They will also be recognised with postcards home and in our Friday Line Up's which will focus on celebration of achievement.

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our learning habits 100% of the time. If they do this, their hard work will be recognised. We encourage staff to regularly send postcards home as well as email or call parents when students have worked particularly hard. However, if any of the Learning Habits are not met, a same-day correction will be issued. It is vital that this is served on the same day so that the student is given the opportunity to reflect on his / her mistake. This allows the student to take the necessary next steps to improve on the following day.

There will be no discussion of corrections in class; the learning habits must be followed in all classes and every day. This may cause you a great deal of inconvenience. Work with us: please ensure your child understands the inconvenience as a reason for following our strict routines in future.

#### **Learning Habits**

##### **On Task**

On task behaviour means students following instructions first time, every time, both in lessons and around the school. Students are reminded regularly of the purpose of doing this: to ensure they and others around them can concentrate on their learning and make progress. Examples of on task behaviour include: tracking the speaker; talking in class only when the task demands it and only bringing healthy snacks to school. Students are expected to remain in lessons at all times and will not be allowed to go to the toilet during lesson times unless they have a medical reason. If a student displays 'off task' behaviour, they will be issued with a correction.

##### **No answering back**

At Oakbank, our expectation is that students do the right thing because it is the right thing to do and that they do that first time, every time. If a student fails to meet one of our Learning Habits, it is likely they will receive a warning or a correction. In this situation, it is important the student responds in an appropriate manner. Students are taught how to respond and these responses include: nodding; immediately doing the right thing; apologising or respectfully requesting to speak to the member of staff at another point. If a student does not respond appropriately, they will either receive a correction or, potentially, receive a Red Line.

##### **Home Learning**

Students are expected to complete homework each evening, including logging their reading on



Accelerated Reader. Completing work outside of lessons is important to consolidate and master learning and helps students to develop their organisational skills. Home Learning deadlines must be met with work that meets the specific expectations set out and wherever work is physically being handed in, it must have the student's name on it. If work is not completed and handed in on the correct day students will be expected to attend Home Learning Club.

### **Punctuality**

At Oakbank, everyone is expected to be on time to school, to lessons and to line up throughout the day. Each day, all students in Years 7 to 11 must be at the correct place for Line Up at 8.40am. If a student is late, it would not be fair on the rest of their class / year group and therefore, they would receive a correction.

### **Uniform**

Just as they will when they attend interviews for their top jobs in the future, it is important that our students take pride in themselves and their appearance. This means following the uniform expectations outlined in the Oakbank Handbook, including on their way to and from school. If a student wears the incorrect uniform, this wouldn't be fair on everyone else and, therefore, they would receive a correction. The student would then either be able to borrow an item of clothing and go back into lesson, or they would be placed in Red Line until a family member could bring in the correct clothing for them.

### **Equipment**

At Oakbank, everyone is expected to bring in their own equipment in a transparent plastic pencil case. A full list of equipment is available on page 9 of this document. Students who fail to bring in the correct equipment are not ready to learn and will receive a correction. Students must not use their pens to draw on tables or their arms; they should also not take apart their pens. Students seen doing this will receive a Community Correction as this is considered vandalism.

### **Corrections and Red Line**

At Oakbank, our sanction system is very simple; it will be successful because of the excellent relationships between staff, students and families. Evidence suggests sanctions must always be immediate (a detention three days later doesn't work with children) and it must be specific to the issue. Therefore, corrections will always be set for the same day (unless in the final lesson of the day when it would be unreasonable to ask families to change their travel arrangements). We appreciate how challenging it can be to pick students up later on certain days but we will not compromise on our expectation that all students serve their same day correction. If you are going to struggle to manage this within your working or family commitments, then the solution will be for your son/daughter to avoid needing a correction.

If a student receives three corrections in one day, they will be placed in Red Line. Other reasons for a student being placed in Red Line include: failure to attend correction, a serious incident or return from suspension. Wherever a Red Line is unfortunately required, we believe the most important thing is to have a restorative conversation with the student and their family; therefore, families will be asked to come into school for a meeting before the student is reintegrated into lessons following a period of time in Red Line.



When a serious incident has occurred at the school, a full investigation will be undertaken. This will involve taking statements from students and staff where needed. Parents will always be informed when we are dealing with a serious incident. At times, we may need to isolate a student during an investigation. Students will be placed in Return to Learning (R2L), which is our removal room. When we have completed our investigation, parents will be asked to attend the school to discuss the incident and possible ways of resolving the situation.

Littering and vandalism are considered crossing the red line. If caught doing this students will be expected to partake in Community Correction. Chewing gum is also not permitted and any student caught chewing will also be expected to serve a community correction with a member of SLT. Chewing gum is seen as a form of littering.

Any student found using a mobile phone or smartwatch during the day will have the item confiscated. It will not be returned until the end of term or until a parent comes into school to collect it. The student will also receive a correction. If students need to make contact with home, they are allowed to use the phone in Reception. A student does not, therefore, have any need for a mobile phone in the school. If a family feels that a student needs it for the journey to and from the school, then the phone must remain, switched-off and out of sight in their bag.

### **Form tutors**

All students have a tutor who they see during morning mastery and line-up. At least 3 times each year, students will meet with their tutor to complete academic mentoring and to determine next steps in their learning.

Reports will be issued three times over the year (once a term). Students will review and reflect on this information with their class teachers and form tutor. Key Stage 3 and Year 10 students have one Parent's Evening per year, Year 11 have two. However, you are also welcome to contact your child's Form Tutor with any issues you wish to discuss.

### **Oak Support - Individual Needs**

The school encourages high aspirations, high motivation and high achievement for all. This vision applies equally to students with any kind of special educational need. Our philosophy is to educate students as far as possible within the normal provision of the school, which includes a strong teaching model and early intervention with individual attention for students who are having difficulty reaching the expected standards. Additional support for students is provided under the direction of the inclusion department.

Our experienced team will always be there to help and support the students. Should you require any assistance or have any queries regarding the school's provision for your child, please contact your son/daughters Head of Year so that they can signpost you to the correct area for support.

### **Daily Attendance**

It is essential that students arrive at the school in plenty of time to organise themselves for the start of their day. Students are welcome to come into the school from 8am.



## **Absence**

When a student is absent from school with no advance notice, for example because of illness, parents must telephone the School that same morning and each subsequent morning, to inform us of the reason for absence **before 8.50am**. It is possible to leave messages on the student absence voicemail at any time prior to 8.30am. To report an absence, please dial the main school telephone number and select the appropriate option.

Please note that only emergency appointments for dentists, opticians, and doctors should be during school hours. Routine appointments must be made out of school hours. When it is known in advance that an absence is to be requested for such emergency appointments, parents must write a letter to the Headteacher at least two days in advance.

Absence is monitored very carefully at the school. Every day missed is a learning opportunity wasted.

## **Leave of Absence**

The Government states that a student may be taken out of the school during term time for exceptional circumstances only and never for more than five days.

If exceptional circumstances occur, a 'Request for Leave' form must be obtained from Reception to request permission; this must be done one month in advance and submitted to the Headteacher. Permission will be granted *only in exceptional circumstances* and never for holidays.

## **Religious Leave of Absence**

The School community does grant the statutory leave of absence of up to 3 days in order that students can observe important religious festivals.

Requests for such leave of absence are obtainable directly from reception in the form of a letter with a reply slip which parents need to complete and return.

## **Dress Code**

The school has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy and presentable. Students should recognise that conflict over the dress code is inappropriate. Our dress code is practical and allows a choice within very clear boundaries. The dress code applies both within school and on the journey to and from school.

<b>Option A</b>	<b>Option B</b>
Oakbank charcoal grey jumper with logo White Shirt (Button up to the neck)	Oakbank tie with House colour stripes Plain Outdoor Coat
Black trousers (tailored style).	Black Skirt (A-line or pleated, knee length) <b>or</b> Black trousers (tailored style).
Black Socks	Black or white knee socks or black tights
Black polishable shoes (no boots)	Black, low heeled shoes, practical for school (no boots)

Students are not permitted to wear hoodies, denim, sweatshirts, trainers, canvas shoes, plimsolls, boots, training shoes, shoes with logos or any contrasting colours and leggings.

In general, jewellery is inappropriate at school and should not be worn. However, students can wear:

- a plain watch.
- a single stud in each ear. These studs should be small and gold or silver-coloured.

For safety reasons, studs should be removed for PE and Games lessons. Other earrings and rings are not to be worn and other body piercings, such as nose studs, or piercings at the top of the ear are not allowed. If you arrive at school wearing these items, you will be asked to remove them immediately. Please note that the fact a piercing has not healed is not an excuse for it to stay in. Consider this carefully before spending the money on such a piercing.

Make-up (which includes false eyelashes), nail varnish and nail extensions are not permitted. Extreme hairstyles such as bright colours or tram lines are not allowed. To avoid embarrassment or unnecessary cost, if a student or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Head of Year *before* going ahead. Students will be asked to rectify any hairstyle, or replace any clothing at their expense, that is perceived to be unsuitable for school. All students are strongly advised to label all items of clothing.

We welcome your co-operation in maintaining the smart appearance of our students.

## **Mastery book**

At the beginning of each year, students are issued with a mastery book. The mastery book is a very important document and students are expected to take great care of it. It is used every day. If the book is defaced or lost, a student will be expected to replace the mastery book at a cost of £5.

## **Food on site**

Students should be having a healthy breakfast before they come to school so that they are able to learn to the best of their ability. Students can purchase food from the canteen or bring in a healthy packed lunch. Please note that students are not allowed to bring in chewing gum, sweets, chocolate or fizzy drinks. If a student brings in anything forbidden by the school, items will be confiscated and students will receive a correction. Chewing gum is also not permitted and any student caught chewing will be expected to serve a Community Correction with a member of SLT. As mentioned earlier, chewing gum is seen as a form of littering.

## **Cashless Catering / ParentPay**

It's simple, safe and convenient and your child no longer needs to carry cash into school. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, uniforms, music lessons and fees. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay.



### **What are the benefits to parents and pupils?**

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24hrs a day 7 days a week.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit or debit card.
- Full payment histories and statements are available to you securely online at any time.
- Your children won't have to worry about losing money at school again.

### **What are the benefits to our school?**

When parents use ParentPay, the benefit to School is huge. You will help us to reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises.



## **4** Purpose

*Purpose is doing something that matters, doing it well and doing it in the service of something larger than ourselves. This key driver will help us to establish a genuine 3-way partnership between families, students and staff. A shared sense of purpose will ensure that Oakbank becomes a truly outstanding school and that we make a success of your child's education.*

### **Contact with Families**

Parents play a crucial role in ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at the School. We provide regular data for parents to ensure they have the latest information on their child's progress.

Tutors contact the parents of their tutees regularly. We expect 100% attendance at Parents' Evenings, we have up to two parent events for each year group. Tutors should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress reports take place 3 times in the year. They are posted at the end of each assessment point. This contains additional information including attendance, behaviour and homework.

Other ways the school may communicate with you:

**Parent Mail:** used to pass information to parents about important issues such as corrections and schoolclosures in bad weather.

*Please ensure that you update the School with any changes of mobile number or e-mail address.*

**School website:** where you will find up to date information regarding the School, including policies, and term dates as well as a link to ParentPay.

**Facebook/Twitter:** We use this regularly and the contents includes a list of upcoming events for parents to be aware of.

Twitter - [https://twitter.com/Oakbank\\_School](https://twitter.com/Oakbank_School)

Facebook - <https://www.facebook.com/Oakbank.School.Anthem>

**Letters via email:** Letters are sent home via Parent Mail. There may be a form to be completed which accompanies this.

### **Drop-in Surgery**

Every Tuesday 3.30-4.30pm a member of the Senior Leadership Team will be available to discuss any issue regarding your child. There is no appointment required.

### **Lost Property**

When students come to the school we request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at reception. If a student loses any item they should ask at the Reception if it has been found. Named items are returned to students via Tutors; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings are named.

Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

### **Smart Technology**

As previously mentioned, if students need to make contact with home, they are allowed to use the phone in Reception. A student does not, therefore, have any need for a mobile phone in the School. If a family feels that a student needs one for the journey to and from school, then the phone must remain switched-off and out of sight, in their bag throughout the school day.

Any student found using a mobile phone or smartwatch during the day will have the item confiscated. It will not be returned until the end of term or until a parent comes into school to collect it. The student will also receive a suitable sanction.

The school accepts no responsibility for the safety or security of the above equipment.

### **Personal Money**

There is no need for students to bring personal money into the School.

### **Journey to school**

For health and environmental reasons, we have always been keen promoters of our students walking and cycling to school. We have a significant number of secure bike rack spaces available on site. Students must have a bike permit in order to be able to park their bike on site. A bike permit is issued on the understanding that students wear a bike helmet and cycle safely to school. This involves walking their bike up Hyde End Lane from Church Lane. Any students seen without a helmet or cycling in a dangerous manner will have their bike permit revoked.

Electric scooters are not a legal form of transport on public roads and are therefore banned from the school site.

For those students who need to come to school by car then we encourage you not to park along the already narrow and congested Hyde End Lane. In order to reduce the traffic on the lane Year 7 and 8 parents are encouraged to use the car park at the bottom of end of Hyde End Lane as a drop off/pick up point for those students who still need to travel by private vehicle to school.

Students are representing the school on their journey to and from Oakbank every day. As such, we expect exemplary behaviour such as speaking politely when addressed by members of the public, using the pavements and crossing roads safely and not dropping litter.

### **Causes for Concern**

1. Any parent who has any concerns about any aspect of the school, be it curriculum based, pastoral or administrative, is encouraged to contact the school at the earliest possible opportunity to register their concern.
2. All such instances will be recorded.
3. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
4. Parents will be kept fully informed of the situation and the final outcome.



## **Home – School Agreement**

Above all, following the values of Oakbank: Integrity, Collaboration and Excellence will ensure success.

### ***Oakbank School will ensure that:***

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular home learning
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home immediately if students are to be retained for more than 10 minutes after the end of the school day

### ***Parents / Guardians will ensure that:***

- your child attends every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the school's policies and regulations on behaviour and uniform including same day after-school corrections up until 5.00pm after communication from the school
- you provide a suitable environment for your child to work at home
- your child completes their home learning on time and to the highest standard
- you attend Tutor consultations and Parents' Evenings to discuss your child's progress and any other meetings arranged with your support
- your contact details are up-to-date and you let Reception know if your contact details change
- you support your child in participating in co-curricular electives, trips and residential visits
- you pay for the replacement of any equipment or books your child loses or damages

### ***Students will ensure that they:***

- work hard, live by the values and follow the learning habits in every lesson and around the school
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the school and travelling to and from the school
- complete all home learning to the highest standard and hand it in on time
- treat all adults and students with respect
- be polite at all times and open the door to let an adult through first
- respect the school building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take an active part in the school life including clubs, teams and extra-curricular trips.

***Failure to keep to the Agreement will result in disciplinary action and ultimately a loss of place at Oakbank.***

**\*THIS FORM NEEDS TO BE SIGNED ELECTRONICALLY VIA FORMS**

Student Name: .....

Student Signature: .....

Date: .....

Parent / Guardian Signature: .....

Date: .....

Headteacher Signature: .....

Date: .....