

# **Oxenhope C of E Primary School**



## **Parent's Survival Guide for School**

**2021-2022**

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# **Introduction**

## **Our Curriculum Intent**

Oxenhope Church of England Primary School

### **Curriculum Intent**



Our aim is to provide our children with an inspiring and engaging curriculum which ensures that tomorrow's generation are able to succeed in an ever changing new world.

At Oxenhope C of E Primary our curriculum is designed to offer children the opportunities to question the world around them. Gifting them time to wonder, to reflect, to grow.

The progression our curriculum offers means that children build upon previous learning and are allowed time to explore whole topics and themes in order for them to lead the way in their own learning. Our curriculum is built on a firm pedagogy of linked learning, giving children solid pathways in which to join up thinking and therefore learning.

We focus on the whole child building a curriculum which promotes both academic knowledge and real life skills. We ensure that we support all learning styles and open the door to future careers to children of all abilities and we pride ourselves on finding every child's individual strengths.

We strongly believe that the community is a vital teaching tool to equip children with empathy and tolerance. We open children's eyes to the world around them, building on their experiences and helping them find a place in society where they can contribute and add positive value to both their own community and the wider world. Teaching children the importance of standing up and making a difference, we instil empowerment ensuring children's voices are heard.

We passionately believe that children need a solid foundation of social skills if they are to succeed in the future. Therefore, we offer a curriculum which teaches, resilience, coping strategies, conflict resolution, taking responsibility, being reflective, understanding choices, compromising, seeing things from other people's perspective and being emotionally aware. These are key features which are interwoven throughout our curriculum, embedding fundamental life skills which are the bedrock of a successful individual.

Children leave Oxenhope being proud of their primary journey. They have a sense of a tight knit community and have the confidence, knowledge and skills to flourish, make connections and relationships and excel at being life-long learners.

## Our Church School Vision

Love

Service

Endurance

### Our Vision

*We are a community where each person is valued by God.*

*We nurture confidence, delight and discipline in seeking the skills needed to shape life well,*

*'Life in all its fullness'*

*John 10:10*

Forgiveness

Courage

Respect

## Our Safeguarding Statement

Oxenhope C of E Primary School is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises.

We work within a structure which sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

We endeavour to create a safe and welcoming environment where children are respected and valued by:

- creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Educating pupils on how to keep safe and to recognise behaviour that is unacceptable.
- Identifying and making provision for any pupil that has been subject to abuse.
- Ensuring that members of the governing body, the Head teacher and staff members understand their responsibilities under safeguarding legislation and statutory guidance, and are alert to the signs of child abuse and know to refer concerns to the designated safeguarding lead (DSL).
- Ensuring that the Head Teacher and any new and existing staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

**The schools designated safeguarding lead (DSL) is:**

- Mrs Alice Jones, Head Teacher

**In the absence of the designated safeguarding lead, child protection matters will be dealt with by:**

- Mrs G. Dyson, Pastoral Manager (PM)
- Miss Caroline Auty (Class Teacher)
- Miss Laura Smales (Pastoral Assistant)
- Mr Oliver Thurlby (Class Teacher)
- Mrs Jo Brown (Assistant Head Teacher)

as Deputy Safeguarding Leads.

## Our Senior Leadership Team

The Senior Leadership Team at Oxenhope comprises of:



**Mrs Alice Jones**  
**Headteacher**



**Mrs Jo Brown**  
**Assistant Headteacher,  
SIAMs and KS1 Leader**



**Mrs Nikki Hardaker**  
**School Business Manager**



**Miss Heather Cooper**  
**SENDCO**

## Our Leadership Team



**Mrs Gillian Dyson**  
**Pastoral Manager**



**Mr Oliver Thurlby**



**Mrs Helen Hartley**  
**Senior Office  
Administrator**



**Miss Caroline Auty**

## Our Subject and Area Leader



**Mrs Alice Jones**

**PSHE, Art, Educational Visits, Children Looked After, Curriculum and Safeguarding Lead**



**Mrs Jo Brown**

**RE, SIAMs, Curriculum and Music Lead**



**Miss Heather Cooper**

**History, Geography and SEND Lead**



**Mr Oliver Thurlby**

**Maths, Science and Assessment Lead**



**Mrs Lynn Parker**

**Early Years, Modern Foreign Language Lead**



**Miss Caroline Auty**

**Early Career Framework and English and KS2 Reading Lead**



**Mrs Megan Fitzgerald**

**Early Reading and Phonics Lead**



**Miss Philippa Lovett**

**School Council Lead**



**Mrs Hannah Fuller**

**PE and Outdoor Learning Lead**



**Miss Michelle Dawson**

**Computing and School Council Lead**



**Mrs Gillian Dyson**

**Social, Emotional and Mental Health Lead, Parental Support and Pastoral Manager**



**Mrs Nichola Costello**

**Human Resources Lead**



**Miss Stephanie Scudder**

**Attendance Lead**



**Mrs Helen Hartley**

**Finance Lead**



**Miss Laura Smales**

**Pastoral Assistant, Equality and Diversity and Safety Squad Lead**



**Mrs Sally Wootton**

**Eco Warrior Lead**

## Our Support Assistants



**Miss Janet  
Hopkinson**



**Miss Laura  
Smales**



**Miss Michelle  
Dawson**  
**Higher Level  
Teaching  
Assistant (HLTA)**



**Miss Megan  
Wilkinson**



**Mrs Sam  
Fawcett**



**Mrs Laura  
Duckworth**



**Mrs Vanessa  
Johns**



**Mrs Nicola  
Jennings**

## Our Governors

### Who are the governors?



Kevin Campbell-Wright, Chair



Fiona Tiley, Vice-Chair



Alice Jones, Headteacher



Jane Topham, SEND Governor



Emma Price



Matthew Hill, Safeguarding Governor



Laura Lucas



Robert Whitaker, Church Governor



Charlotte Gill, Parent Governor



Neil Bird, Parent Governor



Oliver Thurlby, Staff Governor



Oxenhope is part of a multi-academy trust, BDAT. BDAT is overseen by Trustees, who are legally obliged to make sure that those employed by the Trust carry out their work well. On a local level, they delegate some of that responsibility to a local governing board (LGB). We oversee the finance for the school, the recruitment and development of the headteacher and develop the local vision and strategy. The Chair and most of the governors are appointed by the Trust (Foundation Governors). However, the headteacher is automatically a part as is one representative of the church. One staff member and two parents are also elected as representatives to the board. All governors have fixed terms after which their position is reviewed.

### Got a question for governors?

If you would like to meet the Chair, ask any questions or make any comments there will be regular opportunities from September. In the meantime (or at any time) you are welcome to contact governors via the school office and we can arrange a meeting in line with safe working restrictions. Just email any questions or comments marked for the attention of governors' to the office. [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk).

## Our Classes

At Oxenhope we have 7 classes:

Stage	Year Group	Current Class Name 21-22	Age	Current Teacher 21-22
Early Years Foundation Stage (EYFS)	Reception	Elmer Class	4-5 years	Mrs Parker
Key Stage One (KS1)	Year 1	Middleton Class	5-6 Years	Mrs Fitzgerald and Mrs Wootton
	Year 2	Rashford Class	6-7 Years	Mrs Brown Mrs Fuller
Key Stage Two (Ks2)	Year 3	Obama Class	7-8 Years	Miss Lovett
	Year 4	Yousafzai Class	8-9 Years	Miss Auty
	Year 5	Thunberg Class	9-10 Years	Miss Cooper
	Year 6	Flintoff Class	10-11 Years	Mr Thurlby

## The School Day

7.30	Access to Explorers via the link corridor door
8.40	School doors open Playground and doors supervised
9.00	Start of the school day Doors close
3.15	End of the school day
6.00	Explorers Closes

Dinner times and playtimes are different depending on your child's class.

## Starting School

Oxenhope Primary School is a safe, welcoming and nurturing environment that offers a sense of belonging and I feel it is an honour to be in a position to serve a community where family and faith are at its heart.

We view our school as a family and we pride ourselves on knowing each and every child inside and out. We do our best to help each child find their strengths and talents so that they will flourish and be challenged.

One aspect which I believe is crucial to the success of the children is the partnership between the school and the parents. It is my belief that families are the most important educators of children, therefore we endeavour to make school life feel like an extension of the child's family.

We strongly believe in the whole child, nurturing social, as well as academic skills. We have a curriculum which embeds skills and promotes questioning and a love of learning, which will ensure that each child is fully equipped to take on the world around them. We know our children will enjoy and flourish as part of the 'Oxenhope Experience'.

We offer our children a vast range of opportunities to light the spark of their learning, giving them the skills and tools, they need to take off and fly!

### Children Entering Reception

For children beginning their school life with us at the beginning of the reception year, the application and admission process is well established. Once you have accepted an offer of a place at our school by the 30<sup>th</sup> of April, we can begin transition for both you and your child in the following way:

#### **Fun Day**

Each year we have an Oxenhope Fun Day. This is to encourage parents and children to join our Oxenhope Family. This is usually held in October. This is an ideal opportunity for families to come and see what we are all about.

#### **Open Days**

We run open days in November and this is another chance for families to come and see if Oxenhope is the school for them.

#### **Staff visits**

Oxenhope staff will visit the pre-school and private nurseries in the area to get to know the children who will be or potentially will be starting school in September. The staff will provide 'goody bags' to families which will include information about the school and gifts and activities for the children.

#### **Parents in September**

New parents meet with school staff and governors at the new parents meeting to learn more about our school, its routines and our curriculum. During your child's first full week, we organise a coffee morning straight after drop off. This is an opportunity to meet our Headteacher, Mrs Jones and Pastoral Manager,



Mrs Dyson and members of the Friends of Oxenhope (Parent Teacher Association) to ask any questions you may have.

### **Summer Term transition visits (June/July)**

Children are invited to stay and play sessions in school so they can explore their new classroom and meet their teachers. Parents are welcome to come along to some of these sessions. We will also have a session where we encourage parents to leave their children in the classroom and attend a coffee morning.

### **Other school events**

We also invite you to join us at school events during the summer term such as the Summer Fair and school performances and services. Details of school events are listed on the school's website calendar.



### **Home visits**

We arrange for your child's class teachers to visit you and your child at home during the term before they start in September. Children are usually delighted to have been able to meet their teacher on their home ground and we find these visits very helpful in getting to know you and your child on a personal basis before starting school.

### **Buddies**

On starting school, all children are assigned a 'KS2 Buddy' who is a friend to them throughout their first year at school. During those first few days, the buddies accompany the children at lunchtime, helping with their food and learning the new routine. They also take the children out for their first lunchtime plays.

We like to build a strong relationship with our youngest and oldest children as it helps the younger children see how friendly and helpful the 'bigger' children can be as well as giving the older children added responsibility. The 'buddies' accompany the younger children on local visits within the village, such as walking to church or trips to the common.

## **Children Entering School – Other Than Reception**

We love to welcome children and families into our other year groups across school whenever possible.

We would always encourage you and your child to visit the school to meet Mrs Jones, our Headteacher and a member of our Pastoral Team and to be given a whole school tour.



We would also recommend a 'taster day' for your children. This is where they can meet their new teacher and classmates, teaching styles and routines, to feel settled within the school environment and to be welcomed into the class and school community. Your child will be allocated two chosen 'buddies' from their class who will enable them to settle into school life and establish friendships.

During their first few days or weeks of starting at Oxenhope, your child will have a session in our nurture room with our pastoral team and the team will have regular 'check-ins' with your child to check they are ok.

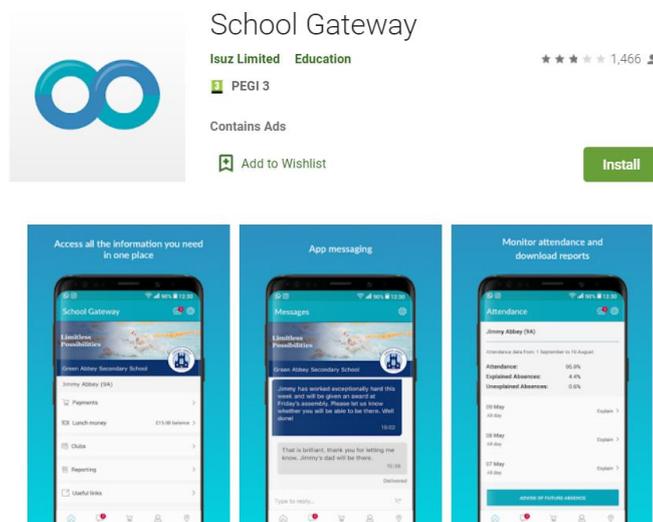
# Communication

We believe that good communication between home and school is key to a strong parental partnership. We rely on parents to engage with us by checking the school app and the website on a regular basis.

We keep you up-to-date through the school website, app, email, text and social media.

How we communicate with you

- Website –Letters to parents, our school calendar, weekly menus, Oxenhope Friends news and much, much more is available on our school website. Please check the website regularly to keep updated with any relevant news for your children. <https://www.oxenhopeprimary.org.uk/>
- Emails and App - the free SchoolComms app is a wonderfully useful resource and we strongly encourage all parents to download this tool. We use app and email alerts to communicate with you about a wide variety of things.



- Text messages - we use text messaging for urgent or short notice communications, for example, if we have to cancel a club on the day.
- Class Dojo (Year 3 to Year 6) and Seesaw (Reception to Year 2) – We use these services to upload messages and activities for children and parents and carers and you can also upload your photos and work that the children have done as well as leave messages for the teachers.
  - Parents notice board outside the main entrance gives reminders about the week

How you communicate with us:

- Email - The main school email address is [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)
- Class Dojo and Seesaw – we encourage parents to communicate directly with the class teacher by class Dojo and seesaw initially.
- Telephone – the school number is 01535 642271

## Separated Parents

We obviously want to work equally with both parents with parental responsibility. Please make sure that the office knows the details of both parents. We ask that parents coordinate with each other around paperwork, letters and information about their child but if this is not possible then please contact the school office and in extreme circumstances we can ensure that both parents receive separate information such as your children's reports.

If separation happens, however amicable it is really useful for us to know as we can ensure that your children are supported in school if necessary. Please speak to our Pastoral Team.

## Social Media

The School uses Facebook to share news about our school. We have a general school page on Facebook that you can follow, search for 'Oxenhope CE Primary School'. We also have a 'Share what you're up to – Oxenhope School' page which is only visible to parents who have been approved to join by staff members. All parents can 'friend request' this page, but we appreciate not all parents use social media and we are very careful about privacy settings.



We only share images of children whose parents and carers have given permission

## Headteacher Communication

Mrs Jones is usually out on the school playground before school and you are more than welcome to chat to her then. Alternatively you can email her at [alice.jones@oxenhope.bradford.sch.uk](mailto:alice.jones@oxenhope.bradford.sch.uk) we would always advise copying in the school office as she may not always pick up the message as quickly as the office – [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk).



You can also send Mrs Jones messages via Facebook messenger - 'Alice Headofschool' or call her at school on 01535 642271

Our advice is to always speak to your child's class teacher first, but we are all here to help.

## Reporting Your Child's Progress

To ensure that you know how your child is progressing at school, we have two parent consultation evenings, held in the November and March. We send out your child's end of year report in July, and if you wish to discuss anything in the report, you can arrange a meeting with your child's class teacher.

These 10-minute appointments are with the class teacher to discuss your child's learning and you will also have the opportunity to view your child's books.



You will also receive two short written reports called a 'Report Card'. These are sent out in December and May.

In addition, we hold class open times throughout the year, when your child's work is available for you to look at with your child.

If you have concerns about your child's learning at any point, we strongly encourage you to contact the class teacher at the earliest opportunity. Face to face or phone appointments can be made to see the class teacher where appropriate.

## **Special Educational Needs and Disability**

The school maintains regular contact with parents of children with special educational needs (SEND).

Each child on the Special Needs Register has an Individual Support Plan (Pupil Passport) which is reviewed and sent home at the end of each half or full term depending on the needs of the child.



Class teachers and the Special Educational Needs Co-ordinator (SENDCO) meet formally with parents at the end of the autumn and summer terms to discuss individual progress but, if there are concerns, it is always possible to arrange an appointment to see staff at other times.

For some children, there may be regular reviews with the SENCO and class teacher; these meetings may also involve an outside professional.

If your child has an Education Health and Care Plan (EHCP) or a My Support Plan (MSP) our school SENDCO will arrange an annual review once a year with parents and carers and outside agencies. This will review the child's progress and make any changes to the plan which are needed.

## **Pastoral Manager Communication**

You can speak to our Pastoral Manager outside most mornings. You can also contact her via the main school office email or on the telephone. She deals with families, social emotional needs, mental health, and special educational needs and she acts as the link between families and outside agencies. You don't have to already be working with her to contact her.

She is there to support your family whenever it is needed.

## **Teacher Communication**

We would always advise talking to your child's class teacher straight away and to use them as the first and main contact. You can message them on class dojo or seesaw or call the school.

## **Behaviour and Discipline**

We foster good behaviour by praise, positive reinforcement and leading by example, treating children as we would wish to be treated ourselves.

We have a set of principles, agreed with parents and children, which form our Home-School Agreement. This document should form part of the paperwork you complete when your child joins school, if you haven't signed one, please contact the school office.

We ask you to help your child understand these commitments and reinforce them at home.

From time to time all children display unacceptable behaviour which we recognise as a normal part of the child's development. The implications of such behaviour are discussed with the child at the time, in a language that they can understand. Where unacceptable behaviour persists, we will discuss the issues with parents and agree a strategy which can be supported at home.

Full details are in our Behaviour Policy, available on our website.



## **Child Protection and Safeguarding**

The safety and care of your child is paramount in all aspects of school life. Our staff treat each child individually and will note any changes in their mental, social or physical behaviour.



- If staff suspect that a child has sustained a non-accidental injury or is being abused emotionally or through neglect, they will inform the Headteacher, the Designated Safeguarding Lead in the school.
- The Safeguarding Policy includes our Child Protection procedures and is revisited annually by all staff employed in the school.

It is available to view in the main entrance and on the school website.

## **Equality and Diversity**

We provide equality of opportunity for all children and modify activities, resources and our premises to ensure equitable access.

We recognise that many different types of family successfully love and care for their children. We aim to show respectful awareness of all the major events in the lives of the families of the school and in our society as a whole, welcoming the diversity of backgrounds from which we come.

Our curriculum offers an experience which allows children to celebrate difference and diversity and we work hard to ensure that the whole spectrum of our society is represented. We also engage in certain celebrations over the year such as Pride Month and our own diversity week.

Our equality and diversity lead is Miss Laura Smales.



# **Arrangements for Drop off and Collection and Attendance**

## **General**

We are passionate that every school day counts and we provide a curriculum which is stimulating and inspiring so that all children want to come to school.

We are also aware that sometimes absence is unavoidable and we want to work with families to help their child access school.



Please remember:

- Bikes or scooters must only be pushed in the playground and stored in the appropriate racks.
- Dogs are not permitted on to the school site, unless they are a guide dog, or as part of a planned educational activity.
- We operate a strict no smoking or vaping policy. Smoking and vaping are not permitted in the building or in the grounds at any time.

## **Lateness**

The school doors open at 8.40am, and the school day starts at 9.00am. Our registers officially close at 9.30. If your child arrives after this time they will receive a late mark which goes against their attendance. Persistent lateness (even just 5 minutes) can cause stress for your child. Learning starts straight away, if they arrive after the instructions have been given they then have to wait until the teacher can talk to them, all the other children are in so they would then need to walk into a full classroom. They need to come in a different entrance, potentially with a different adult. The school doors close at 9.00am and teaching/morning activities start at 9.00am.

If you are finding getting to school on time difficult please talk to your child's class teacher or Mrs Dyson.

## **Mornings**

- EXPLORERS BREAKFAST CLUB - Parents delivering children to our Explorers before-school club will be able to access this through the link corridor door from 7.30am
- Doors open at 8.40am. A member of the Leadership Team is available on the playground each morning.
- Children are allowed to play in the playground before doors open from 8.30am but children from reception to year 4 must be supervised by parents/carers at all times.
- To develop independence, children should enter their classroom by themselves. We ask that parents do not enter the school building during this period.



- Gates are locked at 9.00am and children arriving afterwards should go into school via the main reception to register.
- You are more than welcome to talk to the staff supervising the door however can we ask that this is brief, you may arrange a mutually convenient time where more time can be taken. The staff supervise the doors on a rota system. They can pass messages to your child's class teacher

## Afternoons

- Please notify the class teacher in the morning if a different person from usual will be collecting your child. If arrangements change during the day please contact the office, preferably before noon. Children in years 5 and 6 can walk home on their own but they cannot pick up younger siblings. You will need to notify the office in writing if your child can walk home alone.
- Children in years R are collected by their nominated adult from their classroom door. Year 1 are collected at the KS1 fire door, year 2 are collected at the link corridor fire exit, Y3 are collected from the year 3 and 4 cloakroom and year 4 from their own fire exit door, Y5 and Y6 are collected from the link corridor door at 3.15pm
- Gates open at 3.00pm for a 3.15pm school finish.



- If your child has not been collected by 3.20-3.25pm, they will be asked to wait in the main reception and the office staff will use the emergency contact numbers we have on file to get in touch with you. Please ensure that the school office always has up-to date contact numbers.
- Parents are responsible for their own children after school.
- Children are allowed to use the adventure playground but must be supervised by parents/carers at all times.
- The bottom playground gate Gate is locked at 3.30pm. Parents collecting children from Explorers afterschool club will collect their children from the link corridor door by 6pm, and the main school gates are locked just after 6pm.

# Uniform and Personal Possessions

## Winter Uniform

- Grey or black trousers or skirt
- Tights (tights can be white, red, black or grey)
- Red jumper or cardigan – with a logo or plain
- White or red shirt or polo shirt
- Black shoes
- Socks –black, white or grey



## Summer Uniform

- Black or grey shorts
- Red gingham school summer dress



## PE Uniform

- Black or grey shorts, joggers, leggings or skorts
- White socks
- Trainers or pumps
- Black hoodie – logoed or plain
- White T-shirts



The children come to school in their PE kits on their PE day.

## Personal Possessions

We do not allow children to bring in precious personal possessions from home. This is because it can cause friction and upset amongst the children. This includes collector cards such as football cards.



Younger children will have a show and tell session and if it is your child's turn to bring something in they may do so and the teacher will look after it. However, we ask parents to take a photo of the object rather than bring it in, if it is particularly precious.

Occasionally we may discuss a 'Transfer Object' with parents and carers. This is for children with recognised special educational needs. This will be something which is featured on your child's individual plan of support.



## Pencil Cases and School Bags

Children in Key Stage 2 (years 3 -6) can bring a pencil case to school. They shouldn't be too big and should contain:

Pencils

Black pen

Ruler

Pencil sharpener

Rubber

Colouring Pencils



Your child does not have to bring a pencil case - equipment will be provided for them. If pencil cases cause a problem in the classroom, then the teacher may decide these are not allowed in the classroom. We ask that pencil cases are named.

We ask that your child brings a small bag to school this can be bought via [www.termtimewear.com](http://www.termtimewear.com) or [www.whittakerschoolwear.co.uk](http://www.whittakerschoolwear.co.uk) or they can bring their own from home. This bag must be small as we don't have loads of space in cloakrooms.

## Water Bottles

Every child in school **must** bring a water bottle to school containing water. We do not allow juice in bottles. These bottles must be named and taken home every night to be cleaned. We allow children to re-fill their bottles in school.



## Lost Property

We collect lost property in the year 3 and 4 cloakroom. We look through this regularly and any named property is returned to the child or parent. Any lost property that is not named will be put on display each half term. These items are labelled 'free to a good home'. Any unnamed lost property which is not re-homed will be sent to the charity shop.



We also run uniform swaps during the school year.

**KEY MESSAGE: NAME ALL YOUR CHILD'S CLOTHES AND PROPERTY.**

## Guide to packed lunches, school meals and snacks

### Universal Free School Meals

Children in years' reception, year 1 and year 2 will receive universal free school meals. This means that parents and carers will not need to pay. However, parents and carers of children in these year groups can still apply for pupil premium which will offer Free School Meals but also offer other benefits such as paid for trips and help with school uniform costs. Please read the section on Pupil Premium and Free School Meals for more detail.

You can search for help with this on the Bradford Council Website:

[https://onlineforms.bradford.gov.uk/ufs/FREE\\_SCHOOL\\_MEALS](https://onlineforms.bradford.gov.uk/ufs/FREE_SCHOOL_MEALS)

### Pupil Premium and Free School Meals

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children.

This is based on research showing that children from low income families perform less well at school than their peers.

Often, children who are entitled to pupil premium face challenges such as poor language and communication skills, lack of confidence and issues with attendance and punctuality. The pupil premium is intended to benefit the children who are eligible, helping to narrow the gap between them and their classmates.

School receives all the pupil premium funding direct and they are responsible for deciding how the funding will be spent on all children eligible for pupil premium. It is not a separate pot of money for each child.

Primary schools are given a pupil premium for:

- Children in Reception to Year 6 who are **currently entitled to free school meals** based on their family income: £1345 per pupil, per school year
- Children in Reception to Year 6 who were **previously entitled to benefits-based free school meals, even if they're no longer eligible**: £1345 per pupil, per school year, for six years after they stopped qualifying for free school meals
- Children in care: £2345 per pupil, per school year

- Children previously in care who have been adopted, or who have a special guardianship order, a child arrangements order or a residence order: £2345 per pupil, per school year
- Children recorded as being from service families: £310 per pupil, per school year

All children who currently qualify for free school meals based on their family circumstances are entitled to pupil premium. This applies if you receive any of the following benefits:

- Universal credit (provided you have a net income of £7400 or less)
- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less
- Children who are or have been in care, and children who have a parent who is or was in the armed forces, are also entitled to pupil premium.

In addition, pupils who have qualified for free school meals on the above grounds in the past, but are no longer eligible, continue to receive pupil premium for the next six years.

Schools are responsible for recording the children who are eligible for pupil premium in their annual school census - you don't have to do anything yourself, other than making sure you return any paperwork that relates to the benefits you receive or your child's entitlement to free school meals.

If your child qualifies for free school meals or has at any point in the past six years, it's important that you tell their school – even if they're in Reception or KS1 and receive universal free school meals, or are in KS2 and take a packed lunch – as this enables them to claim pupil premium.

## **School Meals**



We offer a wide range of hot and cold food options in school cooked onsite. The children choose their food option when they arrive in the morning therefore they always have what they ordered. There is a daily main meal special and there are also standing items such as sandwiches, jacket potatoes, paninis and wraps with a choice of fillings. There is also a pudding such as sponge and custard, yogurt or fruit. Parents can view the menu on the school website. It is designed by the catering staff and the Headteacher. We also discuss meal choices with the school council. Families pay for their children's dinner via the Parent Pay App. Currently school meals are £1.90 per day.

## **Packed Lunches**

Your child can bring their own dinner from home in the form of a packed lunch. We ask that this lunchbox contains healthy food. Lunch boxes are monitored by the dinner staff and children take home what they haven't eaten so parents and carers can check. For healthy packed lunch ideas please look at the school website. We are a nut-free school as we have some children with severe allergies. Please ensure any snack items or packed lunches are nut free – this includes Nutella.



## **Snacks**

Children can bring a healthy snack for playtime. We ask that this is fruit or vegetables or a non-chocolate cereal bar.



## **School Office and Administrative Arrangements**

### **Parent Pay**

[www.parentpay.com](http://www.parentpay.com)

ParentPay is a secure online payment system that we use to collect all payments to the school, for example; school dinners, trips, clubs, events and fund raising activities.

In an attempt to remove cash and cheques from the school office, we are asking all parents to use this e-payment method to pay the school. You will have a secure online account, activated using a unique set of activation codes (please speak to the School Office for these activation codes).



Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away

## Illness, Injury and First Aid

Oxenhope has many staff members who are trained First Aiders and there is always at least one first aider onsite at all times.

The First Aid Box is located at the bottom of the staffroom steps and in the disabled toilet in KS1.



In the event of an injury occurring which requires hospital treatment the person responsible for summoning an ambulance or arranging transport to hospital is the Headteacher/Assistant Headteacher or the Designated Senior Teacher on advice from the attending First Aider.

The person responsible for accompanying injured persons to hospital is the Headteacher or Assistant Headteacher or an appointed member of staff. Parents or Guardians must be informed as soon as possible.

### *In the event of minor accident or illness:*

During lesson time children will be sent or taken to the nearest first aider or the first aider will come to them for an assessment. In some cases, we might ask for parents and carers to come and make an assessment of their own child.

At break time the child will report to the member of staff on duty or will report themselves to the school office.

During lunchtime the child will report to one of the Lunchtime Supervisors.

- Following a minor accident or when a child is ill the School Assistant or Lunchtime Supervisor will attend to the child.
- In the event of illness the office, class teacher, headteacher or assistant headteacher, will make the decision as to whether the parent should be advised to take the child home.
- Where children as a result of feeling ill, do not wish to eat any lunch, parents will be advised.
- All children who suffer a blow to the head should be given a 'bump-note' to take home to their parents. Their parents will also be informed by phone to ensure the message is communicated. Class teachers should also be notified when a child has received a bump-note.

### *More serious accidents*

- In the event of a more serious accident assistance will be sought from one of the appointed persons responsible for first aid.
- Parents will be contacted in the event of illness or serious accident. Staff should err on the side of caution when in any doubt and notify the parents.
- In the event of a serious accident in addition to contacting of parents an ambulance will be called if required.
- At the close of a serious incident the school should review its handling of the situation to see if there needs to be change to its procedures.



## Diarrhoea and Vomiting

Your child needs to be off school for 48 hours after their last visit to the toilet or vomiting episode. You need to inform the school straight away if your child is going to be off due to diarrhoea or vomiting so we can keep an eye on the other children in school. In rare cases we may need to close the school for a deep clean if we have a spike in cases.

## Covid 19

Information about Covid 19 is changing all the time. We publish our latest guidance on our website together with our risk assessment which is quality assured by the BDAT health and safety team. For the latest guidance and most up to date information please look at the school's website.

If you or your child have any of the following symptoms, please book a PCR test and inform school:

- High temperature
- Continuous Cough
- Loss of taste and/or smell

## Other Infectious Conditions

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/ septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

## **Medication**

If your child is prescribed medication (such as antibiotics) that requires 3 doses – please do this in the morning, after school and before bed. If the medication is required 4 times a day, you will need to come to the school office for a medication form. This allows our staff to administer the medication. We cannot administer Calpol or other non-prescribed medication. If you think your child needs this, then you will need to arrange with the office to come and administer it to your child yourself.

## **Head Lice**

Anyone can catch head lice, but preschool children, primary school children and their families are most at risk. Head lice are spread most commonly by close person-to-person contact. We will not send your child home if they have head lice but we will contact you about treating them and we will send a general letter to other children asking families to check hair. This letter will not indicate where the outbreak started.

## **Rewards**

We have a range of awards at school. Most of these are presented at celebration assembly but some are presented in class:

- Star of the week
- Citizen of the week
- Work of the week
- Attendance awards
- End of Key stage trophies
- Year 6 end of year trophies
- Pasta jar treats
- House points
- Afternoon tea with the headteacher
- Headteacher awards
- Teacher stickers



To find out more about our behaviour system please read our behaviour policy featured on the schools' website.

## **The School Council, Safety Squad, Eco Warriors, Head Boy and Girl and The Worship Team**

These are groups of children who allow us to hear pupil voice. Each year the children apply for these jobs if they are interested and they undertake work across the year guided by a staff member. Head Boy and Girl are from year 6.

## Explorers Before and After School Club

Originally set up by our governing body, following numerous requests from parents and carers, Explorers is now part of the everyday running of school. Grant funding to help with start-up costs was obtained from the Early Years and Childcare Service at Bradford Council. Our Club is fully integrated into the life and work of the school.

Our mission statement is to provide a high quality, consistent and reliable out of school club based at the heart of our local community.

Our goal will be to extend learning opportunities from the normal school day, and provide a caring, happy and secure club based on Christian belief and practice in the wider context of a Church of England voluntary aided school. Opportunities will be provided that will ensure each child attending has the opportunity to develop academically, socially, physically and spiritually.



All charges are to be paid via Parentpay. If you have any queries regarding logging in to your Parentpay account, please email the school office ([office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)). Payment can also be made using some Childcare Vouchers scheme. Please advise the school office which voucher scheme you use.

Morning Sessions (including breakfast) £4.50 per session (Open from 7.30am)

Afternoon sessions (including a light meal) £9.00 per session (Final collection time 6pm).

Late collection fee.

Please note, from January 2019 there will be a late collection fee policy. If you collect your child after 6pm, there will be an additional fee of £5.00. After 6.15pm the fee will increase by £1 per minute.)

This fee will be added to your Parent Pay account based on the Explorer registers.

## Homework

Your child's class teacher will fill you in with the homework expectations for your child's year group at the start of the year. This will include what to expect in the form of subjects and volume and when this will need to be returned. Our homework policy has been put together alongside parents and carers and allows families to do as much as their family ethos allows.



## Friends of Oxenhope PTA



If you are interested in joining the Friends committee or offering your help at an event, please contact the school office. Your help would be very much appreciated.

Parent Teacher Associations (PTAs) are an active part of school life for schools across the country. Many thousands of parents volunteer to join in with PTA activities at their child's school, giving their time and energy to fundraising and working in partnership with the school

Email: [friends@oxenhope.bradford.sch.uk](mailto:friends@oxenhope.bradford.sch.uk)

## The Nest

The Nest is an important part of our school. It is a comfortable, safe space where children can work or just come to speak to Mrs Dyson. (Pastoral & Learning Manager). Regular meetings with Mrs Jones (Headteacher) take place, to discuss any issues which will have been 'flagged up' by teachers or parents.

When a child's needs have been identified, he/she will come to The Nest for sessions, the regularity of the sessions will be determined by the needs of the child. Parents will be informed if this is being a regular arrangement, however, children drop in now and again as part of school life.

The Nest is also available for parents to visit if they need a friendly ear or some advice. Mrs Dyson will be in The Nest at the beginning and end of each day (Apart from Fridays) if you need to speak to her. Alternatively, you can contact her through the school number 01535 642271 if you wish to see her at a different time.



Mrs Dyson is a qualified Nurture Practitioner and is part of the Inclusion team. She is also a Mental Health First Aider and champion.

## School Milk

We have chosen Fresh Pastures Limited, t/a School Milk UK, to supply our school milk from the start of the new term.

If you would like your child to receive milk at school, you can register online at [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk).

If you opt into this scheme, your child will receive a 189ml carton of fresh chilled semi-skimmed milk each school day, to drink mid-morning. The cost of this milk depends on the number of school days in each term (accounting for inset days, bank holidays and school holidays) and is payable in advance prior to each half term, or you can pay for the full academic year in advance. You can pay for your child's milk online using PayPal or a credit or debit card in four easy steps.

Please visit the School Milk UK website at [www.schoolmilk.co.uk](http://www.schoolmilk.co.uk) for details on how this scheme works and how to register, order, pay and manage your account online.

Benefits of drinking cows' milk include:



A portion of milk can aid concentration in class by ensuring your child is fully hydrated, and a drink of milk can also boost your child's energy levels



Milk is rich in calcium, which is essential during childhood and teen years for the growth and development of bones



A 189ml carton of semi-skimmed milk contains less fat than popular snacks such as crisps or chocolate, and because of its nutritional value, milk is a healthier alternative to fill the gap between breakfast and lunch

If your child suffers an allergy to cows' milk, School Milk UK can offer goats' milk or soya milk.

School Milk UK's online ordering and payment system is fully secure. You will be asked to enter a valid email address and create a password when registering your child.

School Milk UK does not retain your personal details, except for your email address. Your email address is only used to send you a reminder to log back into your account and order for the following term.

## Educational Visits and Visitors



Each year the children will experience trips out and about. We value the enrichment trips can add to our curriculum and know that these will give the children lasting memories to treasure.

Your child's class teacher will inform you if a trip is going to be taking place. If there is a cost involved, there will be at least a half term notice.

We also invite visitors into school and in some instances there will be a cost for this.

We run residential for year 4 and year 6 each year. More information will be given to parents two terms prior to these visits.

We may ask for parent and carer volunteers to help on these visits we may need a CRB check for these volunteers.

## Sport and Swimming

We encourage all our children to engage in sport. We believe that this is not only beneficial to their physical health but also their mental health.

We have a number of sporting afterschool clubs which run and we send out information about these each half term.

We also join in with local tournaments such as cross country and again when we receive information about these events we inform parents.

Each child from year 1-6 will receive two hours of PE per week. In Reception they have a mixture of PE as well as physical opportunities in the classroom.



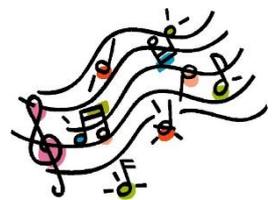
5's PE sessions.

Each year 5 children access swimming at Keighley Pool. They do this for half a year to reach their national curriculum standard. They will need swimming costume, a towel and goggles. They travel on a private bus each week. The class teacher will inform parents of the day of swimming. This counts as one of year



## Music

Music is part of our curriculum and all children take part in an age appropriate level. We also offer specialist music teaching for year 3 and 4. We teach recorders in year 3 and flutes in year 4. We also offer private piano lessons which need to be paid for by parents and carers. For more information about piano lessons please contact the school office.



## Collective Worship and Class Assemblies

We participate in an act of Collective Worship every day led by a teacher or a visitor from a local church. Our Collective Worship is central to the life of the school. We hold a daily act of collective worship where the Reception to Year 6 class teachers attend with their classes. All other adults are welcome to attend also. The Collective Worship plan also includes whole school worship occasions, when all adults attend and parents and carers are invited too.

What happens during a Collective Worship?

- Opened with liturgy – Worship team – ‘God is good’ whole school – ‘all the time’, Worship team – ‘all the time’ Whole school - ‘God is good.’ Worship team – ‘grace, mercy and peace be with you’ whole school ‘and also with you’.
- A focus Bible verse or inspirational quotation for the week
- Music
- A hymn or spiritual song.
- A story / drama / activity
- Time for reflection on the message of the collective worship
- The lighting of a candle and the use of words to explain the trinity and presence of the Holy Spirit during collective worship, ‘In the name of the father, Son and Holy Spirit.’
- The children are invited to partake in prayers
- The Lord’s Prayer and the Grace are taught to children
- Discussion
- Children are encouraged to offer their own prayers from the school prayer tree



Class assembly happen once a year and this is a chance for the children to let parents know what they have been learning. The children present to the parents and then they invite parents and carers into their classroom to look at their learning.

## Productions

Each year we do productions for parents and carers to come a watch. The productions are the following:

- Reception nativity
- Year 1 and 2 nativity
- Year 3 and 4 Easter performance
- Year 5 and 6 end of year show



Parents and carers are offered tickets for these performances. These are free but limited. The class teacher will share with parents and carers times and dates of productions.

## School Volunteers



Miss Auty and the office team are our leaders for school volunteers and we really value any of our community who would like to come and help in school. There is a process for volunteering applicants and if you are interested please speak to the school office. Each volunteer will be subject to a DBS check and other safeguarding training before they can start in school.

## Trainee Teachers and Work Experience

We pride ourselves on working and training the next generation of school staff. We enjoy working with our Trust and other teacher training facilities to ensure that all trainees and work experience staff have a great experience and love working in schools. All trainees are mentored by Miss Auty and this is overseen by Mrs Jones. Together they ensure that not only the trainee feels supported but that the quality of teaching is good.



If your child has a trainee teacher or a work experience member of staff working in their classroom their class teacher will inform you.

## Term Time Holidays

Parents are discouraged from taking family holidays or trips abroad during term time. Children who miss significant periods of time in school miss out on important teaching and learning and this absence can seriously harm the children's progress and attainment. Parents and carers are legally responsible for ensuring their children attend school regularly and schools are responsible for making sure they receive a good education. It is important that children and young people regularly attend school because every school day counts. Parents can demonstrate their commitment to their child's education by not taking them out of school in term time for holidays.

If parents take their children out of school, for 10 consecutive sessions (morning and afternoon registrations – 5 days) without first seeking the school's permission or take their children out after permission has been denied, they could receive a penalty notice fine of £60 per parent per child. A family of two parents and two children would receive a fine of £240. From 1 September 2013 parents have 21 days to pay the fine.

If the fine is not paid within this period the fine doubles to £120 per parent per child and has to be paid within 7 days. Failure to pay the fine at all will result in Bradford Children's Services taking the matter before the Magistrates Court where they could be fined up to £1,000.

We as a school do not receive this money. Bradford Council receive it, much like a parking fine.

The procedures are clear:

- Parents do not have a right to take their children out of school during term time for holidays or trips abroad
- Families must seek permission from the school before taking their children on holiday. Every school has a policy and procedure for applying for leave of absence during term time which will be available from the school. Many schools within their policies will describe circumstances where leave of absence will **not** be granted. For example, during national tests or exams
- Headteachers will only grant permission for leave of absence from school in exceptional circumstances. If permission is granted the school will determine the number of days of absence they will authorise



- Before granting a request for leave of absence in term time a Head Teacher will consider, the time of year of the request and the duration of the leave of absence, the child's attendance record and the child's ability to catch up and the schools policy on holidays in term time
- If a family go on holiday without permission, their child's absence will be unauthorised and the family may be fined £60 per parent per child.
- If a child does not return to school on the agreed date after leave of absence they could lose their place in the school which would mean the child would have to start a new school

## Medical Appointments

Each school day counts as two sessions: morning and afternoon. The register must be taken at least twice a day so that schools can record attendance for each session. Every absence must be recorded as authorised or unauthorised.

If you've given the school advance notice of your child's absence for a medical appointment, it should be counted as an authorised absence. Your child's attendance record over any period can be reported as a percentage. If the percentage drops below a certain level, schools have to take action and this can lead to sanctions (on parents) for poor attendance.



Both authorised and unauthorised absences count towards the overall percentage but if your child's authorised absences have been properly recorded, you can prove that they were justified.

We would always recommend you make your child appointments out of school time where possible. However, we understand that sometimes families are given times by hospitals therefore this type of appointment would be authorised. You must inform the office and bring proof of the appointment.

## Absences

We understand that children are absent from school due to illness. This is a normal part of school life. You must follow the following procedure if your child is absent from school:

- Email or phone the school office to explain why your child is not in school
- Let the office know if your child should be accessing Explorers or any other school club
- Failure to contact the office will result in the school having to call you or even a home visit from school or the police.
- Please make sure your correct contact details are with the school office



## Holiday Dates 2021-2022 – these can also be found on the school website

Aug 2021							Sep 2021							Oct 2021							Nov 2021							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1			1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30									
30	31																											

Dec 2021							Jan 2022							Feb 2022							Mar 2022									
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
			1	2	3	4	5						1	2			1	2	3	4	5	6			1	2	3	4	5	6
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20			
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27	28	29	30	31	24	25	26	27	28	29	30	28	28	29	30	31														
							31																							

Apr 2022							May 2022							Jun 2022							Jul 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31				
							30	31																			

Key						
Bank Holiday	Occasional Day	Training Day	Statutory			

## Emergency Closure Procedures

At school, we are aware that the timings of our decisions to close the school are critical for parents and carers, trying to get their children to school and then get to work. We always try and take the judgment on school closure as early as possible in the morning. We aim to make this decision early enough for parents/carers to make alternative plans for childcare.

Whatever the time of day, please be assured that the decision to close the school is taken after considering many factors, particularly the health and safety of our children and staff, and is not taken lightly and always in coordination with other local schools and or after advice from others.

Recommendations for parents and carers:

- Please have at least 2 emergency contact numbers available at our school office
- Please have your own emergency collection plan in place should the school be closed during the day
- Look for updates on the website, Bradford Schools Online and on Social Media
- Don't set off to school until you are confident it is open and it is safe for you to travel
- Be patient – we understand the pressures of family life however there will be a slight delay between the decision to close and the information getting out there. Please be assured that we are always working as quickly as possible to help.



- Please remain positive – we will do our best to ensure the school remains open however the safety of children, staff and parents is our priority and if we do close then it will be due to intensive conversations and advice from 3rd parties, such as the council, other schools and BDAT.

For more information about school emergency closures please read the policy featured on the school's website.

## **Concerns and Complaints**

We would always want to talk to any parent or carer who had a concern or complaint. Our ethos is to listen, talk and support.

Your child's class teacher is the best person to talk to about an academic or friendship concern. They know your child better than anyone else in school. Our Pastoral Manager is the best person to talk to about family or social and emotional concerns. Mrs Jones or Mrs Brown are the best people to talk to about matters which you feel haven't been dealt with or that have escalated.

If you wish to make a formal complaint, please contact the school office for a copy of the complaints policy and procedure.



## **Contact Details**

School Office – 01535 642271 [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

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