



OLD OAK PRIMARY SCHOOL INFORMATION – School Life LONDON BOROUGH OF HAMMERSMITH & FULHAM

ADDRESS: Mellitus Street, East Acton, London W12 OAS
TELEPHONE NO: 020 8743 7629
FAX NO: 020 8749 8360
EMAIL: admin@oldoak.lbhf.sch.uk
head@oldoak.lbhf.sch.uk
deputy@oldoak.lbhf.sch.uk
WEBSITE : <http://www.oldoakprimary.co.uk>

Old Oak is a welcoming school and our aim is that all children, parents/carers and staff are able to enjoy being a part of the school. This information is to remind everyone about some of our procedures which are designed to keep everything running smoothly. We hope you will find it useful.

Speaking with staff:

Please speak to us if you have a concern about something. Either see your child's teacher briefly at the start of the day, or arrange to see them at the end of the day. You may also see the Headteacher or Deputy Headteacher. Please raise concerns in an appropriate manner.

Start of the School Day:

Classroom doors (Reception – Year 6) are open at 8.55am for a prompt start to the day. Unaccompanied children should not be in the school building before this time, as they are unsupervised.

End of school day:

We now have 3 entrances to the school.

- Reception and Nursery children are collected from their classes in the EYFS block using the playground entrances.
- Year 1 children are collected from their classroom, using the KS1 playground entrance.
- Year 2 children are collected from their teacher in the Key Stage 1 playground, using the KS1 playground entrance.
- Key Stage 2 children are dismissed from their class to exit from the Key Stage 2 playground entrance. Please collect your child at the gate. Children who have younger brothers or sisters in KS1 will meet you in the Key Stage 1 playground. Children who have younger brothers and sisters in the Early Years will meet you at the KS2 playground gate.

Please make sure your child knows the collection arrangements. If these arrangements change you must inform the school office. Please wait for your child in the designated places and do not walk through the school at this busy time.

If children need to be collected before 3.15pm for an appointment please advise the school office at the start of the day.

Absence:

It is the responsibility of parents / carers to ensure that their child/ children attend school regularly and punctually. The attendance and punctuality of all children is monitored throughout the year and where there are concerns these are reported to the Education Social Worker in the Localities Team.

- Please contact the school office if your child is absent, on the first day of absence.
- Please ensure your child is in class by 9.00am, for a prompt start
- Holidays taken during term time will not be authorised. To enable you to plan ahead, term dates are available in advance from the school office.
- For any planned absences, parents/carers should request permission in writing to the Headteacher, stating the start and return date. Each request will be considered individually.

KS1 and Early Years children should stay with a responsible person until their classroom door is open.

Key Stage 2 children: The Key Stage 2 playground is supervised from 8.50am

Only children in years 5 and 6 may arrive from 8.30am to play football – and when it's not pouring with rain! Please be aware that they are not supervised at this time, and a high standard of behaviour is expected. Children and their parents / carers must sign a Code of Conduct before joining the early morning football.

Lateness – if your child is late please go to the school reception to report arrival. A child is late if they arrive after 9.05, KS1 and KS2 children can make their way to class. Early Years (reception and nursery) an adult must wait in the front reception office until 9.25 when a member of staff will come down to collect the children and take them to class.

School uniform / Book bags

Uniform is

- grey skirts or trousers
- plain grey tights or grey or white socks
- school polo or plain white polo top or white shirt
- school sweatshirt /cardigan/ fleece or plain dark blue jumper
- plain dark blue headscarf
- **plain black school shoes, not trainers.**
- for PE, children bring in shorts, T shirts and trainers.

School uniform is sold on Wednesday mornings from 9.00 – 9.30am. We sell polo shirts, cardigans, sweatshirts, fleeces, jackets, book bags, backpacks and hats. **Write your child's name on their clothing so it can be identified.**

- Children need a book bag before they can borrow books from the school library.
- Children should not be wearing football kit, designer clothes or jeans to school.
- Please label your child's clothes, the school cannot be held responsible for lost items.

Fleece	5-13	£10.00
	SM /Med /LGE adult	£13.20
Waterproof jacket		12.00
Sweatshirt		£7.80
Cardigan		£7.80
Polo shirt		£4.50
PE T-shirt		£5.00
Baseball cap		£3.00

Woolly hat	£3.00
Backpack	£7.50
Book bag	£3.20

Lost property

Lost property is kept in the school hall – please look there if your child has lost an item of clothing.

School meals

The numbers for school meals are taken directly from the registers. Please inform the school office if your child's lunch arrangements change. Changes should only be made at the start of term. If the office has the wrong information you may be charged. **Non-payment may result in your child not being provided with a school meal.**

1 day	£1.80
2 days	£3.60
3 days	£5.40
4 days	£7.20
5 days	£9.00
2 weeks	£18.00
3 weeks	£27.00
4 weeks	£36.00
5 weeks	£45.00
6 weeks	£54.00

Valuables or toys:

Children should not bring any personal possessions to school. Neither the school nor the individual teacher will be responsible if these are mislaid or broken. Generally children will not need to bring money to school. Any money brought for trips etc. should be given to the class teacher.

Mobile phones:

Children should not bring mobile phones to school. If there are exceptional circumstances then please contact the Headteacher in order to discuss the arrangements and sign a form.

Any phones that are brought into school without the above will be confiscated and returned only to parents / carers.

Health and safety:

Please help us keep everyone safe.

- Ensure that the school office has your current contact details. This is important in case of emergency.
- Keep jewellery at home - no necklaces, rings or hoop earrings. Stud earrings (small) are acceptable and older children may wear watches.
- Children must change for PE, and wear trainers.
- Be considerate about bringing buggies into school, as the corridors are narrow.
- Help prevent the spreading of head lice by regularly checking your child's hair for signs of eggs or lice.
- Children in Key Stage 2 may bring fruit for morning break. Children in the Early Years and KS1 are given a piece of fruit each day.
- Children should not bring any other snack, including sweets, to school.
- Children have access to drinking water during the day and should not bring in their own water bottles, except for off-site sports activities.

Children may be taken out in the locality as part of the curriculum e.g. to the local shops; to the Scrubs for sports. We would not inform parents / carers of these trips out as we would school visits that use transport.

Celebrating Birthdays:

EYFS / KS1: Please speak to the teacher beforehand if you would like to bring in a cake to share with the class. No candles please.

KS2: Your child may bring in sweets or fruit to give out and share. Please do not send in party bags for the teachers to give out.

Use of photographs: During the year the school may use photos of the children in newsletters, on the website or to publicise some of our activities. **If you do not want your child to be involved in any such photos, please let the Headteacher know.**

When photos are being taken for wider publicity, we would ask your permission.

School expectations:

At Old Oak we

- ❖ listen to each other,
- ❖ respect each other,
- ❖ value other people's ideas,
- ❖ are prepared to change our minds,
- ❖ look after school equipment,
- ❖ keep ourselves and each other safe,
- ❖ keep thinking.

Name calling:

At Old Oak we have an expectation that children respect each other. This includes not making personal comments or calling each other names. We will write to parents/carers when incidents occur.

With many thanks for your cooperation and support with these procedures.

