

Oakfield
Junior



Curiosity, Confidence, Co-operation, Caring and Courage



**Welcome Pack for Parents
2020 - 21**

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School Information

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TELEPHONE: 01372 374781
OFFICE E-MAIL: parent@oakfield.surrey.sch.uk
WEBSITE ADDRESS: www.oakfieldjunior.com

HEADTEACHER **Mrs Debbie Willemse**
& Designated Safeguarding Lead : head@oakfield.surrey.sch.uk

ASSISTANT **Mr James Treen**
HEADTEACHERS: james_treen@oakfield.surrey.sch.uk
Mr Gary Myers
gary_myers@oakfield.surrey.sch.uk

YEAR 3 GROUP LEADER: **Mrs Emily Buckler**
emily_buckler@oakfield.surrey.sch.uk

YEAR 3 CLASS TEACHERS: **Miss Charlotte Jones**
charlotte_jones@Oakfield.surrey.sch.uk
Mrs Sue King
suzanne_king@oakfield.surrey.sch.uk

H.R. & ADMIN MANAGER: **Mrs Karen Tranter**
karen_tranter@oakfield.surrey.sch.uk

SENCO & LAN CENTRE **Mrs Jenny Mare**
MANAGER: jenny_mare@oakfield.surrey.sch.uk

CHAIR OF GOVERNORS: **Mrs Gillian Ward**
chairofgovernors@oakfield.surrey.sch.uk

Headteacher's Welcome

Dear Parents and Carers,

We are delighted that your child is joining Oakfield Junior School. I am very pleased to be able to share with you all the great things about our school and I hope you will enjoy playing a part in its continued success.

The purpose of this booklet is to answer some of the questions you may have about your child joining Oakfield. Throughout the booklet we will try to give you a taste of what it is like to be a pupil at our school and what we can offer your child. We are very proud of our school ethos. We have approachable, professional and committed staff; dedicated and effective governors; supportive and caring parents and engaged and happy pupils.

We strongly believe that it is important that we work together in partnership with parents and carers. We aim to bring the two worlds of home and school together to form one whole learning experience with your child at the centre. We will endeavour at all times to keep you as parents and carers informed and we welcome your questions and comments.

I look forward to welcoming you and your child to Oakfield Junior School.

Mrs. Debbie Willemse
Headteacher
BPrimEd. NPQH

Our Vision and Ethos

Our Vision

For all learners to have **courage** to embrace new experiences with **confidence**; work **co-operatively**, whilst respecting and **caring** for others; be **curious** about the whole world and enjoy learning for life.

Our Ethos

Oakfield Junior School is an inclusive school which offers a broad, balanced and stimulating education, where pupils maximise individual progress in a respectful, caring and safe environment. At Oakfield we have 5 core values which we refer to as the 5Cs . These values are reinforced by all staff and governors; shared by all pupils and evident throughout the school. Our pupils are well behaved and enjoy learning from our skilled and dedicated team of staff who provide high levels of care, support and guidance-contributing to the schools excellent pastoral care. The vast majority of parents and carers strongly agree: that their children like school; that the school keeps pupils safe and that teaching is good or better.

Oakfield Junior School is set in Fetcham Village in Leatherhead. The school is popular in the local area and is full in all year groups. The school enjoys the active support of parents and the village community. The school is a member of the Effingham Learning Partnership Confederation (ELP). Oakfield is an average size junior school with two forms of entry in each year. We currently have 256 pupils on roll. The school has a designated Learning and Additional Needs (LAN) Centre which supports up to 16 pupils with a SEND EHCP. We strive to maintain a caring and inclusive ethos where each individual is valued and where the education of the whole child is catered for.

The broad curriculum motivates pupils because it not only takes into account their interests and aspirations but is enriched through a range of clubs and extra-curricular activities that many pupils enjoy. These activities raise pupils self-esteem; enable them to develop new skills; experience success and develop their ability to work successfully as a team.

Our Curriculum

Oakfield Junior School's curriculum is derived from the National Curriculum. A full guide to the National Curriculum for parents can be found on our website. Our curriculum is balanced, broad and based on our School Vision. Our curriculum planning is detailed, inclusive and differentiated to meet all pupils' talents, skills and abilities.

Curriculum Leaders

Each class teacher delivers a broad curriculum which includes the core subjects. They are supported by specialist curriculum leaders who are able to advise and work alongside them within the classroom. Help and advice is also available from supporting consultants and other school improvement partners.

Core Subjects:

English
Mathematics
Science
Computing
Religious Education

Foundation Subjects:

History
Geography
Design and Technology
Art
Personal Social Health Education
Physical Education
French (Specialist Teacher)
Music (Specialist Teacher)

We vary the way we teach our children according to what we want to achieve. For example, they may be taught in a class, as part of a small group, individually, as a year group or as a whole school. Most subjects are taught within a mixed ability class.

Our Curriculum is just one step in the learning journey for your child. We recognise that learning begins at birth, if not before. We aim to promote an interest in learning that will carry on throughout your child's life. We liaise very closely with families, infant, primary and secondary schools to provide continuity of education.

Special Education Needs & Disabilities (SEND)

Our aim is that every child will have access to the curriculum, reach their potential and be fully included in school life. Additional support is offered where appropriate to children in the mainstream school.

School Provision Map

Wave 1 – High quality teaching and learning across the school. The majority of pupils' needs will be met through this provision.

Wave 2 – Targeted, short-term, catch-up support. This provision is normally in the form of small group interventions to accelerate progress and to enable pupils to work at age-related expectations. Pupils do not need to be on the SEND Register to access this provision.

Wave 3 – Personalised, long-term support relative to need. Targeted interventions for pupils with SEND who are identified as requiring additional support. Termly provision maps are available on request.

School Local Offer

Our Local Offer (SEND Information Report) and the Learning & Additional Needs Centre Local Offer (SEND Information Report for LAN) are available for you to read on our website.

Getting Out and About

During the school year we will aim to run several day visits linked to learning, as well as residential visits. There is no substitute for the first hand experience offered through these visits which form a valuable part of our curriculum. The visits help to stimulate children's interest in their studies and enrich what has been learnt in class. They also enlarge awareness of our local area and provide excellent opportunities for personal and social growth.

We hope to be able to offer trips and residential visits again in 2020-21. Clearly trips and residential visits this year will be dependent on any ongoing restrictions and closures. To give you an idea, in previous years, Year 3 pupils have experienced the following:

- Learning about Medieval life on a day trip to Butser Ancient Farm
- A visit to the Egyptian Galleries of the British Museum, London
- Egyptian Artefacts and Egyptian Theatre Workshops
- Weekly swimming lessons at Leatherhead Leisure Centre in the Spring Term
- A summer day out to Nower Wood with the Surrey Wildlife Trust
- A sleepover at school

In Years 4, 5 and 6 these experiences continue. Previously Year 4 took part in a two day residential visit to the Outdoor Activity Centre at High Ashurst; In previous years Year 5 have spent 4 days exploring the Isle of Wight, and Year 6 pupils have spent a week at Swanage in Dorset. Pupils have previously had the opportunity to undertake 'Bikeability' cycle training in Years 4 and 6. The local Parish Church of St Marys is visited regularly, and Years 5 and 6 visit local secondary schools for various science, languages and sports workshops.

Young Leaders

School Council

School Council gives the children an opportunity to have their voices heard and feel part of the school community. Council members are chosen for their skills in listening, being unprejudiced and being a good role model. These qualities help us to achieve realistic goals. The representatives feed back to their classmates about what has been discussed and ask their class for opinions and ideas for the different decisions and plans that are in the making.

House Captains

Pupils in the Junior School are divided into three different Houses for team activities such as Sports Day. The houses are Dragons, Griffins and Unicorns, in Year Six, two pupils are chosen to lead each House each term. It is the job of House Captain to be a positive role model and to rally enthusiasm and House pride throughout the year.

Eco Warriors

One pupil is chosen from each class to be a member of the Eco Committee. This committee assist with recycling, litter picking, energy saving, helping to maintain our garden, and attend meetings during the term.

Sports Crew

The Oakfield Sports Crew are a group of Year 6 pupils who receive training on how to be a positive leader and improve their organisational skills to help them lead their own activities. Sports Crew children help out in PE lessons and at lunchtime. They also help organise Sports Day and other sporting events and competitions.

School Monitors

Our monitors cover ICT, the Library, Reading, Lunch Hall, Rubbish and Year 6 Buddies. Monitors work hard to ensure the school runs smoothly and demonstrate how pupils can positively contribute to the lives of others within the school and wider community.

Communication with Parents

Dialogue with parents is very important. If you have any concerns at any time you may book an appointment to speak to the Class Teacher, Year Group Leaders, Assistant Heads or the Headteacher. Please speak to the office or email parent@oakfield.surrey.sch.uk. There is also a Contact Us tab on our website.

We have traditionally hosted **information meetings** at the start of the Autumn Term for each year group. An information letter with a Topic Web is sent at the start of the other two terms. This is to communicate plans for the term, and outline equipment or help needed in your child's year group.

Parents Evenings are held twice per year to enable parents to discuss your child's progress and areas needing development. Class teachers are always happy to talk to parents about their children at other times. Please contact the teacher to arrange a convenient time.

Newsletters are published fortnightly during term time, containing news and information about the school together with a list of dates for school events. Newsletters are posted on the school website and an email link is sent to parents.

Email is used regularly by both teaching and office staff to contact parents. This will include important information relating to your child's learning and forthcoming events. If you do not have access to email please let the school office know. We can then ensure you receive a paper copy of the newsletter and any correspondence, which will be sent home via your child.

Planners are given to each child on their first day. Short messages can be relayed between teacher and parent via the notes section in the diary pages of the planner.

MarvellousMe is a messaging system we use to give parents regular updates about your child's specific learning and success.

The school website www.oakfieldjunior.com is a source of information for parents and children, including school policies, calendar dates, links to relevant learning sites, and a Wisepay link. We regularly publish news stories and photos on the website, providing a snapshot of school life through our successes, learning events and sporting activities.

Inter-School Communication

Liaison with Infant Schools

We work very closely with the local Infant Schools exchanging information about pupils; sharing information about the curriculum; discussing general activities relevant to the pupils in our care; agreeing joint policies and in the past undertaking regular visits by children to each other's schools. Liaison and co-operation between schools ensures smooth transition for the children as they move through the education system.

Liaison with Secondary Schools

We liaise closely with local Secondary Schools, to ensure that each child's progression is as seamless as possible. We also seek to maintain informal partnerships with local independent schools.

School Partnership

We are part of the Effingham Learning Partnership (ELP), a confederation of 11 schools in Fetcham, Bookham, Effingham, Horsley and Downside. We work together to give our pupils better access to the range of children's services provided by the County Council and the Health Authority. Joint staff training days are held to ensure best practice is shared across the district.

We are also part of the Leatherhead and Ashted Confederation, which fulfils a similar purpose and are part of DALSCO - a school company set up between Dorking, Ashted and Leatherhead schools.

Governors

Governors at Oakfield are involved in supporting the Headteacher and the rest of the school to deliver the best possible education and experience for children. Governors manage the budget for salaries, running costs, maintenance and equipment, and are involved in developing policies and procedures, and key staff appointments. Governors monitor the school's progress, working with the Head and the staff to set annual targets.

The Governing Body (listed below) holds formal meetings at least once a term, the minutes of which are available for inspection at the school.

Headteacher

Mrs Debbie Willemse

Chair of Governors

Mrs Gillian Ward

Local Authority Governor

Mr Mark Reason

Clerk to the Governors

Mrs Bernadette Smith

Vice Chair

Mr Owain Hutchens

Staff Governor

Mrs Jenny Mare

Co-opted Governors

Mrs Alison Hunt Mr Paul Fair
Mr James Treen Mr Brian Egles
Mrs Kate Irwin Mrs Singkee Pardo
Mrs Natasha Allwood

Safeguarding +Health & Safety Governor

Mr Ryan Fairbairn

Friends of Oakfield

The Friends of Oakfield School are a member of the National Confederation of Parent Teachers Associations. The Friends exists to provide community events for Oakfield families and the local community, to raise funds to provide additional resources for the children which otherwise could not be afforded by the school.

Our Friends Committee are actively involved in fundraising efforts throughout the school year. Past events have included fireworks displays, children's discos, quiz nights, nearly new clothing and uniform sales, and Christmas cards designed by the children.

Our events have raised thousands of pounds for the school which have been spent on a wide range of resources including redecoration of classrooms, laptops for pupil use, picnic benches, a lunch box shed and sewing machines.

The Friends AGM will be held in the new academic year at the school. Parents are warmly invited to come along and find out more. If you feel unable to join the committee you are encouraged to help out at individual events.

The committee always welcome new fund-raising ideas and suggestions for community events.

Term and Holiday Dates

Autumn Term 2020

Start of term

01 September 2020

Half term

26– 30 October 2020

End of term

18 December 2020

Spring Term 2021

Start of term

04 January 2021

Half term

15-19 February 2021

End of term

01 April 2020

Summer Term 2021

Start of term

19 April 2021

Half term

31 May-4 June 2021

End of term

21 July 2021

The school will be closed for a total of 5 In-Service Training (INSET) days. These dates are to be confirmed.

Attendance

Registration

Children can register in their classroom from 8.45am. Class Registers close at 8.55 am. Children should arrive on the Top Playground no earlier than 8.35 am as there is no supervision prior to this time. If your child is late, please ensure they are brought in via the office so they are registered.

School times:	Registration	8:45am - 8:55am
	Break	10:30am - 10:45am
	Lunch	12:15pm - 1:15pm
	Afternoon session	1:15pm - 3:15pm

Sickness Absence

If your child is unwell and cannot come to school, please telephone the school before 8.30am and leave a message. Please let us know for each day they are absent. We also need a note or email when they return to school to let us know in writing why they were absent, to comply with legislation which is monitored by our Inclusion Officer. Please use our email: parent@oakfield.surrey.sch.uk

Planned Absences

If you have a planned absence from school for any reason, please complete an [absence request form](#) in advance, available from the office. Parents are reminded not to book family holidays, long weekends away or treat days during term time as we cannot authorise absence for these. We will only ever authorise absence for a funeral, an educational activity, e.g. participating in a sporting event, performance, taking music or dance exams, or other exceptional circumstances.

For medical or dental appointments, please provide advance notice to the Office in writing or via email.

Travel to and from School

Enormous congestion is caused by parents' cars, and we strongly encourage those who live locally to walk to school.

Dropping off and Parking

Parents are required to show due consideration to local residents and comply with the requirements of the Highway Code. In particular:

- Adhere to the enforceable speed limit of 20MPH on the approach roads during drop-off and pick up times
- Do not wait or park, or stop to set down or pick up passengers, on school entrance markings when upright signs indicate a prohibition of stopping
- Do not leave your vehicle in a dangerous position where it causes any unnecessary obstruction of the road
- Do not stop or park near a school entrance
- Do not stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space
- Do not stop or park in front of an entrance to a property
- Do not stop or park on a bend

Staff Car Park

Parents must not drop off or park in the staff car park directly at the front of the school at any time. This car park is only accessible to taxis, blue badge holders,* and staff.

Catholic Church Parking Bays

Parents may park in the bays at the front of the Catholic Church adjacent to Oakfield, but should only use the first 5 bays nearest to Oakfield. Please ensure you do not stop your car to drop off on the marked pedestrian footpath. Do not park in any of the bays in the rear car park.

Cycling

We allow cycling or scooting with adult accompaniment. Year 6 children will have the opportunity to undertake Bikeability, level 2. Once passed, please complete a cycling to school permission slip available from the school office if they wish to cycle to school unaccompanied. Please ensure helmets are worn, all bikes and scooters are wheeled (not ridden) on school premises, and left locked in the bike park on the lower playground.

**If you hold a blue badge please present this at the school office so that we can register it.*

Safeguarding & Child Protection

At Oakfield we make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and confident to talk if they are worried, believing they will be effectively listened to. We seek to follow the guidance as set out in the Keeping Children Safe in Education legislation. Full details can be found in our Child Protection and Safeguarding Policy, which is in the 'key information' section of our website. . The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

If you have any questions or concerns regarding child protection or safeguarding, these can be directed to one of the following:

Chair of Governors:	Mrs Gillian Ward
Safeguarding Governor	Mr Ryan Fairbairn
Safeguarding Lead Member of Staff:	Mrs Debbie Willemse
Safeguarding Deputy Lead Members of Staff:	Mr Gary Myers & Mrs Emily Buckler

School Uniform

We require all children to wear school uniform, to show they are part of Oakfield Junior School, to present a smart appearance and to mark a difference between work and leisure:

Boys:

- Grey trousers or shorts
- White collared shirt (long or short sleeve)
- Blue & red stripe School Tie*
- Navy V neck jumper with Oakfield Logo*
- Ankle length plain black socks
- Black school shoes (no trainers)

Girls:

- Grey skirts/trousers/shorts
- White shirts (long or short sleeve)
- Blue & red stripe school Tie*
- Navy V neck jumper with Oakfield Logo*
- Ankle length plain white socks
- Black shoes (no trainers or heels)
- Summer:*
- Light blue checked cotton dress

PE Kit (boys and girls):

- New Navy polo shirt (or old style White T shirt) with Oakfield Logo*
- Red shorts*
- Plain navy jogging bottoms / track suit trousers
- Plain navy sweatshirt-style top **or** navy PE sweatshirt with Oakfield logo (optional)*
- Trainers for outdoor sport **plus** trainers or plimsolls for indoor sport
- Sports socks (2 pairs)
- A named drawstring bag to store kit at school
- A plastic bag in which to put muddy clothes and trainers

We request that the P.E. kit should come in to school every Monday and return home for washing on Friday.

Please note we have introduced a new Navy polo shirt for P.E., but the old style white P.E. T shirt with the Oakfield logo can still be worn.

Optional Extras:

(for wearing to and from school only, and not as a replacement for jumpers in class)

- Navy zip-front fleece jacket with Oakfield logo*
- Navy reversible shower-proof fleece jacket with zip-away hood and Oakfield logo*

*All items marked * are available from our uniform suppliers—The Kitshop, and Marks & Spencer online, with the exception of the V Neck jumpers, which are only available from the Kitshop.*

**IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING
ARE MARKED WITH CHILDREN'S NAMES.**

Purchasing Uniform

We currently have a choice of two suppliers of our compulsory uniform. The Kitshop is a local supplier, whilst Marks and Spencer items can be ordered on line. Both offer quality school uniform and both donate a percentage of sales to the school funds.

The Kitshop

- This shop is located at 232 Cobham Road KT22 9JQ Open Monday-Thursday 9am – 5.30pm; and Friday –Saturday 9am – 5pm.
- Contact 01372 451250 or email sales@kit-shop.co.uk
- You can obtain uniform from visiting the shop, or if you prefer they have a dedicated page on their website with all items available for you to purchase on line. You can choose to then collect from the shop, or select home delivery (+ £ 3.95). This is a secure website accepting all major cards as well as Paypal www.kit-shop.co.uk
- Please see the Kitshop order form for details of products and prices.

Marks and Spencer ‘Your School Uniform’

- Orders can be made via website – mandsyourschooluniform.com. There is a link to this website from the Oakfield school website on the parents pages.
- Alternatively, orders can be made by phone: 0333 014 8418
- Free delivery on orders over £30. Under £30 spend incurs £3.95 delivery charge. Items cannot be delivered to a local M&S store.
- **Please note that M&S Your School Uniform no longer supply Oakfield jumpers** and these should be purchased from The Kitshop.
- A selection of other other general school items without Oakfield logos (e.g. skirts, trousers) can be ordered through this site.
- Please see accompanying leaflet which details this scheme, including a size chart.

Ready to Learn

Equipment

Children are encouraged to bring the necessary equipment into school every day so they are ready to learn. A small pencil case with the following items:

- 2-3 handwriting pencils
 - green biro pen
 - 30cm ruler
 - felt tip pens / coloured pencils
 - Rubber and sharpener
 - 2 dry wipe whiteboard pens
 - scissors
 - 2 or 3 highlighters
 - glue stick
- A Planner will be given to your child on their first day. This will contain essential homework information as well as space to record reading, and for short messages between parent and teacher. The Planner should be brought into school daily and taken home every evening.
- An art apron or old shirt (kept in school) to help protect school uniform during arts, craft and other 'messy' learning.
- PE Kit should be in school every day

Appearance

No jewellery should be worn in school. Ideally, no earrings should be worn in school as they pose a health and safety risk. Parents may allow children to wear small, plain silver or gold studs at their own risk. These must not be of the diamante / gem / insert type. Children should be taught by parents to remove earrings quickly as this is a safety requirement for PE in school. Covering studs with sticky tape is not acceptable. Due to this, it is helpful if a child's ears are to be pierced, that it is done **at the beginning of the Summer Holiday**.

No nail polish or make-up should be worn in school. Long hair must be tied back every day with a plain navy soft hairband. Please avoid hair patterns / braids, beads and hair colourings. Please also avoid hair bows, or anything with glitter or sequins on.

Valuables

Toys, money and other valuables

Children can wear a watch to school, but it must be a sensible design with no alarm or connectivity features etc. No electronic devices should be brought to school.

Your child may choose to bring in small, inexpensive toys, cards etc. Surrey County Council and Oakfield Junior School accept no responsibility for lost property or for the safety of watches or any other valuables. If items brought in to school start to impact negatively on learning or behaviour, the privilege of being able to bring these items in to school may be withdrawn.

The lost property box is situated in the covered area outside the back of the hall.

Mobile Phones

We prefer that your child does not bring a mobile phone to school. We recognise that mobile phones can play an important role in helping pupils to feel safe and secure, especially if, as they get older, parents start allowing them to walk to and from school unaccompanied. However, we also recognise that they can prove a distraction in school. Therefore:

- Pupils are not permitted to have mobile phones at school or on school trips
- If in the event of a parent wishing for his/her child in Upper KS2 to bring a mobile phone to school to contact the parent after school:
 - the parent must complete a mobile phone request form available from the office / website
 - the phone must be handed in, switched off, to the school office first thing in the morning and collected by the child at home time
 - the phone is left at the owner's own risk
- Mobile phones brought to school without permission will be confiscated and returned to a parent only at the end of the day.

Where mobile phones are used in or out of school inappropriately, then the Head teacher does have the power to intervene to an extent that is deemed reasonable to regulate the behaviour of pupils when they are off the school site.

For safeguarding purposes we ask that parents do not use mobile phones on the school premises at any time.

Labels for Pupil Property

Lost property is an ongoing issue in schools. With children wearing the same uniform and with similar bags, stationery etc. items are frequently mislaid. We do require all uniform as well as bags, shoes, lunch boxes and PE kit to be labelled.

To make this as simple as possible for parents we have teamed up with Stickins for easy purchasing of name labels via the link on our website, or by using the order form in your welcome pack

We have chosen Stickins as they are so easy to use and can be used on a wide range of products. The name labels are washing machine, tumble-dryer, dishwasher and even microwave-proof! They can be stuck on to the wash-care label of clothing. They can also be used in shoes, and on bags, lunch boxes, stationery, coats, water bottles, PE kits, glasses cases, trainers, musical instruments, phones etc.

How it works:

It's easy to order – just click on the link on the Parents Zone - School Uniform page of the school website to order online or send off the order form in your induction pack.

Don't forget to quote our school number **14736** with your order. Oakfield automatically earns 30% commission from all orders and this money will be used to subsidise special school events and workshops for the benefit of all pupils.

PLEASE HELP WITH OUR FUNDRAISING

STIKINS®
Name Labels

THAT SIMPLY STICK IN AND
STAY IN - NO SEWING
AND NO IRONING NEEDED



QUOTE OUR NUMBER
 WHEN YOU BUY
AND WE WILL GET % COMMISSION

TO ORDER VISIT:
WWW.STIKINS.CO.UK
7,000 + REVIEWS FROM PARENTS
STIKINS® 2003 - 2018

First Aid and Medicines

From time to time children have accidents or become unwell in school. With your written permission (Medical Permission Form in your Induction Pack) we can administer basic medicines (e.g. calpol) and first aid (e.g. plasters). Should the injury or illness be serious or should we have any concerns about your child's condition, we will contact you immediately.

We will keep a register of children who may not be given a particular medicine and this will be consulted before any treatment is given. We will also keep a register of every occasion on which a medicine has been given, as a safe guard against accidental over dosage and we will send home a note to let you know when we have given any medicines to your child.

If you think your child may need some non-prescription medicine (such as calpol or antihistamine) during the day, please bring a small supply, clearly labelled with your child's name, to the office for their use. This can be kept in the medicine cabinet in the office for your child for the duration of their time at Oakfield. To comply with Surrey County Council guidelines we are not able to administer Ibuprofen (Nurofen) or aspirin unless we have a note from your doctor.

Should your child need to take medicine prescribed by your doctor during the school day, with your permission, staff can administer this. Please ask the school office for a Pupil Medication Request form and complete it before the course of treatment begins. The medication can be stored in our first aid cabinet or office fridge for the duration of the treatment but should be brought in and collected from the office by a parent.

If your child is prescribed an Epipen this will be stored in the first aid cabinet in the school office, with a second in the classroom if your doctor considers it necessary. A care plan will be completed for your child after consultation with you.

Inhalers must be kept with the individual children. Please ensure you report your child's asthma and notify us if they need an inhaler in school.

School Meals

Parents can choose whether to pay for their child's school meal or send them in with a packed lunch each day. Our school meals are provided by Surrey County Council Commercial Services and cost £12.00 per week.

If you would like your child to receive school meals please complete the [School Meal Request Form](#) included in your induction pack. In order to assist the kitchen staff, please order school meals for a period of at least half a term. Two weeks notice is required when transitioning between school meals and packed lunch, or vice versa.

If you believe you are entitled to free school meals please ask at the school office for a [Free School Meal Form](#) even if you do not plan for your child to take the meal.

If your child has any allergies or requires a special diet please collect a [Special Diet Request Form](#) from the school office.

For those bringing packed lunches to school, all lunches need to be in a sealed, named lunch box or bag, and stored on arrival at school in the lunch box shed situated outside the Hall. The food is to be consumed only during lunchtime. Children are not allowed to bring sweets, chewing gum or fizzy drinks to school. Healthy fruit or vegetable snacks may be brought in and eaten during break time.

Drinking fountains are available to all children. In addition, children are strongly encouraged to bring a bottle of water to keep with them in class. Next to each drinking fountain is a tap to allow these to be re-filled easily.

School Clubs

Previously, Staff and private companies / coaches have provided opportunities for the children to take part in a range of extra-curricular activities outside of school hours.

The continuation of clubs will be dependent on any ongoing Government restrictions on activities, but we hope to continue with Clubs as soon as we are able to.

Clubs give children the chance to try a wide range of activities and in doing so make new friends, learn new skills and discover a bit more about themselves.

We seek to achieve a balance of sports/non sports clubs and ensure that a range of clubs are available to each year group. Clubs are run before school, at lunchtimes and after school. The list does vary from year to year, and the sports clubs tend to be seasonal. To give you an idea of the range of clubs available, the following have been held in previous years:

art, athletics, badminton, card making, chess, choir, cooking, cricket, cross-country, dance, doodle, dodgeball, football, golf, homework, judo, karate, lego, netball, recorders, rounders, sewing, tennis.

A clubs timetable with details of sign-up arrangements is sent home at the beginning of each term. Permission must be given in writing by the child's parent/carer allowing the child to attend if the activity is before or after school. It is expected that children who join a club will attend regularly and support the club at all times. This teaches them the importance of commitment.

Before and After School Care

Breakfast Club

An independently run Breakfast Club is held at Fetcham Village Infant School on weekday mornings. This is open to Oakfield pupils. Children attending Breakfast Club are escorted to Oakfield by a club leader in time for morning registration. For more information including session prices and booking arrangements please contact FVIS on 01372 373502

Fetcham Kids Club

Fetcham Kids Club is an independently run after school club held on site here at Oakfield, until 6pm weekdays during term time. This club takes children from ages 3 to 11. For full details including session prices and booking arrangements please see the leaflet enclosed in your induction pack. You can view their website at www.fkcdaisychain.co.uk or contact via email at fetchamkidsclub@hotmail.com

