

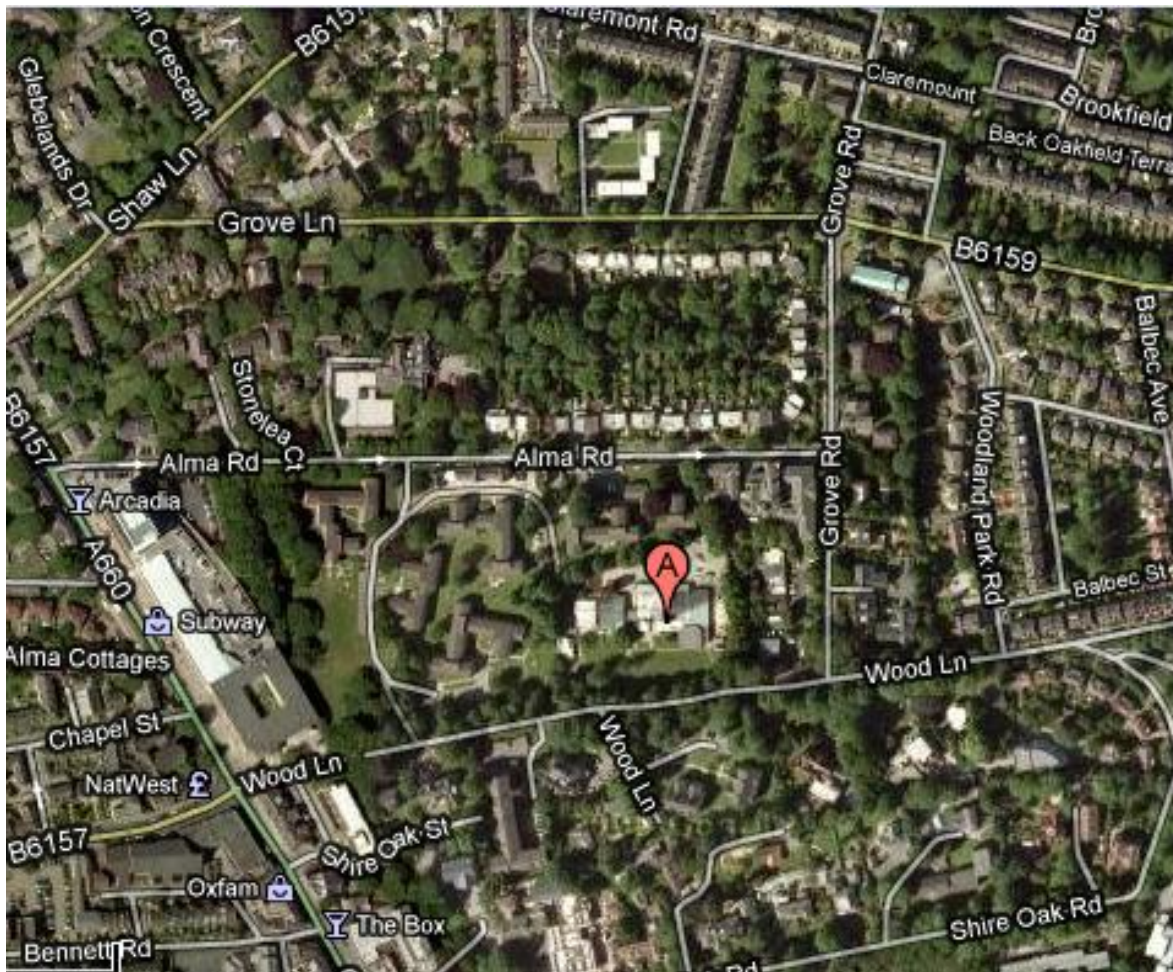
ROOTED IN THE COMMUNITY – GROWING FOR THE FUTURE



Parent and Pupil Handbook



Welcome



Find us just off Otley Road in a peaceful, woodland setting.

Shire Oak CE Primary School

Wood Lane

Headingley

Leeds

LS6 2DT

0113 275 5890

info@shireoakcofeprimaryschool.leeds.sch.uk

Welcome to Shire Oak CE Primary School. We're glad you have chosen to find out more about us.

Choosing a school for your child can be a very difficult thing to do and it can be hard to weigh up all the information you will be receiving. In the end you have to trust your instincts about a school, asking yourself where your child will be happy and understood, because we know those two things will make the biggest difference to how well they progress with their learning. I think that seeing a school in action and meeting the children who go there is the best way to make that judgement. We ask for our oldest children to take visitors on tours of our school during our regular Open Days – that way you can be sure that the things we talk about are really happening!

When the schools in this area were reorganised a few years ago, Shire Oak was formed and now draws children from Headingley, Hyde Park, Meanwood and beyond. In the early days the focus was on establishing a positive ethos, great behaviour and a good attitude from all the children. This has been done so successfully that we are now able to focus to an even greater extent on learning and progress.

At Shire Oak we are proud of our creative curriculum, our commitment to learning outdoors and our development of responsible local and global citizens. Please rest assured though, that creative and nurturing does not mean we are not rigorous in our pursuit of good standards in teaching and learning – quite the contrary! Knowing our children well and working hard to make the curriculum relevant, interesting and exciting to them is how we make sure that we support *all* our children to make great progress, prepare them well for High School and later life and stretch them to do as well as they possibly can.

Please do arrange to come and meet us so that I can answer any questions you may have.

Jane Astrid Devane

Jane Astrid Devane

Headteacher



Photo by Nathan, Y2

Dear Parent / Carer

On behalf of the Governing Body I am delighted to welcome you and your child to Shire Oak Primary School. The school community consists of children, parents, teachers, support staff and governors and I hope that very quickly you and your child feel a part of that community.

The Governing Body is proud of the way in which the school has developed so far, especially its emphasis on providing a safe, caring and supportive learning environment for all our children. Shire Oak Primary has a strong staff team. Both teaching and support staff will work with you to provide the very best education and support for your child.

The school prides itself on the quality of teaching and learning provided and the high standards of attainment and behaviour. Just as important are the extra-curricular and enrichment activities that are offered both during school time and through a wide range of after-school clubs. Whatever your child's interests and talents we hope that there will be something on offer that they will find stimulating, challenging and enjoyable. At Shire Oak we take seriously our roles and responsibilities to the global community. We are working towards becoming a Fair Trade and Sustainable school; we work hard to make a positive contribution on environmental issues; and we are pleased to be active members of our local community.

I very much hope that your child is happy at Shire Oak and, as a parent / carer, you have confidence in the school. The school's governors are drawn from different groups associated with the school - the staff, the parents, the church, the local community and also from Leeds City Council. The role of the Governing Body is to support the Head Teacher and school staff to provide the very best education for your children. If there are issues that you feel the Governing Body should be addressing I would be pleased to hear from you.



Janie Percy-Smith
Chair, Governing Body

What are our values?

Children at Shire Oak enjoy creative teaching and high quality learning.

All our children are encouraged to fulfil their potential in a happy, safe and nurturing environment.

We express our Christian values in a sensitive way while, at the same time, welcoming families of different faiths and beliefs.

Children at Shire Oak recognise their responsibilities towards each other, the local community and the wider world.

How do we live our values?

Teaching and learning

Our aim is for all children to make the best possible progress through high quality teaching and learning.

We ensure children develop the key skills they will need for later life.

We provide all children with a broad and balanced education that meets their particular needs. Children and staff are encouraged to be creative in all areas of learning.

The school works closely with parents/carers; we recognise that children are more likely to fulfil their potential when we work together.

A happy, safe and nurturing environment

Staff and pupils show mutual respect for each other.

We enjoy a stimulating and purposeful atmosphere in school.

Our school is a happy place; children know that their concerns will be dealt with promptly and effectively.

Children learn to be good friends, to care for each other and work cooperatively.

School provides a safe and secure environment in which children learn to deal with risk appropriately.

Social responsibility and behaviour

We expect high standards of behaviour from all members of the school community.

Children develop an understanding of right and wrong.

Children are supported to play an active part in the life of the school.

Children develop the knowledge and skills to make positive life choices.

Through sharing and celebrating different faiths, children develop an awareness of the role of spirituality in everyday life.

The school and the community

Children are encouraged to play an active part in the local community and develop an understanding of their role as global citizens.

The school works closely with partners from our local community to provide a wide range of learning experiences.

We actively promote environmental sustainability in all aspects of school life.

School Staffing

Ms Jane Astrid Devane
Ms. Rachel Powell

Headteacher
Deputy Headteacher

Teaching Staff

Mrs Lynne Taggart	Every Child Counts Teacher
Mrs Sue Jenkins	Reception Class Teacher
Miss Jess Miller	Year 1 Class Teacher
Mrs Susie Hopkins	Year 2 Class Teacher
Mrs Sara Mitchell	Year 2 Class Teacher and SENCO (Special Educational Needs Co-ordinator)
Mrs Sue Bennett	Year 3 Class Teacher
Mrs Heather Flanagan	Year 3 Class Teacher
Mr Chris Marshall	Year 4 Class teacher
Mr Alun Davies	Year 5 Class Teacher
Mr Ian Martin	Year 6 Class Teacher

Learning Support Assistants

Mrs Hilary Whitehead	Learning Mentor
Mrs Judith Swiers	Support Assistant
Ms Leah Smith	Support Assistant / HLTA (currently on maternity leave)
Ms Abigail Readman	Support Assistant / HLTA
Mrs Lydia Turner	Nurture Group Leader / HLTA
Mrs Jill Dickinson	Support Assistant
Miss Jayne Corner	Support Assistant
Mrs Sue Marlow	Support Assistant
Mrs Christine Bennett	Support Assistant
Miss Claire Watton	Support Assistant
Miss Kimberley McQuillan	Support Assistant
Mr Robert Straw	Sports and Activities Support Assistant
Miss Hayley Askew	Support Assistant

Administrative Staff

Mrs Jackie Vollans	School Office Manager
Mrs Susan Koyuncu	Administrative Assistant (Dinner Money Collector)

Superintendent and Cleaning Team

Miss Elizabeth Craven	Caretaker
Mrs Winn Knapp	Cleaner
Mrs Sally Ann Ellis	Cleaner
Mrs Hansa Chohan	Cleaner

Lunchtime Supervisors

Mrs Carmel Turner Senior Supervisor
Mrs Marlene Firth
Mrs Angela Peacock
Mrs June Wilkinson
Mrs Carmel Turner
Mrs Brenda Sargison
Miss Claire Watton

Catering Staff

Mrs Margaret Ellis
Mrs Hansa Chohan
Mrs Jaswinder Lyall

Governing Body

Chair of Governors	Prof. Janie Percy-Smith
LEA Representatives	Martin Hamilton Sally Dyster
Staff Governors	Heather Flanagan Position vacant
Parent Governors	Sam Conway Kevin McNish (BME Governor) Jo Dixon—Hardy Alex Price-Nunn (Inclusion Governor) One vacancy
Parish Representatives	Rebecca Crowson Ann Dudzinski
Associate Governors	Rachel Powell Ann Hunter

The School Timetable

Reception and KS1 (4 – 7 year olds)

Session	Timings
1	08:50—10:15
Break	10:15—10:30
2	10:30—12:00
Lunchtime	12:00—1:00
3	13:00—14:20
Breaktime	14:20—14:35
4	14:35– 15:05 / 15:10 Reception/Y1&2

KS2 (7-11 year olds)

Session	Timings
1	8:50—10:15
Break	10:15—10:30
2	10:30—12:00
Lunch	12:00—13:00
3	13:00—15:15

The School Timetable

The Start of the School Day



At the beginning of the school day, Mrs Whitehead will be on the playground available to chat to children and their families. Mrs Whitehead will ring the bell at 8:50am to signify the start of the school day. Teachers collect their classes from their circle in the playground and bring them into school quietly. Reception class line up outside their classroom door where their teacher will meet them.

The End of the School Day

Children from Reception Class to Year 4 are collected from outward classroom doors. Children from Year 5 and 6 are trusted to leave school independently. Any children who are not collected shortly after the end of the school day should be taken to the school office and their parent or carers contacted.

Assemblies

There is an assembly in school every day. Assemblies are led by different members of staff, visitors to school, the school council and classes. Assemblies are used to cover aspects of the curriculum, raise awareness of different issues, share stories, celebrate achievements and share learning. We celebrate the major festivals of each of the faiths represented within school and within each assembly there is an act of collective worship in which children are invited to join if they wish.



Monday Whole School Assembly

Tuesday Whole School Singing Assembly

Wednesday Whole School Celebration Assembly

Thursday Whole School Singing Assembly

Friday Whole school assemblies to mark special events in the calendar and to share children's work with their families. (Or assembly in class when there is no such assembly)

School Uniform

We expect all children to wear our school uniform. Most parts of the uniform can be purchased from local clothes shops or supermarkets. The purple school jumper or cardigan with Shire Oak logo can be purchased new from Mrs Vollans at the office or alternatively good quality second hand uniform can be purchased through the FOSOPS (the school PTA).

This comprises of:

General Uniform

Grey trousers, skirt or pinafore
White shirt or polo shirt
Purple jumper or cardigan
Black formal shoes

PE kit

Plain T-shirt (white or purple)
Dark Shorts
Black PE Pumps
Dark jogging bottoms—
optional
Jewellery should not be worn



Each class spends a certain amount of time learning outdoors, and whilst school uniform is usually suitable to be worn during these activities, from time to time class teachers may request wellington boots, waterproofs or old clothing to be brought into school for children to wear. Children are also encouraged to use a purple book bag to transport school reading books, ongoing projects and letters to and from school.

Our School Rules

At Shire Oak Primary school, we have two school rules which underpin the way all behaviour is managed.
They are:



Be kind. Be safe.

We spend lots of time talking to the children about how to be kind and be safe and good behaviour is taught through our PSHCE curriculum. In September, each class works with their class teacher to write a class mission statement which may include additional class rules. These are displayed in the classroom and classes come up with individual incentives and rewards to encourage the class to work together as a team as well as achieving their personal best.

We believe in positive reinforcement of good behaviour through praise as well as rewarding children with house team points. Each child is designated to a house team (lions, leopards, rhinos, elephants, giraffes) when they join the school. Children can earn a house team point for good behaviour or work, or



an act of kindness. House Team points are recorded on a sheet in the classroom, these are totalled each week and announced in the Celebration Assembly on a Wednesday.

In school children are given clear boundaries in order to keep them safe and enable all the children to learn well. If a child breaks one of our school rules we talk it through with them and often ask them to do something to help put it right. If we are concerned about a child's behaviour we will always talk to parents and carers and find ways to help get things back on track. We are an inclusive school and support children to learn to behave well. We have a thorough anti-bullying policy and teach children about what to do if they or someone they know is being bullied.

Communication

Each week you will receive the school Newsletter. Written by the Headteacher with input from the whole school community, this newsletter will keep you informed of what has been going on in school and any upcoming events. The school website can be found at www.shireoakcofeprimaryschool.co.uk and is regularly updated with new information.

We have three parent consultation evenings each year, to which all parents and carers are invited and warmly encouraged to attend. You will receive a letter a couple of weeks before each parent consultation evening and given a choice of days and times to make your appointment. This is a good chance to find out how well your child is getting on at school and to discuss any concerns you may have about your child's learning or progress. We are of course always happy to discuss your child's learning whenever you'd like to; class teachers do need to make a prompt start to the day but you are welcome to make an appointment to see them after school or alternatively speak to Mrs Whitehead our learning mentor or a member of the school leadership team.



Child Protection

We spend a lot of time teaching children about how to keep themselves safe and healthy both within and outside of school. They learn about how they should expect to be treated by others and about all the different people who can help them to stay safe. There is a worry box kept in a prominent position in school in which children can write a note. Mrs Whitehead always follows these notes up promptly, chatting them through with the children and taking any action required. There are three named people for children protection in school; Ms Devane, Ms Powell and Mrs Whitehead. All adults working in school have a CRB check, and all visitors are required to sign in and out of school and wear a visitors badge. All adults working in school have had child protection training and report any concerns immediately to one of the designated staff, parents and carers are requested to do the same.

Supporting your child's learning

Members of the school leadership team meet regularly with class teachers to discuss the learning, progress and well-being of the children in each class. We use information gathered at these meetings to identify if children would benefit from any extra support. This can be additional support in the classroom or some small group work to help them to develop or extend their key skills. If we feel a child has a Special Educational Need because they require something above and beyond the support offered to the whole class, we will write them an Individual Education Plan which outlines the key targets for them to work on. There is a role in

school called the Special Educational Needs coordinator (SENCo), currently Mrs Mitchell, who coordinates additional support and resources for children. We always talk to parents and carers about children's learning and progress and let you know what we are doing to help and if you'd like to know more about support for your child, please make an appointment to see the SENCo or the Inclusion Manager, Ms Powell.

For more information, the school has several policies relating to how we help children to learn and keep safe. If you would like a copy of any of these, Mrs Vollans in the office would be more than happy to provide you with one.

Educational Visits

Class teachers regularly arrange educational visits to enhance the curriculum. Whilst every effort is made to keep the cost of these visits down, we will often ask for a small voluntary contribution from families to help cover costs. Cost should never be a barrier to participation in any school activities. We do have some ways of accessing additional funding and can offer flexible methods of payment. Please speak to the Headteacher if you'd like to find out more about this, all enquiries will of course be treated in confidence.

When your child starts school you will be asked to sign an educational visits letter which gives permission for children to take part in short walks within 5 miles of the school. We will of course always inform you of any visits we make and ask your permission before taking children on any longer visits or those involving other methods of transport.



School Meals

Our school meals are of a good quality, they meet nutritional standards and a working party of pupils has been consulted on ways of making them better. They are prepared by Mrs Ellis and her team in the school kitchen. There is always a choice of mains meals and a dessert and a weekly menu is displayed so that children know what is coming up.

Payment for school meals should happen monthly or termly by cheque, made payable to Leeds City Council. Mrs Koyuncu, in the school office, will be happy to help you with arranging school dinners and can help you find out if you are eligible for free school meals.

You are of course welcome to send a packed lunch into school for your child. We encourage children and parents to pack a healthy school lunch and do not allow chocolate, fizzy drinks, sweets or glass containers to be included.

In order to assist menu planning and the ordering of provisions, we ask for two weeks notice for children to change from school dinners to packed lunches or vice versa. When children first start school in Reception class we offer more flexibility with this system whilst you decide what kind of lunch you'd like your child to have. Parents and carers are also invited to come into school to share dinner with their children during their first few days.



Snacks

Children in Reception class, Year 1 and Year 2 receive a free piece of fruit each morning and we encourage older children to bring a fruit snack for breaktime. For children in Reception class, Year 1 and Year 2, milk is available at a termly charge. We encourage all children to bring a water bottle into school so that they can

access water throughout the school day. You may bring your own from home or purchase school water bottles from the office.

Most Fridays we run a Fair Trade Tuck shop in the playground, at which children can purchase a drink of juice and a small chocolate wafer bar.

Breaktimes

All children have a 15 minute break time in the morning, time to play during their lunch hour and children in Reception and KS1 also have a short break in the afternoon. The school playground is zoned into different areas; a football pitch, a stage for making up plays and dances, basket ball, tyre park and quiet areas. There are also a range of activities put out for children to play with such as skipping ropes, the parachute and hula hoops. We want to make sure that all children enjoy their breaktimes so we have a group of children called Peer Mediators who help children find others to play with and support children in making games fair and resolving any minor disagreements. There is a buddy bench on which children can sit if they are looking for someone to play with and to make sure that football is kept fair, we have a rota so that each class gets at least one turn to play each week and a member of staff referees the games and encourages both sides to play fairly.



After the school day

We are lucky to have Kidzone, an independent childcare provider on our site. They offer before and after school care at a competitive rate and are used by many of our families. Pam, the leader, can be contacted on 07847 442492 for more information or to book a place.

We also offer a range of extra-curricular clubs each half term which are either free or for a small price. Look out in the newsletter to find out what is available.

Health and Safety

We take the health and safety of all the children very seriously. In addition to termly safety inspections and regular fire drills, we have a comprehensive health and safety policy. We encourage all staff, parents and children to report any health and safety concerns to the Headteacher or caretaker as soon as possible.

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident. We have a number of qualified first aiders in school who are well equipped to deal with minor accidents and illness. All incidents are recorded and a note will be sent home to you, if we are more concerned about your child's condition or they have become very upset, we will always phone you to discuss what to do next. If your child has been poorly and needs medication to be administered at school, we are happy to do this but you must complete a form available from the office and bring the medicine to and from school with you each day.

FOSOPS

Friends of Shire Oak Primary School is a group of parents and carers who meet regularly to plan and organise social and fund raising events for members of our school community. They are always looking for new members, if you are interested in helping out a lot or a little, keep an eye on the newsletter for the date of their next meeting.