

Welcome to Oxford Grove Primary School

This pack contains:

Important Information for Parents

All the information you need to know before your child starts school.

Emergency Contact Form

This gives us all the contact numbers for yourself and family members so that we can contact you in an emergency or if we have a problem in school. It also gives us your child's ethnic background and any additional information we will need to know.

Short Excursion Form

This is to give your permission for your child to leave the premises on a short trip/walk around the local area with their class and teacher. Any other trips will be covered by an additional letter.

Home School Agreement Form

This is to show us you agree with how the school operates and that you will adhere to all the school rules and help your child with anything they need out of school.

E-Safety Agreement Form

This shows that you and your child agree to the school rules with regards to the internet and how to stay safe on the internet inside or outside of school.

School Holiday List

To let you know term and holiday times.

Uniform Price List

To help you find our school uniform and what you will need.

IMPORTANT INFORMATION FOR PARENTS

School hours, including lateness



School gates open at 08:40. Children must be in school by 08:50. Children arriving at school after this time will be registered as late. If your child is going to be late for any reason, please ring school on 01204 333380.

Nursery finishes at 11:40. Please collect your children promptly.

Lunchtimes are between 11:45 and 13:00.

School closes at 15:00. Please collect your children promptly.

Reporting Absence



If your child is absent from school, please phone the school (01204 333380) every day of their absence and let us know the reason for absence.

Reporting Accidents at home



If your child has had an accident away from school, please inform the office where you will be asked to complete an Accident Form.

Clubs



At Oxford Grove we offer children the opportunity to attend various after-school clubs, which normally run for a half-term. Your child will receive a letter inviting them to join a club. If your child would like to join the club, you must sign and return the form to the school Office as soon as possible as places are limited. You will be notified by text if your child has been allocated a place in the club. After-school clubs finish at 16:00; please collect your children promptly.

School uniform



Your child must have a school uniform before they attend school, which must include a polo top and jumper displaying the school logo, and black school trousers/skirt. Smart, sensible shoes must also be worn; trainers are not allowed. Information is attached on how to obtain the uniform. Sports kits are also available from our preferred suppliers.

Homework



Your child will be expected to complete Maths and English homework each week. We expect parents to comment and sign their homework books. Your child must read their reading book five times a week and parents must sign and comment in the reading record.

Communication with parents: letters, text messaging and newsletters



From time to time, letters detailing forthcoming events and important information will be sent home with your child. Please ask your child daily whether they have brought home any letters; you may also want to check their school bags. We will send urgent information and reminders by text. Every half-term we produce a school newsletter celebrating children's successes and providing you with important information about the school.

School website www.oxford-grove.bolton.sch.uk



The school website is an important and valuable source of information for parents and pupils, including access to online educational resources that your child can access from home. These are sometimes used as part of your child's homework. We also encourage children and parents to engage in our class blogs.

Personal belongings: Mobile phones, jewellery, toys



Pupils should not bring mobile phones into school.

Pupils are not allowed to wear any items of jewellery in school, except for stud earrings. Children will be asked to remove any additional items and these should be collected from the Office at the end of the school day.

Pupils should not bring their own toys into school.

Dinners and snacks



The school offers a healthy and balanced menu of school meals for all pupils. We do not provide Halal meals but provide a vegetarian option. Dinners cost £1.25 per day. Please pay at the Office on a Monday morning for the full week. Alternatively, pupils can bring their own packed lunch, which must not contain fizzy drinks or sweets/chocolate. Please let the office know in advance if your child will be changing their dinner arrangements.

Snacks are provided to children in Reception and Years 1 & 2 (under a Government scheme) and these children need not bring their own snacks to school. Reception class pupils are given fruit/vegetables and a carton of milk daily; year 1 & 2 pupils are given fruit/vegetables daily.

Children in Years 3 – 6 can choose a piece of fruit or bag of dried fruit daily at no cost (paid for by the school) or can bring a healthy snack from home if they prefer. No chocolate or fizzy drinks please.

Breakfast club



The school offers a Breakfast Club to all pupils which opens at 08:00 and provides a healthy, nourishing breakfast and stimulating activities for the children, while allowing parents to deliver them to school earlier than usual. Breakfast Club

costs just £1 per day. Please ask at the office if you are interested in your child attending.

Visits



Throughout the year, the school offers children the opportunity to take part in educational visits away from school. We will write to you with details of any trips requesting your written permission for your child to attend, together with any contribution needed. Please note that your child will not be able to attend a trip if you have not returned a signed permission slip.

Medication



If your child needs to be given prescribed medication in school, you must complete a medical consent form at the Office. Please note that only prescribed medicines can be administered by school staff, who are qualified First Aiders. Parents must come into school to administer any medication which has not been prescribed.

Water bottles and school bags



Children are encouraged to bring water bottles into school and to use them regularly. Please ensure your child's water bottle is clearly marked with their name. Water bottles with the school name and logo are available to buy from the Office at £1.50 each.

Book bags with the school name and logo are also available to buy from the Office at £4.00 each.

Absence during term time



Under government regulations, schools are no longer allowed to authorise leave of absence during term time for family holidays. We are only able to authorise leave in special or exceptional circumstances. Please ask at the Office and complete a form.



Head teacher: Mrs. N. Harvey
Deputy Head teacher: Miss M. Day.
Tel. School - 01204 333380
Fax - 01204 333381
Tel. Nursery - 01204 333387
Website- www.oxford-grove.bolton.sch.uk
BOLTON METROPOLITAN BOROUGH

OXFORD GROVE PRIMARY SCHOOL
Shepherd Cross Street
Bolton
BL1 3EJ

Parental Permission for Short Excursions out of School in the Local Area

Academic Year 2016-2017

Dear Parent/Guardian,

I am writing to you regarding the current government policy relating to school trips and visits.

Amended regulations now require that we obtain written permission from parents/guardians for every single occasion that a child leaves the premises for any reason under supervision. This includes any walks in the neighbourhood, field study activities, sporting fixtures, rehearsals etc.

To help us manage this task, we are seeking parental consent to allow pupils to leave the site for local, school organised activities for the rest of this academic year. I should be most grateful if you would complete the attached form to confirm that you agree to this. You should be aware that without this consent your child will be unable to participate in events which require him/her to leave the premises, even for a very short period of time.

You will of course be *informed* in advance of any major activities your child is involved in, particularly those which impact on time beyond the end of the school day, but you will no longer have to complete a permission slip on each and every occasion.

For any events which necessitate pupils to be off site for more than half a day, or for after school events, a separate letter seeking your permission will be sent to you as usual.

Please ask your child to return the form as soon as possible.

Yours faithfully

Miss N. Harvey
Head Teacher

OXFORD GROVE PRIMARY SCHOOL
HOME-SCHOOL AGREEMENT 2016-17
September 2016

This is our home school agreement, which we ask you and your child to read together then sign and return to school. It includes a 'Code of Conduct' and sets out the school's responsibilities towards its pupils, the responsibilities of the pupil's parents and what the school expects of its pupils.

The aim is to strengthen the partnership between home and school and makes clear the respective roles and expectations.

The school will make every effort to:

1. Ensure the safety, security and physical well-being of your child whilst in our care.
2. Ensure your child receives the legal entitlement of a broad and balanced curriculum.
3. Ensure your child achieves their potential.
4. Promote high standards and high expectations of effort and attainment.
5. Promote a policy of positive discipline in which good behaviour is rewarded and poor behaviour results in clear, consistent sanctions.
6. Provide properly planned, weekly homework opportunities which are realistic, achievable and related to work in school.
7. Provide opportunities for extra-curricular activities.
8. Provide a written report informing you of your child's progress with his/her class teacher, at least once per year and provide opportunities for you to discuss your child's progress with his/her class teacher at least twice per year.
9. Deal with parental concerns promptly and inform them of how they have been resolved.
10. Keep parents well informed about school life and special events through regular newsletters and correspondence.

Parents/Guardians will make every effort to:

1. Support the aims of the school.
2. Ensure their child attends regularly and on time.
3. Ensure their child wears the school uniform and follows the school dress code.
4. Encourage their child to follow the school's Code of Conduct.
5. Support the school's behaviour policy and co-operate fully with any behaviour procedures should they become necessary (i.e. target setting, reviews etc.)
6. Attend any parent consultations, reviews, assemblies or events which involve their child.
7. Ensure their child completes any homework and returns it on time.
8. Read regularly with their children.
9. Keep the school informed of any changes in circumstances (i.e. address, phone number, emergency contacts etc.)
10. Inform the school of any problems that may affect their child's learning or behaviour.

Children will make every effort to:

1. Follow the school's Code of Conduct.
2. Follow instructions.
3. Be polite and well mannered.
4. Let an adult know if there is a problem.
5. Read regularly at home and complete and return homework.
6. Be prepared for learning (arrive on time, with the right equipment i.e. PE Kit etc.)
7. Contribute to lessons and listen when being spoken to.
8. Stay on task and work hard.
9. Avoid disturbing others.
10. 'Own up' if things go wrong.

The Code of Conduct is part of our Home-School Agreement. It is displayed around the school and is simplified to the main headings for younger children.

Our Code of Conduct

Take care of Yourself

Always

- Tell someone if you're unhappy or being picked on

Never

- Do anything silly or dangerous
- Stay in school at break times or leave school without permission
- Talk to strangers in school unless they have a school badge

Take Care of Others

Always

- Be friendly to visitors, newcomers and other children

Never

- Do anything to hurt others (such as hitting/name calling)
- Distract others from working
- Be cheeky or rude to adults

Take Care of your School

Always

- Be proud of your school

Never

- Steal or deliberately damage school equipment
- Drop litter or deface the school building
- Give the school a bad name

We hope you will read this document carefully and then feel able 'sign up' to its spirit and intention by completing the attached form – to ensure your child makes at least 'good' progress and secures at least 'good' levels of attainment, given their starting point, by the end of the year.



PARENTAL CONSENT FORM

Name of pupil:	Class:
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Parental Permission for Short Excursions out of School in the Locale

I give permission for my child to leave school premises under the staff supervision to attend school events and activities for the academic year. I will inform the school if I decide to revoke this permission.

Signed (parent/guardian):	Date:
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Home-School Agreement

Parents: I agree with Oxford Grove's Home-School Agreement and believe it to be fair and reasonable. I will make every effort to ensure my child understands the Agreement.

Signed (parent/guardian):	Date:
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If you feel your child is mature enough to understand the Agreement please ask them to sign below.

Child: I will try to keep my part of the Oxford Grove Home-School Agreement.

Signed (pupil):	Date:
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Teacher / Head teacher: We will make every effort to ensure we keep our part of the Agreement.

Signed (Teacher/Head Teacher):	Date:
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E-Safety Rules

Pupil's Agreement:

- I have read and understand the school e-Safety Rules
- I will use the computer, network, Internet access and other new technologies in a responsible way at all times
- I know that network and Internet access may be monitored

Signed (pupil):	Date:
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Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

I understand that the school may use monitoring software where this is available to ensure that inappropriate materials are not being stored or used on school equipment.

Signed (parent/guardian):	Date:
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Information for Parents /Carers -Use of Digital / Video Images

Pupils and members of staff may use digital cameras to record evidence of activities in lessons and evidence of school activities outside of lesson times. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parent's / carer's permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, **parents / carers are welcome to take videos and digital images of their children at school events for their own personal use** (as such use is not covered by the Data Protection Act). **To respect everyone's privacy and in some cases protection, these images should not be published on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.**

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree.

Digital / Video Images Permission Form

Parent / Carer Name (print name)

Pupil Name

Class

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

Signed

Date