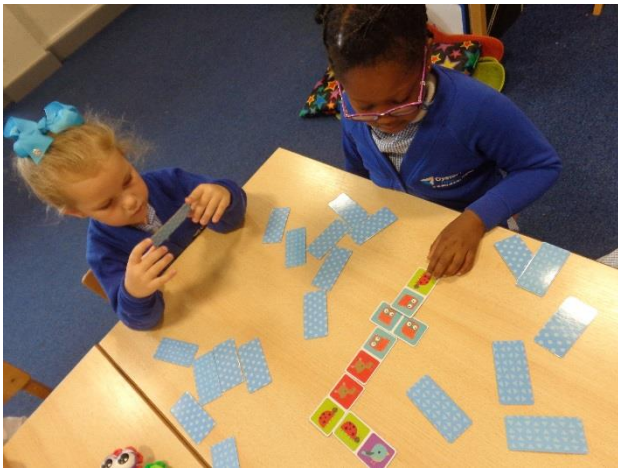




Oyster Park

Primary Academy

Ambition • Bravery • Respect



Parent Handbook

Taking you step-by-step through starting school

OYSTER PARK PRIMARY KEY INFORMATION

In this Parent Handbook you will find key information about starting school.

There are also a number of forms which we need completed and returned when a child starts school. Once completed please hand these forms to the office.

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office or see our website.

School Contact Details

01977 515994

admin@oysterpark.co.uk

www.oysterparkprimary.co.uk



Oyster Park Primary School



@OysterParkPrim

School start and finish times

8.30am-11.30am Morning Nursery

12.15pm -3.15pm Afternoon Nursery

Key Stage 1 and 2

Doors open from 8.50am

9.00am-3.05pm

If you are going to be late please call the school office to let us know.

Breakfast Club

Breakfast Club runs in the hall each day from 8.00am-8.50am.

£2.05 (including breakfast of cereal, toast, hot option such as beans on toast, fruit juice)

Full details are on our website

CHILDREN MUST BE SIGNED IN BY AN ADULT.

Payments

Payment is preferable by Scopepay, website, www.scopepay.com/castlefordoysterparkpri

You will be given a registration number and log in details when your child starts school.

Payment for school dinners must be made in advance. Payment for Breakfast Club can be paid weekly or daily.

Uniform

Jumpers, cardigans, PE kit and other items with our logo can be purchased through 'Better and Bright' in Castleford Market.

Our uniform is **royal blue and black**.

- Royal blue cardigan or sweatshirt
- Black trousers, shorts, skirt, or pinafore dress
- White polo shirt
- Sensible shoes or dark coloured trainers

Summer option for girls: blue and white dress.

For health and safety, jewellery is not worn at school.

Children from Upper Foundation onwards, change for PE.

Indoors:

- White T shirt and black shorts

In line with health and safety guidelines, indoor gymnastics work is carried out in bare feet

Outdoors:

- White T shirt
- Black shorts
- Tracksuit bottoms
- Change of trainers or pumps

Please make sure all clothing is labelled with your child's name

Outdoor Learning

Children have access to outdoor play and learning throughout the year. We provide waterproof over suits and wellies for Reception and Nursery children although children are welcome to bring their own. All children need to wear 'old' warm clothes for learning sessions in our outdoor 'Forest School' area. We do not allow shorts to be worn in our Forest School Area.

Food in School

Hot school meals, with a vegetarian option and a jacket potato option, are available daily and are prepared and cooked on site by Kingswood catering staff. Children choose their main course on a morning to ensure everyone gets their choice. Our meals offer good value for money and ensure that your child has a healthy meal during the school day.

Infant Free School Meals

All children in Upper Foundation and Years 1 and 2 can have school meals free of charge. Some families receiving certain benefits are eligible to continue receiving free school meals after this time. For more information please contact the school office. Otherwise, from Year 3 upwards, the cost is £2.10 per day (£10.50 per week) per child. Water is available throughout lunch.

Packed Lunch

If your child brings a packed lunch to school, please ensure they have a balanced meal. We do not allow chocolate bars or sweets. Drinks are provided by school to avoid leakages.

Fruit and Snacks

Children in Foundation and Year 1 and 2 are provided with free fruit as a morning snack. All children are allowed to bring fruit for a snack at break times.

Milk and Drinks

Children are given a water bottle when they join school and have access to fresh water all day. Water is provided at lunch time.

Children are eligible for free milk up to the age of 5. All other children are able to have milk at a cost of £1.05 per week. As we need to order milk a week in advance, payments must be made 11.00am on a Friday for the following week.

Family Support

It is hard being a parent and knowing where to go for advice and support. Mrs Morgan and Mrs Mohammed support families with any pastoral needs or concerns, particularly with attendance, parenting or safeguarding. They can also put you in touch with other agencies. You can speak to them confidentially, either by appointment or by calling into the office to see if they are available.

Attendance and Punctuality

All schools are required to monitor and report on pupil attendance and reasons for absence. It is very important that children attend school and are on time, being on the premises by 8:50am. It is also essential that children are collected on time at the end of the day and that parents let us know if there is any unexpected change to the arrangements.

As parents, you are responsible for ensuring your child attends school every day, unless they are too unwell. Nationally, children are expected to have an attendance of at least 95.5% -this is only 10 days absence a year. If your child's attendance falls below 90%, which is 20 days absence, the council can issue you with a fine.

Authorised Absence

Under Government legislation, family holidays must be taken during school holidays. We cannot authorise absence for outings, holidays or family visits during term time. Where possible, medical and dental appointments should take place outside of school hours. You must let us know in advance of any such planned absence.

Child too ill to attend

If your child is unwell and unable to attend school, please contact us by 9:20am with the reason for absence. As we are concerned to make sure children are safe, we will ring you if your child is absent and we have had no message.

Illness in School

If a child becomes ill or injured during the day, we will contact you to give you details. Where a child is not well enough to remain in school, parents are asked to make arrangements for them to be collected as soon as possible. Current government health advice is that a child who has vomited or had diarrhoea, must not return to school for at least 48 hours after the last incidence, to ensure that the illness has passed before coming into contact with other children.

Medicines at School

We can only administer medicines that have been prescribed by a doctor and cannot be taken outside of school hours-for example when 4 doses a day are needed. Please notify the office if your child needs such medication or an inhaler so that we can complete the necessary documentation.

Safeguarding

The day to day contact we have with children puts us in a particularly responsible position as far as child protection issues are concerned. Sometimes a member of staff may notice outward signs of neglect or abuse in a child or a child may make a disclosure to them. As a parent, you should be aware that, we are required by law to follow agreed Child Protection procedures and may report our concerns to the Social Services Department. The Designated Safeguarding Officers in school are, Mrs Chapman-Kemp, Mrs Lindsay, Mrs Bodycombe and Mrs Morgan.

Health & Welfare

We are a non-smoking site, including all areas of the grounds.

Dogs are not allowed on the school site for reasons of hygiene and safety.

School/Home Contact

We always welcome parents and carers into the school but we ask that you make an appointment if you would like a meeting with staff.

If you have any questions or concerns about your child's education please speak to their class teacher in the first instance.

We ask that you keep us up to date with any changes to your contact details.

Detailed information about our school is available from the school office or on our website.

We welcome enquires by phone or email

Term Dates 2019/20	
Date	Event
2 nd September 2019	Inset Day
3 rd September 2019	School Opens
4 th October 2019	Inset Day
25 th October 2019	Schools closes for half term
4 th November 2019	School reopens
20 th December 2019	School closes for Christmas
6 th January 2020	Inset Day
7 th January 2020	Schools reopens
14 th February 2020	School closes for half term
24 th February 2020	School reopens
3 rd April 2020	School closes for Easter
20 th April 2020	School reopens
7 th May 2020	Inset Day
8 th May 2020	School closed for May Bank Holiday
22 nd May 2020	School closes for half term
1 st June 2020	School reopens
17 th July 2020	School closes for summer holidays

PEOPLE IN SCHOOL

Leadership & Management Team	
Headteacher	Mrs J Chapman-Kemp
Deputy Head	Mrs J Lindsay
Assistant Head/SENCo	Mrs H Bodycombe
Teaching Staff	
Nursery	Miss S Ramzan
Upper Foundation	Miss A Swan Miss G Woods
Year 1	Miss A Tonks Mrs F Coomber
Year 2	Miss S Brannon Miss E Arnold
Year 3	Miss L Ambler Mr A Adams
Year 4	Miss A Golding Miss C Mayes
Year 5	Mrs S Smithson Mr J Cording
Year 6	Miss B King Mr D Forsyth Mr D Eccles
Specialist Teaching Assistants	
Higher Lever Teaching Assistant	Mrs L Bickerdike
Higher Lever Teaching Assistant	Mrs K Walker
Specialist Teaching Assistant	Mrs J Clarke
Specialist Teaching Assistant	Mrs R Johnson
Forest School Leader	Mr J Gillian
Forest School Leader	Mr M Richardson
Learning Mentor	Mrs S Coulthard
Nursery Nurse	Mrs D Kaliszewski
Nursery Nurse	Mrs M Tennant
Teaching Assistants	
	Mrs P Beacroft
	Mrs N Mears
	Mrs T Breslin
	Mrs S Brown
	Mrs J Copley
	Mrs J Coulthard
	Mrs J Evans

	Mrs S Dickinson
	Mrs L Barratt (also Breakfast Club)
	Mrs C Booth
	Mrs P Hutchinson
	Mrs D Janowska
	Mrs W Johnson
	Mrs S Keighley (also Breakfast Club)
	Mrs E Marcon
	Miss J Millard
	Mrs J Moore
	Mrs C Rickard
	Mrs L Wilson
	Miss J Wood
	Mrs C McDonald
	Mrs J Wilkinson
	Miss L Hubbard
	Miss J Evans
	Miss M Howson
	Mrs T Wheeler
Family Support Team	
	Mrs K Morgan
	Mrs I Mohammed
Administrative Team	
Business Manager	Mrs M Swift
Admin Assistant	Mrs E Painter
Admin Assistant	Mrs T Whincup
Lunchtime Supervisors	
	Mrs L Dwyer
	Mrs C Hawkin
	Miss N Baker
	Mrs J Gibbs
	Mrs M Robinson
	Miss J Theaker
	Mrs B Finney

	Mrs J Crossland
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	Mrs J Kay
	Miss C Smith
	Mrs W Lloyd
	Miss B Stenton
	Mrs T Peniston
Premises Staff	
Site Supervisor	Mr M Richardson
Caretaker	Mr T Roche

OYSTER PARK PRIMARY TEACHING AND LEARNING IN THE FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) is the stage of education for children which begins at birth and lasts until the end of the school year in which they become five. This includes Nursery (3 and 4 year olds) and Upper Foundation (4 and 5 year olds). This stage of the curriculum is based on the fact that children learn best through play and active learning.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning success. It should also support their social development, care and learning needs. From when your child is born up until the age of 5, their early years experiences should be happy, active, exciting, fun and secure.

During their time in the Foundation Stage your child will be learning new skills, knowledge and understanding through 7 areas of development. These are divided into 3 'prime areas' and 4 'specific areas'.

The 3 prime areas are of the utmost importance in the beginning and are as follows:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

As children grow, these 3 prime areas will help them to develop skills in the 4 specific areas. These are:

- **Literacy**
- **Mathematical development**
- **Understanding the World**
- **Expressive Arts and Design**

Our Foundation Stage provides a structured, play based curriculum balanced with direct teaching in focused work. The staff will observe, interact, initiate or direct your child to further support their learning. The more formal work in focus groups will also enable them to do things such as learning letter sounds, numbers and key words.

Outdoor learning is a very important part of the EYFS curriculum. Our children have access to their own outdoor play areas throughout the year and outdoor learning is well structured, resourced and organised to support all areas of learning.

The Nursery and Upper Foundation Stage classrooms are divided into areas which provide well organised and challenging activities. These are appropriate to different ages and levels of development and can be adult or child initiated. We will monitor and assess your child's progress and achievements in all areas of learning through observation, discussion, or direct teaching on a daily basis. We collect evidence in many ways and document it both electronically and in a 'Learning Journey' folder. All of your child's learning is carefully planned so that their individual needs are met and that their learning is exciting and enjoyable.

HOW CAN YOU HELP?

You can help your child to settle more easily into school if you can encourage them to be more independent and do the following things:

- Go to the toilet by themselves
- Wash and dry their hands
- Put on their coat and begin to dress/undress themselves
- Look after and tidy toys away
- Sit down and listen – even if only for a short period of time

You can help your child to develop their language skills by talking and listening to them. This helps them to develop vocabulary and an understanding of language which is important in learning to read and write.

Writing

- Encourage your child's early attempts at writing – for example send notes to each other, leave a message for someone, make a list for the shops.
- Encourage your child to do pretend writing and ask them what it says. They will usually be able to tell you!

Reading

- Telling stories
- Reading stories
- Learning Nursery Rhymes
- Helping your child to recognise and write their own name
- Use letter sounds not names

Mathematical Skills

- Counting out loud with your child at every opportunity
- Playing board games
- Looking at numbers in the environment
- Playing shop together with real money
- Looking at sizes, shapes and colours of things around them
- Doing jigsaws and puzzles

PRIVACY NOTICE (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Anastasia Byard (see 'Contact us' below).

The categories of information that we collect, hold and share include:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs or videos
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use this information

We use this data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To protect pupil welfare
- To assess the quality of our services
- To carry out research
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation, e.g. we are legally required to record pupil attendance at school
- We need it to perform an official task in the public interest, e.g. to educate your child and enter them for public examinations

Less commonly, we may also process pupils' personal data in situations where:

-

- We have obtained consent to use it in a certain way e.g. to use image of your child on our websites or social media account
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of your child when on the school premises to protect the staff, students, visitors and property
- We need to protect the individual's vital interests (or someone else's interests), e.g. where a child has a serious medical condition and requires urgent medical assistance

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Parents/carers can give or withdraw consent with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13). Pupils aged 13 or over are normally deemed mature enough to exercise their own rights of consent.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

Storing your data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

Who we share your information with and why

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The pupil's family and representatives – to allow us to support your child through their education and discuss their needs with you, unless the law prevents us from doing so
- Educators and examining bodies – to allow us to educate your child and enter them for public examinations
- Our regulator, Ofsted – as part of our statutory duties during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable us to take payment from you for goods or services, or to issue refunds
- Central and local government – where required by law or statute
- Our auditors – to provide details of payments made in relation to school activities and trips as part of our statutory audit
- Survey and research organisations – in relation to the operation of the Trust and its schools, and where the required outcomes cannot be achieved using pseudonymised or anonymised data
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- Health authorities – to enable your child to receive urgent medical attention, to enable us to support your child’s medical needs and to ensure that they are included in national health screening and immunisation programmes
- Security organisations – to allow us to keep staff, students, visitors and property safe
- Health and social welfare organisations – in accordance with our statutory responsibilities to safeguard children and young people
- Professional advisers and consultants – as part of our support for your child’s education and school improvement
- Charities and voluntary organisations – where this forms part of our statutory duties to educate your child
- Police forces, courts, tribunals – where we are legally required to do so, or where it is in performance of a task in the public interest
- Professional bodies – where it forms part of an investigation into staff conduct

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census (in the case of Trust schools with EYFS). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Wakefield Council and its designated provider of Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual’s name, address and date of birth to Wakefield Council and its designated provider of Youth Support Services.

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you or your child. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact:

Anastasia Byard
Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

Address: Northern Ambition Academies Trust
Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU