

OUGHTON PRIMARY & NURSERY SCHOOL



SCHOOL INFORMATION 2020-21

Welcome

The Governors and staff welcome you to Oughton Primary and Nursery School.

Oughton Primary and Nursery School is a community school, taking pupils from 3 - 11 years old. The school is situated in the Westmill area of Hitchin in Hertfordshire, and was formed in 2001, when the former Oughtonhead Junior and Infant Schools were amalgamated.

Oughton Family Centre is situated in the school grounds and provides information and support for all families with children. Early Days Pre-School are also situated on the school grounds. This is a private Pre-School that offers care for 2+ year old children. They offer morning and afternoon sessions and a lunch club.

Admissions

The school is a one-form entry school (maximum of 30 children per year group) but we have expanded to accommodate local demand for school places on previous occasions – our current Year 4 cohort is two form entry.

The Nursery offers a morning session and can accommodate 30 children.

The school admits children in accordance with Hertfordshire County Council's admission policy, admitting all Nursery and Reception children in one intake in September.

Class Teachers are responsible for teaching all areas of the curriculum. All classes are of mixed ability and work in all subjects is differentiated in order that children can work at their own level and progress at their own rate. Children may be taught in a whole class teaching situation, small groups or on an individual basis with support from a Teacher or Teaching Assistant.

Our School Day

We are currently finalising wraparound care with Premier Education to offer a Breakfast Club from 7.30am for parents that require early morning childcare (Reception – Year 6). Further details of costings and booking procedures will be sent out shortly.

Children can access the school via the front entrance on Mattocke Road, the gate on Moss Way or the gate on Redhill Road. These gates are opened at 8.45am. The car park is for use of school staff, visitors and deliveries. Please do not drop your child off in the car park and ensure that your child is supervised when waiting for the gates to open.

Children are welcomed at the classroom doors at 8.45am and are set a morning activity while the rest of the class are arriving. The registers are taken at 9am and children's learning commences.

Children who arrive after 9am should report to the school office to be signed in. Attendance, including lateness, is monitored carefully. Any child with regular or

prolonged absence is followed up initially by the school. This is usually by letter or telephone call, or a meeting in school with parents where necessary. If the situation does not improve, this is discussed with the Attendance Improvement Officer.

The school undertakes a **First Day Call** procedure in order to check the absence of a child. If your child is going to be absent please telephone the school to report this from 8am, email attendance@oughton.herts.sch.uk or use the absence reporting option on ParentMail. Parents of all children that are not in school each day will be contacted to find out the reason why they are not attending. The illness of parents/siblings is not an acceptable reason for keeping other members of the family away from school and every effort must be made for children to be brought to school regularly.

When a child returns to school after a period of absence, a letter must be sent in explaining the absence and the Headteacher will decide if the absence will be authorised or not.

It is a legal requirement for children to attend school and you must keep in contact with us on a daily basis and follow up on their return with a letter. If a child's attendance falls below 90%, we require medical evidence, such as doctor's note / medication in order to authorise attendance. Holidays, haircuts, shopping, birthdays or trips out will not be authorised. It is the Headteacher's decision regarding authorisation and we follow Government and Herts County Council guidelines. We work closely with our LA Attendance Improvement Officer and Oughton Primary will issue penalty fines. If a child is late to school, the session will not be authorised and will count towards a penalty fine. Fines can be issued when a child has 15 unauthorised sessions. (There are two sessions each school day)

Please see the Attendance policy on the school website www.oughton.herts.sch.uk.

School Dinners

Lunchtime is from 12 – 1pm. Lunches are prepared on site by Herts Catering. Children have the choice of three hot meals each day, one option is always a jacket potato, and a trip to the salad bar as well as a packed lunch option. There is a three week menu cycle and children choose daily when they first enter the classroom. Please look at the menu choices with your child each day so that they are aware of the choice when asked.

Parents can provide their children with a healthy packed lunch. This should not include sweets, chocolate or fizzy drinks and crisps should be limited.

School dinners must be paid for in advance. Reception and Key Stage 1 children (Years 1 and 2) are entitled to free school meals under the Government's Universal Free School Meal scheme.

Nursery children are not entitled to free school meals. Meals for Nursery children are £2.40 from September 2020. Meals for Years 3-6 are £2.65 from September 2020.

Nursery children can attend Munchkins Club which runs from 11.45 – 1pm. Munchkins Club costs £2.00 a day plus the cost of a school dinner or you can bring your own packed lunch. Booking and payment must be made in advance via ParentMail.

Reception and Key Stage 1 children (Year 1 and 2) can order milk for morning break and all children in Nursery, Reception and Key Stage 1 are given a piece of fruit or vegetable at breaktime. Key Stage 2 children can buy a tuck token (20p a day) and exchange it for a piece of healthy tuck at breaktime e.g. a piece of fruit, a box of raisins or a yoghurt.

School ends at 3.15pm. Children must be collected from their classroom door. Children in Year 5 and 6 are able to walk home alone with a letter stating parental permission.

Clubs

Clubs are run at lunchtime and after school by staff and external agencies. Details of clubs are sent out to parents at the beginning of each term.

School Uniform

Boys	Girls
All Plain black or dark grey trousers or shorts Nursery may wear black or grey jogging bottoms.	All Dark grey or black skirt, dress or pinafore (knee length) or gingham (red-white) dress Nursery may wear black or grey jogging bottoms
Plain white shirt or polo shirt	Plain white polo shirt or blouse
School sweatshirt (maroon with school logo)	School sweatshirt or cardigan (maroon with school logo)
Sensible plain black shoes	Sensible flat plain black shoes

School items are available from the school office.

Please ensure that **ALL** items of clothing are clearly marked with your child's name.

Long hair must be tied up with hair bands and clips reflecting the uniform colours. Hairstyles must be sensible.

Children may wear a watch and stud earrings. Jewellery, make up, hair extensions and nail polish are not permitted.

PE Kit

PE kits must be in school Monday – Friday. PE kits should be sent into school in a bag and kept in school for a half term. It will be taken home at the end of each half term to be washed.

Children must wear:

- Black shorts
- Plain white t-shirt (not their school top for health reasons)
- Suitable warm top or tracksuit for colder times
- Trainers or plimsolls

Long hair must be tied back for PE or games activities.

ALL jewellery must be removed for all PE lessons, including earrings.

Medicines

If your child needs to take regular medication, you should arrange for this to be done at home wherever possible or you can come to the school to administer it at lunchtime.

If this is not possible, we will only take responsibility for supervising the administering of medicine if a consent form is signed by you with all relevant details e.g. dosage, time required etc. Prescription medicines must have the name of the child and dosage printed on it. Forms are available from the school office. If it is necessary for medicines to be brought to school, they must be named and brought in and collected by an adult.

If the medicine is an inhaler, it will be kept in your child's classroom. Please label them clearly with your child's name and check the expiry date.

Safeguarding

The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the children in all we do. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. The school understand the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

Our Lead Designated Senior Person (DSP) for Safeguarding is:
Mrs Lisa Clayton – Headteacher and our Deputy DSPs are Mrs Caroline Phillipson – Assistant Headteacher and Mrs Emma Woollon – Pastoral Support Manager.

All concerns and allegations regarding the safeguarding of children at Oughton are taken very seriously and investigated thoroughly in accordance with the Child Protection Policy that can be found on our website www.oughton.herts.sch.uk. Where possible, we keep parents informed of any concerns that we have.

Oughton Primary and Nursery School are part of a project that runs jointly between schools and Hertfordshire Constabulary. Operation Encompass is the notification to schools, prior to the start of the next school day, of incidents where a child or young person has experienced or been exposed to any domestic abuse. Operation Encompass will ensure that a member of the school staff, (DSL) known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared in confidence. They will also ensure that the school is able to make provision for possible difficulties experienced by children, or their families, who have experienced a domestic abuse incident.

Please also see our online safety policy on our website www.oughton.herts.sch.uk.

Friends of Oughton School

Friends of Oughton School (PTA) raise money for the school by running events such as discos and a Christmas and Summer Fayre. All parents are encouraged to support the fund raising events. If you are interested in finding out more information please contact friendsofoughtonschool@gmail.com.

Contacting the School

Key contacts:



Mrs Lisa Clayton
Headteacher



Mrs Caroline Phillipson
Assistant Headteacher
SENCO



Mrs Liz Carroll
Assistant Headteacher



Emma Woollon
Pastoral Support Manager



Helen Channa
Office Manager

We hope that your child will be happy at Oughton. If you are unhappy at any time please come in and see us – we cannot help or change things unless we know.

We like to keep in contact with parents. Please tell us of any changes at home that may affect your child. Equally, we will keep in contact with you.

Class Teachers are available at 8.45am if you have a very quick question or query but will be involved in getting the children settled for the day. If you wish to discuss a matter with them, please arrange to meet with them after school.

The Phase Leaders who will be able to assist you with specific queries/problems are:

EYFS – Miss Hurley

KS1 – Mrs Stephenson

Lower KS2 (Y3 & 4) – Mrs Carroll

Upper KS2 (Y5 & 6) – Mrs Smith

If you wish to speak to the Headteacher please contact the school office who will make an appointment for you.

Oughton Primary and Nursery School
Mattocke Road
Hitchin
Herts
SG5 2NZ

Tel: 01462 450716

Email: admin@oughton.herts.sch.uk