



**Oxhey Wood Primary School**  
**Proud to be part of HfL MAT**

Welcome to Oxhey Wood Primary School

At Oxhey Wood we are very proud of the trust placed in us by parents. Working in partnership with you, we aim to ensure every child achieves his or her full potential, feels safe and happy at school and develops a love of learning. We expect the best from our children and we help them to do their best. We put every effort into ensuring our children become confident, considerate citizens.

This prospectus has been written to help you get to know our school and its aims and organisation. We welcome parents' views and suggestions and are happy to respond to questions and concerns. Call into the office, speak to a member of the leadership team or your child's class teacher. We rely on your support and encouragement, for it is by our partnership as parents and teachers that your child will have the greatest opportunity to progress.

Mrs Jenny Morley, Head teacher.

From the Academy Governing Board...

Everyone at Oxhey Wood welcomes new families, with children aged between three and eleven years old, to our exciting and rapidly improving school where children, staff and parents enjoy learning.

Together we can make your child's experience here stimulating and successful and lay the basis for your child continuing to enjoy learning for the rest of his or her life.

**Who supports our learning at Oxhey Wood?**

The Headteacher is Mrs Jenny Morley.

The Deputy Headteacher is Mrs Caplan.

Senior Family Support worker and learning mentor: Mrs Riding

Learning mentor: Miss Hurley

HLTAs: Mrs Bullivant, Mrs Loomes

Administration Team: Mrs Smith, Miss Cremore, Miss West

Business Manager: Miss Bourke

Site Manager: Mr O'Sullivan , Miss Tapp

**Teaching team at Summer Term 2019:**

Year Group	Teachers	Teaching Assistants
Nursery	Miss Rodde-Aust	Mrs Forshaw ,Mrs Akbari
Reception	Miss Douglas-Law (Early Years Leader) Mrs Loftus, Mrs Loomes	Mrs Brown, Miss Bowman Miss Smith
Year 1	Miss Divecha, Miss Hall	Mrs Reynolds , Mrs Camen
Year 2	Miss Burke, Miss Ward	Miss Hopping, Miss O'Shea
Year 3/4	Mrs Boydon, Mrs Kent, Miss May	Miss Adcock, Mr Vaczi, Miss Warner
Year 5	Mrs Lawson , Mrs Laouar	Mrs Pronobis, Mrs Roberts
Year 6	Miss Hewitt Miss Jennings	Mrs Orbell Mrs Richardson
PPA Cover	Mr Thompson (Gymnastics)	

### **What is the school really about?**

The purpose of the school is to give your child every opportunity to develop their abilities to the full. We aim to create a happy and caring atmosphere where your child can learn Maths, English, Science, Computing skills and a wide range of other subjects. There is an exciting and stimulating environment including outdoors where she/he will be encouraged to investigate, discover and create. We want to promote good health and fitness. We ensure we value the cultures and languages the children bring to school while developing their awareness of the wider world.

### **How can I get a place at Oxhey Wood?**

Applications for Reception each September must be made via Hertfordshire County Council admissions. You can apply via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

At Oxhey Wood we aim to provide a curriculum for our children which will enable them to:

Understand the world around them

Enjoy learning

Realise their potential

Provide a stimulating and caring environment

Encourage children to develop self-respect, self-esteem and self-discipline

Encourage partnerships between school, parents and the community

Encourage an awareness and understanding of the world around us and respect and tolerance for the wider community

Encourage an awareness of the importance of a healthy lifestyle including exercise.

### **Can I be sure of getting a place in Reception?**

It is very important that you register your child before the deadline for admissions applications. It is Hertfordshire County Council, not the school who make the decision about whether a place is available for your child. They take into account whether your child has brothers or sisters at the school, distance of your home from alternative schools, and occasionally, special social factors. If your child is refused a place you have the right to appeal to an independent panel.

### **Can I visit the school before deciding?**

You are more than welcome to visit us and ask any questions you might have. Please telephone or email the school for an appointment.

For a nursery place or an in year admission please contact the school office.

How do I get a place for an older child?

If you have moved into the area and would like a place at the school for your child, we would be pleased to offer a place if we have room. You will need to apply to the school office.

### **How will my child settle in?**

We arrange for your child to meet their new teacher before they start. If your child is new to Reception or Nursery we have an induction morning. In July all children spend time in their new classroom with their new teacher. If children start at other times, we buddy them up with other children in the class to support them settling in. We have resources to help any children with English as an additional language.

### **What if my child becomes ill at school?**

Before your child's first day at Oxhey Wood, you will fill in a contact sheet so that we know whom to contact if your child should be taken ill or has an accident. If you move house or change your telephone number, please let us know straight away. There are several qualified first aiders on the school staff to deal with minor problems. We will contact you if we have any concerns over your child's health. If your child has a bump on the head, we will either telephone you or send a letter home at the end of the day.

If you are concerned about your child's health, you can talk to your child's teacher or a member of the leadership team who may, with your permission, pass your concerns onto the school nurse. If your child has asthma, or any other medical condition that may need treatment at school, please let us know. Some children have severe allergies or other medical conditions where we ask the school nurse to meet with parents and school to write a care plan.

### **School Day:**

Nursery AM: 8.45am – 11.45am

Nursery PM: 12.15pm – 3.15pm

Reception:

9.00am Start of school day

12.00pm Lunch break

3.15pm End of school day

### **KS1 school day:**

8:45am Teachers go to playground.

8:50-9:00am Early morning task and registration.

10:15am Assembly.

10:35am Playtime.

12:10 Lunch break

1:05pm Afternoon session starts

3:10pm End of school day

### **KS2 School day:**

8:50am Start of school day

8:50-9:00am Focus task

10:15am Assembly

10:35am Playtime

12:15pm Lunch break

1:05pm Afternoon session starts

3.10pm End of school day

Please make sure you bring your child to school on time as it can be very unsettling for them and others in the class if they arrive late. Avoid leaving your child unsupervised in the playground for any length of time. At the end of the day, please collect your child on time or telephone the office if you are delayed. We only allow children to be collected by someone you have nominated.

### **Before and after school clubs**

We have a breakfast and after school club on the school site that is open from 7.30am and until 6pm term time only.

There is a free breakfast club run by the school in Year 6 from 8.30am for children who may not have had breakfast that morning.

### **After School Clubs Summer 2019:**

Monday	No Clubs
Tuesday	Gymnastics years 2,3,4,5 & 6
Wednesday	Lego Club Reception & Yr1 Wool Crafts Club years 2,3 & 4
Thursday	Football Club years 5&6
Friday	Gymnastics years Reception & year 1 Football Club years 3&4

### **Who shall I tell if my child is absent?**

Please telephone the school office if your child is absent from school. You can send a note in with your child on his/her first day back. If we do not hear from you, we will ring to find out why your child is not in school. Please only keep your child off if their illness is infectious or they are too ill to attend. Good attendance is an important habit that will support your child's future learning.

If you are planning a holiday or trip to visit relatives, please plan this during the school holidays. The local authority attendance officer monitors the attendance of all children at least once a term. As a school we aim for every child's attendance to be 97%.

### **What will my child be learning?**

The staff of Oxhey Wood Primary School is committed to raising standards and providing the best education for children in school. The Teaching and Learning Policy seeks to identify the features of effective teaching which translates the aims of the school and the curriculum into relevant, challenging and enjoyable learning experiences for all children.

The curriculum at Oxhey Wood follows a topic based approach which covers the National Curriculum points of study in a way that makes learning interesting and engaging for our children. The curriculum is designed to support children's natural curiosity and stimulate their creativity.

The Foundation stage curriculum is designed to provide real experiences that support the development of children's skills. The curriculum can change as learning is led by the children's interests.



## Early Years Foundation Stage Curriculum

There are seven areas of learning and development that shape our learning in the early years. All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.



### **Prime Areas:**

- **Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Communication and Language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical Development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Staff support the children in four specific areas, through which the three prime areas are strengthened and applied.

### **Specific Areas:**

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Knowledge of the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and

encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

### **Key Stages 1 and 2**

In both phases spelling and grammar are taught daily.

In Key Stage 1 we teach English, Guided Reading, Phonics and Mathematics every day.

In Key Stage 2 all children are part of a guided reading session at least once a week. English and Mathematics are taught every day and included within English are spelling, grammar, handwriting and phonics as appropriate.

#### **English**

Children are taught skills often through topic work and through focusing on different genres. In Key Stage 1 and 2 we ensure coverage of the English National Curriculum.

#### **Phonics and Reading**

At Oxhey Wood we follow Letters and Sounds as our phonic scheme. Children have regular phonic sessions from Nursery until Year 4 and as necessary in Years 5 and 6. In addition to phonic teaching, all children in school learn high frequency words both to recognise and read on sight and to spell. Learning to recognise, say, read, spell and use these words in sentences supports each child's literacy development.

We use a range of guided reading books to support the development of reading rather than one specific scheme. Books are organised into colour bands. Reading booklets have been produced at various stages of colour bands to support reading at home.

Each classroom has a book area with books of interest to the children and the topics they are studying. Children take reading books home and are expected to read every day. Each class visits our school library once a week and are able to take books home.

#### **Speaking and Listening**

We believe that the language development of our children is fundamental to their success in all aspects of school life. Christmas plays, class assemblies; including phase assemblies, and other productions support this.

#### **Writing**

Drama and real life experiences i.e. trips are used effectively to develop writing. Children in Key Stages 1 and 2 complete at least 1 piece of independent writing a week.

#### **Mathematics**

Although our mathematics planning is guided by the National Framework for Mathematics, we always adapt our teaching to suit the needs of our children. Mental fluency in maths is taught daily throughout the school. Alongside pencil and paper methods children are taught that some problems can be solved 'in their heads'. Teachers often strive to link maths with other subjects, their current topic and with day to day life. *'Tell me and I will forget; show me and I may remember; involve me and I will understand'*

Where possible we make our maths activities practical and open ended, we avoid using worksheets and textbooks as we feel that our children learn better when they set their own level of challenge.



### **Science**

Our aim with the Science curriculum at Oxhey Wood is to harness our pupils' natural curiosity for the world around them. Our key focus is on encouraging children to ask questions and discover ways to learn the answers for themselves. We have an annual 'Science Week' where the children, in their house groups, rotate around different scientific investigations. Through visits to places such as the Science Museum in London, we are ensuring that our pupils view Science as an exciting and ever-evolving subject. We have been awarded the Silver Science Award in recognition of our teaching of Science.

### **Music**

We have raised the profile of Music at Oxhey Wood to make it a natural part of school life and learning for our pupils. Throughout different parts of the day, music can be heard in our school: at the beginning of assembly to introduce them to classical pieces, singing assembly once a week, during lunch in our canteen and also during lessons.

In Key Stage 2 children have the opportunity to learn an instrument with a specialist music teacher, in a small group setting.



## **Personal Social and Health Education (PSHE)**

PSHE will enable children to learn about rights and responsibilities for themselves and to promote self-confidence and esteem. Being healthy and happy means different things to different children. Some will say it's eating the right things, others that it's about being loved, having fun, getting enough sleep or having friends. They are all right-it's about all of these things. As the children get older, we teach them about the changes that take place in their bodies as they grow up. PSHE also helps your child to understand what drugs are and learn how to make appropriate and safe choices. Drugs are a great force for good and ill, like it or not they play an important part in our lives. The aim is for the children to be well informed so that they can make appropriate choices about keeping themselves safe and healthy.

## **Art and Design**

Art brings out the creativity in children and it is also a great subject for building enthusiasm and excitement. We aim to give the children a variety of experiences in art. We use a wide range of art materials for drawing, painting and printing.

## **Design and Technology**

Through our topic based learning, we aim to offer opportunities to be creative, to think in new ways and to bring their original ideas into reality through design and making in our DT curriculum. Children learn skills of construction, textiles, food preparation and graphics, and are taught to plan, design and evaluate their work e.g. designing and building buzz games, creating their own slippers, building moving toys.

## **Computing**

At Oxhey Wood we follow the Rising Stars Scheme of Work which means we have a very structured framework which helps us teach all children important computing skills. Time is built in for children to consolidate and practise using these skills during lessons in tasks directed by the teacher but shaped by the children themselves. Following on from learning these skills, we provide opportunities across the curriculum for the use of computing with a variety of hardware including laptops, ipads and dataloggers.

A focus at the moment is supporting the children in understanding that learning using computing is more than just sitting in front of a laptop. We use practical activities to help them understand the capabilities of software available to them such as using Top Trumps to learn about databases. We are also aiming to improve the children's understanding of what a 'computer' is and even in Year 1 we use programming devices like Beebots.

On-line safety is embedded throughout the computing curriculum.





## **MFL**

The language which we teach at Oxhey Wood is French and children are taught this from Years 3 to 6 but that is not to say that we do not expose our younger children to the language. For example, when answering the register they are encouraged to respond in different languages. When we have the opportunity we like to include the whole school in cultural learning opportunities. It would be wonderful if we could provide the children with the opportunity to speak French to a native speaker, so if you know anyone who could spare some time to come into school to do this, we would love to hear from you.

## **RE**

RE is taught throughout Oxhey Wood and is used to broaden our pupils' awareness of different religions, cultures and ways of life. We ensure a broad and balanced coverage of different religions as well as the key Christian festivals each year, which follows the Hertfordshire guidelines. Our pupils' learning in RE is backed up and extended through whole school assemblies and visits to places of worship and opportunities to meet and get to know people of various faiths through visitors coming to our school or classes going on school visits.

## **History**

Our History curriculum aims to support children's interest in the world around them and curiosity to explore the past. History is taught through a wide range of topics including The Victorians, our Local Area, The Great Fire of London and the 2<sup>nd</sup> World War. Through our History teaching we encourage children to ask questions, be observant, make links between the past and present and think like historians. We aim to bring History to life by looking at artefacts, inviting visitors into the school, school trips and hearing valuable stories.

## **Geography**

When teaching Geography at Oxhey Wood, we strive to provide children with the skills to ask geographical questions and carry out enquiries. Knowledge and understanding of places, patterns and processes, environmental change and sustainable development are all areas that we look at. Throughout the Key Stages pupils investigate a variety of people, places and environments at different scales in the United Kingdom and abroad, and start to make links between different places in the world. They find out how people affect the environment and how they are affected by it. They carry out investigations inside and outside the classroom. In doing this they become confident using resources such as maps, atlases, aerial photographs and ICT.

## **Physical Education**

During their time at Oxhey Wood, every child will have the opportunity to experience games, athletics, dance, gymnastics and swimming. We sometimes have sessions led by external coaches, such as our gymnastics club. During the summer term we have a sports day for all children to get involved in. We take part in inter school competitions. At Oxhey Wood, we encourage children to continue with physical activity outside of school.



### **Outdoor Learning- ‘Learn by Doing’**

Outdoor learning offers many opportunities for learners to deepen and contextualise their understanding within curriculum areas, and for linking learning across the curriculum. We believe that outdoor learning has equal value to indoor learning. Outdoor learning has a positive impact on children’s well-being and development. Children have much more memorable experiences when learning outside. We are looking to develop more use of our outdoor environment this academic year.



### **What happens in assembly and collective worship?**

Every school must, by law, hold a daily act of collective worship. This is held in the school hall with everyone present on some days and on others in your child’s own classroom.

Every child must have a chance to take part- this means not just being there but listening and responding. In our collective acts of worship we are careful to be sensitive to the beliefs of all the religions represented in the school. Fridays are a celebration assembly when the children’s achievements are recognised and rewarded.

You have the right to withdraw your child from our collective acts of worship. You are welcome to discuss this with the head teacher.

How will I know what my child is doing at school?

You can really help your child by talking to them about what they have done at school but some children are more forthcoming than others. To help you support your child, our website has an overview of what your child will be learning each term. We hold workshops throughout the year sometimes, by ages of children, where teachers tell you how we teach Maths and English. We also hold stay and learn sessions for parents in all year groups.

### **How does the school help children with Special Educational Needs?**

Anything that gets in the way of your child's learning can cause a special educational need. Some of the most common difficulties are linked to reading, writing, maths or behaviour.

We keep a very careful track of children's progress at Oxhey Wood, and a child may be identified as having a special educational need if they do not make the progress we would expect.

At Oxhey Wood, Miss Douglas-Law leads on Inclusion and ensures each child's needs are met by the school. This may mean a child is given extra support in class or through an intervention. We might get special equipment for your child or we might seek support or advice from outside agencies such as Educational Psychology or Speech and Language Service.

Your child may have an Individual Education Plan (IEP) that is reviewed at least once a term. We will invite you in to review the plan and include your views in setting new targets.

Our school Inclusion policy and SEN Information Report gives more information about the various stages and support for children with additional needs.

### **How does the school help children who are able, gifted or talented?**

Your child's teacher ensures that all children in the class are given tasks that are appropriate to their abilities and that challenge their thinking. Mrs Caplan, who leads on able, gifted and talented, works with teachers to identify children who have particular potential and to ensure that they are helped to develop their abilities. These children might be involved in particular projects and activities in or out of school and will be presented with challenging tasks in the classroom.

### **Will my child be going on any school trips?**

We learn best when we can see, hear, touch and feel- in other words when we can experience things at first hand. It's because of this that the school arranges visits to help your child learn more about the subjects he/she is studying. Whatever the subject you can be sure that these visits are planned to help your child learn.

Throughout the year we organise trips for all the children or visitors into school. To cover some of the cost we ask for a voluntary contribution from parents. Trips have included The British Museum, London Zoo, Golden Hinde, Paradise Wildlife Park. We give every child in Years 5 and 6 the opportunity for a residential visit- these are important in developing every child's independence, confidence and leadership skills. Class work before and after is linked to the trips.

Risk assessments are carried out by staff leading any school trip before the visit takes place.

### **What does the school do to prevent bullying?**

Bullying is a rare event but does happen in the majority of schools. We teach children how to resolve conflicts and deal with conflicts through PSHE lessons and assemblies. We have an anti-bullying week using resources such as Woodfer's World, and we have a learning mentor to support children in school. Children do fall out with each other from time to time and school staff know how best to deal with these events and listen to all sides before making judgements. Bullying is different to one-off instances of aggression or conflict and any report of bullying is taken very seriously. We always inform parents if we feel a child is a victim of bullying or a perpetrator and we often work with parents to improve the situation. All known incidents of bullying are recorded. We encourage children to report bullying but they may not always do so. If you suspect your child has been bullied, please let us know.

### **How does the school deal with racist incidents?**

We teach children about the importance of respecting differences between people, and when they are older, teach them about the dangers of prejudice and stereotyping. Every year we invite a team into school to deliver 'Show Racism the Red Card', often led by ex-professional footballers. We take very seriously any incident of racism or racial prejudice affecting a member of the school and action is always taken following a reported incident. Such incidents are rare and always recorded. We will always tell you if your child has been involved in such an incident.

### **How will I know about my child's progress?**

We hold two parents' consultations each year, one in the Autumn Term and the other in the Spring Term. You do not have to wait for these meetings or the information sent home. If you want to discuss your child at any other time please telephone the school or speak to your child's teacher after school. You will receive a written report towards the end of the Summer term.

### **Who can I contact with a worry or concern?**

The first person to talk to is your child's class teacher, but you can pass a concern to any member of staff and they will make sure it is dealt with. You can talk to the Head teacher or Deputy Head teachers; please speak to them as they greet the children in the morning or telephone the school.

We have a complaints policy, which you can ask to see. If you have a complaint about the Head teacher, you can contact the Chair of Governors.

### **Can my child have lunch at school?**

Food is cooked on site to order every day. You can decide on a daily basis whether your child would like to order a school lunch or bring a packed lunch from home. You will receive the school lunch menu to help your child choose their lunch. All children in Reception and Years 1 and 2 are able to have a free school lunch.

If you think your child may be eligible for free school meals, the office can give you contact details so that you can apply.

Packed lunches must be healthy and balanced to conform to the school's commitment to providing healthy meals. We can provide guidance to you on how to provide a healthy lunch.

### **What will my child do at lunchtime?**

We have a range of equipment the children can use outside or free clubs they can sometimes attend.

### **Can my child have a mid-morning snack?**

We provide fruit for all children in Early Years and KS1, Children in KS2 are allowed to bring healthy snacks into school.

### **Can I help at School?**

We are very grateful to parents, family and friends who give their time to help in school. You can come and help with all aspects of school life including cooking, computers or sports activities. You might want to come for an hour each week or for longer. All regular volunteers must be subject to safeguarding checks. If you can offer your help, contact Mrs Morley or Mrs Caplan at school.

We also hold many fund raising events such as the Summer Fair, school disco and we welcome help from parents.

### **How can I help my child at home?**

At the start of every school year you are invited to an information session with your child's class teacher where ideas will be shared. Your child will also be given homework. Please contact your child's class teacher if you would like further information.

The most important way you can help your child is to show an interest in what they do at school, ensure they attend regularly, eat a nutritious breakfast and get plenty of sleep.

### **What are SATs tests?**

The law says....

All children must take the national tests at the end of KS2.(End of Year 6)

Testing must take place in May. All children sit the tests during the same week.

11 year olds are tested on Maths and English.

The tests are sent away to be marked.

Who is responsible for the school?

The Head teacher, in consultation with the Academy Governing Board, is responsible for the internal management and discipline of the school. Oxhey Wood is part of HfL MAT who oversee all schools with the trust. The Trust supported by Governors make sure that the curriculum is delivered; they are involved in personnel issues; they make decisions about spending priorities and seek to make the best possible use of resources; they monitor the condition of the premises and endeavour to ensure that the school conducts its affairs in accordance with legal obligations. Governors attend school events, meet with subject leaders to discuss strengths and areas for further

development as well as spending time in classes to understand how learning takes place at Oxhey Wood. Governors view their role as a partnership with parents and teachers for the benefit of all children attending Oxhey Wood Primary School.