

**Oakfield Junior School
Chowdene Bank
Low Fell
Gateshead
Tyne & Wear
NE9 6JH**

Telephone: 0191 4334086

Acting Headteacher: Mr M J Thompson BA (Hons) PGCE NPQH

Chair of Governors: Mrs A J Dixon JP

Vice Chair of Governors: Mrs A Carey/Mrs J James

LEA: Gateshead Council

**Group Director
Learning and Children Margaret Whellans
And Director of
Children's Services:**

Mission Statement

**Achieving
Success for life through
happiness, harmony and hard work**

- **We will create a welcoming, safe and stimulating environment**
- **We will challenge every member of the school to be successful**
- **We will develop closer links with parents and the wider community**

***'They come this way only once so we must litter their pathways
with quality experiences'***

Introduction

This prospectus sets out information about our school. Please do not hesitate to contact the Headteacher if you have any further queries or would like to arrange a visit.

About Our School

Oakfield Junior School caters for pupils between the ages of 7-11 years. The school was built in 1967 within extensive wooded grounds. Oakfield Junior School is not affiliated to any particular religious denomination.

The school staff is currently as follows:

Acting Headteacher Mr M Thompson BA (Hons) PGCE NPQH
Acting Deputy Headteacher Mrs E Davidson BEd (Hons)

Year	Class	Name of Teacher	Qualifications	Max No in Class
3	ASH	Miss S Carter	BA (Hons) PGCE	30
	ELM	Miss K Hardman	BA (Hons) PGCE	30
4	BEECH	Mrs M Robson/ Miss E Collins	BEd (Hons) BA (Hons) PGCE	30
	PINE	Mrs D Brown	BA (Hons) PGCE	30
5	MAPLE	Miss V Heaton	BA (Hons) PGCE	30
	WILLOW	Miss R Tully	BA (Hons) QTS	30
6	BIRCH	Mrs E Davidson	BEd (Hons)	30
	CEDAR	Mr D Patterson	BEd (Hons) PGCE	30
		Mrs D Simpson	BEd (Hons) PGCE NPQH	

Additional Teacher To Cover PPA

Mrs J Brown Cert Ed

Teaching Assistants

Mrs C Mather
Ms G Sadler
Mrs F Mitchell
Miss M Carr

Site Manager

Mr J Blenkiron

Admin Officer
Admin Assistant
P/T Admin Assistant

Mrs D Noble
Mrs F Routledge
Mrs L MacFarlane

Supervisory Assistants

Mrs A Hoddinott
Mrs S Fairlamb
Mrs E Welsh
Mrs Z Llewellyn
Mrs T Robinson
Mrs L Hutcheson

We currently have 238 children on roll. Our admission limit for each year group is 60.

The School Governing Body

LEA Governors	Mrs M Goldsworthy Mrs J James (Vice Chair)
Parent Governors	Mrs D Baptist Miss A Carey (Vice Chair) Mr D Howell Mr B Scurr Mrs J Schneider
Community Governors	Mrs A J Dixon JP (Chairman) Mr A Fuller Mrs G O Dixon JP
Staff	Mrs D Simpson Mr M Thompson
Headteacher	Mrs H J Gladstone

School Times And Terms

SCHOOL TERM DATES 2012/2013

Not Yet Agreed by Council

School Day

School begins at 8.50 am. A member of staff is on duty on the yard from 8.45 am onwards.

The children have a morning break of 15 minutes at 10.45 am.

The lunchtime break is from 12.15 – 1.05 pm. Children may choose to bring a packed lunch or to have a school meal. A small number of children go home for lunch. As school meals are not cooked on the premises, one week's notice is required to change from packed lunch to school dinner and vice-versa.

School closes at 3.20 pm.

Aims Of The School

Statement Of Aims

Our main aim is to provide quality experiences in all aspects of school life, so enabling the children to be happy, successful and keen to learn. To help our children grow into young people who are fulfilled and able to make a positive contribution to society.

*‘They come this way only once so we should litter their pathways
with quality experiences’*

We believe that children should develop a happy way of being together; that their self-respect leads to a respect for the rights and needs of other children and adults from their own and other cultures, and for the opposite gender.

We aim to educate the ‘whole child’ by presenting a total experience which is right and relevant to his/her individuality, to foster intellectual, physical, cultural, moral and spiritual development.

We aim to teach a broad, balanced and creative curriculum by carefully planning and delivering the National Curriculum. We assess children’s progress and allow time for reflection and evaluation by teaching staff.

We recognise that change and progress are an important part of everyday life. We aim to equip children to cope and flourish in dealing with the challenge of change.

The Curriculum

The school operates in line with Gateshead LEA Curriculum Policy Statement for 4-19 year olds and within the framework of the National Curriculum.

Twenty-five hours of classroom teaching is given each week. In addition children spend time in PSHE sessions, a daily act of collective worship and registration periods. Parents have the right to withdraw their children from RE and collective worship. Pupils are taught in single age class groups. They are taught at appropriate levels to reach the specified targets of the National Curriculum.

Generally, the morning is divided into teaching literacy and numeracy, following the DfES frameworks. A designated time is dedicated to handwriting, spelling and reading. Children are taught in ability sets for literacy and numeracy. A variety of teaching styles is employed as and where appropriate.

Afternoon sessions cover the foundation subjects and Science and Modern Foreign Languages. RE is also taught following the agreed syllabus. Our school has been awarded Artsmark Silver which recognises the good work produced in art, drama, music and dance. The use of ICT supports all areas of the curriculum gaining the ICT Mark Award from BECTA.

Sex education is not taught as a separate subject. It is incorporated into our health programme. We hope to create a climate in which children feel able to ask questions and to have those answered by teachers in an appropriate way.

Swimming tuition is available for Year 4 pupils.

Sporting Aims And Provision

We are committed to the aim of ensuring that our children have the opportunity to acquire basic sports skills, physical fitness and co-ordination as well as experiencing and learning from competitive situations. Our achievement of Activemark Gold award is evidence of such commitment.

The school's grounds and playing fields offer opportunity for cross country, orienteering and other sporting activities eg. football, cricket, rugby.

Each class has two hours of PE per week when we develop the six areas of activity outlined in the National Curriculum. These are: athletics, dance, gymnastics, swimming, outdoor activities and games. Wherever possible we involve community sports leaders to offer extra coaching expertise eg. basketball and rugby.

Special Educational Needs

There are 28 children on the SEN Register, 13 children at School Action, 12 children at School Action Plus and 3 Statemented children. Each child on the register has an Individual Education Plan and all pupils are integrated within the classroom. They have access to the same curriculum offered to all pupils, but some activities are differentiated in order to meet the needs of the individual to enable them to make progress at the appropriate level. The pupils on the register are supported within the class and also on a programmed withdrawal basis operated on a two-week rota. SEN support is provided by four sessions from a learning support teacher and two sessions from a special educational needs support assistant. We currently have four part-time classroom assistants. We currently have two children for whom English is an additional language. Our Special Education Needs Co-ordinator, Mrs Simpson, ensures that all children with special needs have an appropriate curriculum. This may occasionally mean extra assistance from a support teacher. Parents are consulted at every stage of this process.

Pupils With Disabilities

The school policy is to integrate all pupils within the classroom and to provide adult support where appropriate. The nature of the building and the site means that full access is difficult if not impossible for wheelchairs. At present no adaptations have been made. However, this is looked at on a yearly basis and we are currently completing a disability access survey with the Local Authority.

Discipline

Our school discipline policy operates on a rewards system. We have merits, achievement cards, 'Good Book' and celebration assemblies. New parents receive a 'Behaviour and Bullying' booklet which outlines expectations within school.

Child Protection

We follow Gateshead LEA guidance on child protection issues.

Safeguarding

Our staff are CRB cleared. We have rigorous checks on all other adults who work with our children. All our staff take security seriously and have regular safeguarding training. The safeguarding contact in our school is Mr M Thompson, Acting Headteacher.

Homework

The school has a detailed schedule for issuing homework. All children are expected to read daily, learn spellings and number bonds and tables. In addition pupils are also given homework tasks appropriate to their age and ability. We ask for parents' support in this important home-school partnership.

Extra Curricular Activities

The school offers an extensive range of extra curricular activities. Children are given the chance of out-of-school clubs. For example gymnastics, drama, choir, a range of sports and an art club.

Football coaching is available to all children.

Ethos And Values

The school has an agreed behaviour policy based upon reward and sanction. The school expects children to show mutual respect for all members of the school community.

Our school rules are called a Square of Care, which is displayed widely around school. The four elements of the square originated by the children are: having fun, hard work, harmony and happiness.

In addition each class agrees its own rules at the start of each year.

Attendance

We operate a computerised attendance system. If your child is absent from school, or is going to be late, we ask you to contact the school by telephone. We also require a written note on the child's return.

If you need to take your child from school for any reason we ask you to collect your child from the office. No child will be allowed to leave unaccompanied during the school day.

Holiday forms are available for parents who need to take their holiday during term-time. Only 10 school days can be authorised for holidays. Time over and above this is allowed but we must mark this as an unauthorised absence. Please try to keep these holidays to a minimum.

Absence 2009/2010

No of pupils of compulsory school age on roll for at least one session	240
Percentage of half day sessions missed through authorised absence	3.1%
Percentage of half day sessions missed through unauthorised absence	0.2%

Standard Assessment Tasks

These tables show the percentage of Y6 children achieving level 4 or above nationally in 2010.

National Test Results % At Level 4 or Above

English	81
Maths	80
L4 in English & Maths	74

School Results 2010

Total No Pupils 58

	<u>% At Level 4 or above</u>	<u>% At Level 5</u>	<u>% At Level 4</u>	<u>% At Level 3 or below</u>
English	97	79	18	3
Maths	93	53	40	7
Level 4 in English & Maths	93			

Teacher Assessment %

English	90	38	52	10
Maths	91	52	39	9
Science	84	31	53	16

Figures may not total 100 per cent due to rounding.

You can see our school results are much higher than the national results.

Other Curriculum Information

By law schools must make certain information available for viewing by parents or members of the public. All the documents below are available for viewing in the school:

- Any statutory instruments and circulars sent to school by the DfES
- Any published OfSTED reports on the school
- Any schemes of work and syllabuses in use
- The school's policies

Uniform

The school uniform is as follows:

Sweatshirt	Royal or Jade (choice)
Polo Shirt	Royal, Jade or White
Trousers/Skirt	Grey/Black
Black School Shoes	No trainers

Sweatshirts are available via the school office.

PE Kit

White T-shirt
Black or Navy Shorts

Jewellery

As from January 2003 Gateshead has adopted a jewellery free policy for PE and games. The school supports this policy on the grounds of Health & Safety. Children will not be allowed to participate in any PE or games session if they are wearing any item of jewellery. Please note staff cannot be responsible for removing or 'caring for' items of jewellery or watches.

Parents As Partners

We welcome parents into school at all times. Many parents help in classrooms, or accompany staff/children on educational visits.

Parents are also seen as being partners in their child's learning. Curriculum evenings are regularly held to inform parents of how and what their children are learning. Three open evenings are also held during the year. A written report to parents is given during the summer term.

Social and fundraising events are regularly held and parents are warmly welcomed to come along and help with these.

Gateshead Council Community and Voluntary Controlled Primary Schools Admission Policy 2012/13

We allocate places at our Community Primary Infant and Junior Schools using our policy below and co-ordinate admissions to our schools using our co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August in the following year). However In many schools the first year will include an induction period, (a period for your child to get used to school life). This period may last from September until no later than the end of the October half term holiday. Parents who wish to defer their child's entry beyond this period must make this request in writing at the time of application for admission to school. Deferred entry must not extend beyond the beginning of the term after the child's 5th birthday, or beyond the academic year for which the application was accepted. Deferred entry will be considered by us the local authority (LA) in consultation with the Head Teacher and governors of the school.
- We will accept pupils up to the school's agreed Planned Admission Number for the year group unless we feel there are lawful grounds not to do so.

Oversubscription Criteria

We will consider applications from parents who have named the school as any ranked preference on their application form this is called the Equal preference system. If there are more applications for the number of places available at the school we will then allocate places by using the following order of priority:

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989).
2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
3. Other children who live in the school's catchment area.
4. Other children who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
5. Other children who have exceptional medical or social grounds see point 1 below
6. All other children.

Point 1-We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be assessed by the LA Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Whickham Parochial Church of England Controlled Primary School

This school has the same oversubscription criteria as priorities 1 to 6 above except that criteria 3 and 4 above are reversed. Priority 1, 2, 5 and 6 remain in the same order however for this particular school their oversubscription criteria places priority 4 children above those children in priority 3.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Childrens Act, for the child.

Tie breaker

If, within any of the above criteria, there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a geographical information system (GIS).

Waiting list

If places become available we will consider all relevant applications based on a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. However children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Important Dates

The closing date for the return of applications is Sunday **15 January 2012**.

From 10 September 2011 you can apply for a place in a reception or Junior class for admission in September 2012 by applying on-line at www.gateshead.gov.uk you must submit your application by no later than Sunday **15 January 2012**. Alternatively Parents requiring a paper application form must ensure that they request it in sufficient time for them to complete and return it by no later than Sunday **15 January 2012** to The School Admissions Team Gateshead Civic Centre, Regent Street, Gateshead, NE8 1HH.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Primary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk . Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary school" booklet for 2012 available at www.gateshead.gov.uk The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at Civic Centre, Regent Street Gateshead NE8 1HH and on the website above.

Charging Policy (Education Act 1996)

- 1 No charge is made for materials, books or equipment.
- 2 As part of your child's education it is the policy of the school to arrange, from time to time, visits during the school day, to places away from the school premises. When visits require transport and/or admission charges the parent will be invited to contribute to the overall costs.

Complaints

The Headteacher and Class Teacher are always willing at anytime to discuss concerns which Parents or Guardians may have about their child's education in order to avoid anxiety for both the child and the parent. In the majority of cases parental concerns are satisfied in this way.

If, however, the discussion with the Headteacher fails to satisfy the Parents or Guardians they are entitled to refer the concern to the Governing Body of the school as a 'formal' complaint. The Parents or Guardians inform the Headteacher who will provide them with the name and address of the clerk to the Governing Body of the school or the Deputy Director.

The complaint must now be put in writing stating:

- 1 The nature of the complaint
- 2 The name of the pupil involved
- 3 The school, class or group to which the pupil belongs

A summary of the Gateshead LEA's Complaints Procedure, which the school follows, is available from the Headteacher.