



Small enough for individual attention



A friendly and nurturing environment



A small school with a big heart!



Oakhyrst Grange
School

Parents Handbook

2009/10



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Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Aims and Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are opposite sides of the same coin.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



Ethos

Oakhyrst Grange is a small, family-orientated community where boys and girls all benefit from learning and playing together in a caring and safe environment. Our small classes mean that each and every child is cared for and encouraged, both academically and pastorally.

We believe each child has the ability to thrive and develop their own talents in a range of different activities, be they sporting, dramatic, artistic or musical. All of our pupils are encouraged to 'have a go' and regularly demonstrate their talents, both within the school and the wider community.

We value and nurture a real sense of community at Oakhyrst, which is often remarked upon by visitors, parents and pupils (past and present). Learning to live, work and play with others provides all of our pupils with a head start in further education and life in general.

We place great store on personal development and growth and also preparing children for the modern world. At Oakhyrst, we believe that we prepare each and every child to meet not only the academic challenges that they can expect to face but also to find their own place in a constantly changing society.

At Oakhyrst Grange we believe that the early years of each child are special and we hope that you and your children will appreciate and love our school as much as we do!



1 The School's Structure

The School is run as a non-profit making Charitable Trust.

The **Board of Management** is responsible for all aspects of the school. It delegates the day to day running of the School to the **Headmaster** who appoints the teaching staff and is in overall charge of policy, safety, discipline, curriculum, publicity and recruitment. The Headmaster in turn delegates several responsibilities.

The Deputy Head acts as the Head in the latter's absence.

The **Lower School Co-ordinator** is responsible for the co-ordination of the lower form classes in the school up to Year 1. The Co-ordinator is also responsible for the day-to-day running of the Foundation Years department.

The **Subject Co-ordinators** are responsible for the development of specific areas of the curriculum throughout the various age ranges.

The **Class Teachers** are responsible for the day-to-day organisation of their class, for teaching specific subjects to the children and for their pastoral care. They are also responsible for communication, as appropriate, with the parents of the pupils within their class.

1.1 The Board of Management

Trustees & Governors	Mr Paul Winterflood
	Mr Ian Brookes
	Mr Paul Collis
Chairman	Mrs Brenda Davis
Governors	Mr David Davis
	Mrs Keren English
	Miss Louise Rose



2 List of Staff for 2009/10

Headmaster	Mr Alex Gear (Child Protection Liaison Officer)
Deputy Headmaster	Mr James Vincent (History & ICT Co-ordinator)
Lower School Co-ordinator	Mrs Val Munnery
Teaching Staff	
Year 6 Teacher	Mr James Vincent
Year 5 Teacher	Mrs Katy Kemp (SENCO & English Co-ordinator)
Year 4 Teacher	Mrs Lucy Edwards (Mathematics Co-ordinator)
Year 3 Teacher	Mrs Jenny Wilson (Art & Geography Co-ordinator)
Year 2 Teacher	Mr Michael McInnerney (Science & ICT Co-ordinator)
Year 1 Teacher	Mrs Lynnette Powell (Child Protection Liaison Officer & RS Co-ordinator)
Kindergarten Teacher	Mrs Val Munnery
Lower Kindergarten Teacher	Mrs Kate Brown
Games & PHSE Teacher	Mrs Paul Sibley
Swimming Teacher	Mrs Lesley Clark
Head of Music	Mr Dominic Carter
Assistants	
Kindergarten	Mrs Angela Watts
Lower Kindergarten	Mrs Lesley Keith
Swimming	Mrs Michelle Evans
Lunchtime Playground	Mrs Dawn Fox
Catering Department	
Catering Manager	Mr Michael Duxbury
Catering Assistants	Mrs Nicola Little Mrs Susie McDougall
Caretaker	Mr. Marek Buchala
Office Staff	
Secretary	Mrs A. Agathoeli
Secretarial Assisant	Mrs S. Armstrong
School Accounts	Mrs L. Coppin



Peripatetic Teachers

French	Mrs Isabelle Holmwood
Music (Clarinet)	Mrs Sally Dallosso
Music (Brass/Guitar)	Mr Jason Gardner
Music (Piano & Violin)	Mrs Judy Gosling
Music (Piano & Singing)	Mr Dominic Carter
Music (Cello)	Mrs M Byers
Judo	Mr Michael Burkett
Music & Movement	Miss Virginia Parkinson

1.1 Parents and Friends of Oakhyrst Grange (PFOG)

The main aim of PFOG is to foster and support the interests of the school as a whole. PFOG do this by encouraging contact and co-operation between past and present parents, staff and pupils. This is achieved through a series of social events and fundraisers that are held throughout the year. The events are a lot of fun for both children and adults and everyone is encouraged to get involved.

Please refer to the School's website for a full listing of PFOG committee members.

1.1.1 PFOG School Shop

PFOG operate a small shop that sells a variety of small uniform items, including sports bags, coats and sweatshirts. The shop is open on Wednesday mornings and Friday afternoons. However, parents requiring items of uniform at other times can contact Mrs Ruiz and Mrs Watmore via the office.

1.2 Class Mums

Class Mums co-ordinate activities for the benefit of their Class and act as a link between the Class Teacher, PFOG and the parents in that Class. Volunteers are sought on an annual basis.

Please refer to the School's website for a full listing of current Class Mums.

3 Admissions & Entrance Procedures

3.1 Initial Enquiry

Parents making an enquiry about the School will be sent an information pack, which will include a Prospectus and a Registration Form. Parents are invited to attend one of our Open Mornings where they will have the opportunity to talk to members of staff and pupils, or make a private appointment to see the Headmaster.

3.2 Registration

To register your child(ren) please complete and return the Registration Form with your registration fee of £20.00 per child. Unless you are applying for immediate entry, your child's(ren) application will be held on the registrations list. Nearer the time we will ask you to confirm that you plan to accept the place, at which point you will be asked to pay a deposit of £480.00.



3.3 Registration Fee

This is a non-refundable fee of £480.00, which is payable when you submit your Application Form. Please enclose a cheque with your Application Form and make it payable to Oakhyrst Grange School.

3.4 Deposits

A deposit of £480.00 per child is payable once you accept a place at the school. Your deposit will be returned to you by way of a reduction of your child's final term's fees.

3.5 Admissions Policy

3.5.1 Reception (Kindergarten)

Places are allocated on a 'first come, first served' basis. We operate a registrations' list for several years ahead and once your child is registered (by completing an application form and paying a registration fee) you will be added to the list and given priority over later applicants. As our class sizes are kept small (no more than 20), we recommend that you register as early as possible.

We do have a Pre-Reception class (Lower Kindergarten) where children can attend on selected mornings as well as selected afternoons. Pupils must be 4 years old in the term that they join the school. For further information please contact the office.

3.5.2 Years 1-6

Entry into these classes is based on availability of places. We do not operate a system of entrance exams, but upon receipt of your application your child will be invited to spend a 'taster day' with their class so that they can get 'a feel' for their fellow pupils and the school.

3.6 School Fees

Fees are listed on a termly basis and do not cover such items as uniform, Early Birds Club & After School Care, music and drama lessons and certain after school activities. Fees can be paid in cash or by cheque.

Fees per term with effect from 1st September 2009:

Lower Kindergarten (Age 4)

8.50 – 12.15 (Monday to Friday)*	£1018.00	(5 mornings)
	£ 170.00	(per extra afternoon)
	£1777.00	(Full Time)

* (Children in Kindergarten will be required to do a minimum of 3 mornings and will be charged on a pro rata basis).

Kindergarten

8.50 – 3.20 (Monday to Friday) £1861.00

Year 1 £2022.00

Year 2 and above £2252.00



The School Bursar has details of:

- Discounts that are available for advance payment and multiple children.
- Personal accident insurance
- A School Fees Protection Scheme
- Direct Debit arrangements

3.6.1 Alteration to Fees

Fees are reviewed annually and adjustments are normally made at the beginning of the Autumn Term. The school undertakes to give parents as much notice as possible of any increases in fees.

3.7 Notice of Withdrawal

A full term's notice, in writing, is required if you wish to withdraw your child(ren) from Oakhyrst Grange without penalty. If less than a term's notice is given, a full term's fees in lieu of notice will become payable.

3.8 Visits

Parents and prospective pupils are welcome to visit the school at any time during the term. Please call or e-mail the Headmaster's Secretary (secretary@oakhyrstgrangeschool.co.uk) to arrange an appointment to meet Mr Gear, the Headmaster. You will have an opportunity to tour the school and meet the teachers and pupils.

3 The Curriculum

At Oakhyrst Grange we believe in marrying traditional teaching values with key areas of innovation. We believe that our broad based curriculum is designed to educate and stimulate young minds. Children are encouraged to reach or surpass their potential by nurturing their individual strengths in not only their academic endeavours but also their sporting, musical, dramatic and artistic activities. It is our aim that each and every child will move on to their senior school as well prepared, balanced and confident individuals.

Oakhyrst Grange does not take the SATS but our curriculum pays due attention to the National Curriculum. Each child from Year 1 is tested on a termly basis in each of the main academic subjects. We believe that this method gives the teacher and the parent a more accurate representation of how the child is doing. It also enables the Class Teacher to address any issues that may arise.

4.1 Lower School Years (Lower Kindergarten, Kindergarten & Year 1)

In Lower Kindergarten, children are gently and actively introduced to school life through structured play and interaction within small group situations.

Learning is based on a range of activities, such as drawing, painting, sand, water, cutting and sticking and role-play, with reading and writing skills being introduced as each child is ready. During their time in Lower Kindergarten, the children are introduced to a range of different activities, which including weekly swimming and Music and Movement lessons as well as a visit to the junior library. In addition, each child is also receives weekly PHSE lessons when they enter Kindergarten.

Every pupil embarks on a reading scheme and individual daily attention is given to this. Reading skills are also enhanced by phonetic interpretation of the alphabet. Computer technology is actively used in the classrooms as a means of supporting and enhancing the curriculum.



Kindergarten sees the culmination of our Early Years schooling. With the confidence and sense of independence already gained at the school, both the year group and individuals quickly progress and are ready to progress to the Middle School.

1.2 Middle School Years (Years 2 and 3)

While the Class teacher continues to play an integral role in the pupils education as well as personal development, it is this part of the School that sees the gradual introduction of different specialist teachers in different subject areas.

In Year 2 formal homework is introduced, with the children receiving 20 minutes of homework per day (please note that this is may not always be the case). It is also during this Year that the recorder is introduced as part of their musical syllabus. ICT is also taught as part of the curriculum and the Class makes use of the school's dedicated IT suite.

In Year 3, French as the second language and Project Work are also introduced. It is during this Year that competitive inter-school sporting fixtures are introduced.

1.3 Upper School Years (Years 4, 5 and 6)

On entering the Upper School in Year 4, there is an increase in the impetus towards increasing the levels of commitment and achievement expected of the children. The syllabus is designed to guide and prepare the children fully for entrance examinations, scholarships and awards to senior schools at the end of Year 6.

Pupils are gradually rewarded and given more responsibility, culminating in members of Year 6 becoming Monitors and Prefects.

Members of Year 6 also play a greater role within the local community and also take part in local Police schemes and initiatives as part of their project work as well as introducing a variety of PSHE topics.

SUBJECT	CLASSES							
	6	5	4	3	2	1	KG	LKG
ENGLISH	✓	✓	✓	✓	✓	✓	✓	✓
MATHEMATICS	✓	✓	✓	✓	✓	✓	✓	✓
SCIENCE	✓	✓	✓	✓	✓	✓	✓	✓
GEOGRAPHY	✓	✓	✓	✓	✓	✓	✓	✓
HISTORY	✓	✓	✓	✓	✓	✓	✓	✓
ART	✓	✓	✓	✓	✓	✓	✓	✓
CDT		✓	✓	✓	✓	✓	✓	✓
ICT	✓	✓	✓	✓	✓	✓	✓	✓
MUSIC	✓	✓	✓	✓	✓	✓	✓	✓
DRAMA	✓	✓	✓	✓	✓	✓	✓	✓
SWIMMING	✓	✓	✓	✓	✓	✓	✓	✓
RE	✓	✓	✓	✓	✓	✓	✓	✓
PE	✓	✓	✓	✓	✓	✓	✓	✓
GAMES	✓	✓	✓	✓	✓	✓	✓	✓
FRENCH	✓	✓	✓	✓	✓	✓	✓	✓
V & NV REASONING	✓	✓	✓					
PHSE	✓	✓	✓	✓	✓	✓	✓	



5 Homework

Lower Kindergarten, Kindergarten and Year 1

Homework in these forms is based on the learning of words and/or reading books. Your child is gently introduced to reading with the introduction of a small number of 'boxed' words. As parents, you are encouraged to practise these words with your child each evening. During the course of this year, and when your child is ready they will be moved on our structured reading course and your child will bring their book home each evening.

Year 2

Children receive 20 minutes of homework per night during the week and 30 minutes at the weekend.

Year 3

Children receive 30 minutes of homework per night during the Autumn Term and music practice or reading (where appropriate).

Year 4

Children receive 40 minutes homework per night plus music practice, where appropriate.

Year 5

Children receive 50 minutes homework per night plus music practice, where appropriate.

Year 6

Children receive 60 minutes homework per night plus music practice, where appropriate.

Home Work Diary

The Homework Diary acts as a point of communication between the teacher and the parent. It is important the parent checks and regularly signs the Diary on a daily basis. The parent can also add any comments that they want the teacher to read and address.

6 School Timetable

Parents are asked to note that the School is not open to pupils before 8.30 am. We cannot take responsibility for children before that time unless they are attending a specific activity under staff supervision.

The school day is divided up into six periods (two before morning break, two between morning break and lunchtime and two in the afternoon). Lessons may be time-tabled as single or double periods.

Clubs and activities take place at lunchtime and after school.

Bells sound before assembly, at the start and end of break times, at the start of lunch and at the end of the normal school working day.



Doors open	8.25 am
Registration	8.40 am (This is a legal requirement. Please try to ensure that your child is in their classroom by this time).
Bell for Assembly	8.45 am
Assembly	8.45 am
Lesson 1	9.05 am
Lesson 2	9.50 am
Break	10.35 am (takes place in the classroom if it is wet)
Lesson 3	10.55 am
Lesson 4	11.40 am
Lunch & Activities	12.25 pm (followed by break and activities at 1.00 pm)
Lesson 5	2.00 pm
Lesson 6	2.45 pm
Lower School day finishes	3.20 pm (in the event of wet weather children in Year 1 and below will come out the back door and Year 2 will come out the front door)
School Day finishes for Form III and above	3.30 pm (in the event of wet weather all children in the senior part of the school will exit via the front door)

After school clubs and activities start at 3.30pm. Notices and information are sent out in advance, either in the pupils' book bags or posted on the website.

We offer a full range of activities and clubs throughout the year. You will receive a letter at the beginning of each Term detailing which activities and clubs are being run and asking you which activities your child would like to part in. Full details are also available on our website.

7 Parents Meetings and Reports

At Oakhyrst we actively seek the participation of parents in their child's education. We believe that, by liaising closely with parents, we can maximize your child's progress. At the beginning of each Autumn term, parents are given the opportunity to meet their child's Class Teacher. Parents' evening is held once a year, usually at the beginning of the Spring Term. Informal meetings can be arranged with the Class Teacher at any time during the year.

Reports are issued at the end of each term, with full subject reports being issued at the end of the Autumn and Summer Terms. At the end of the Easter Term, your child's is issued with a short report, consisting of your child's examinations results for the Easter Term and their general comments.



8 Assemblies

Assemblies form an important part of the spiritual, moral, social and cultural education that Oakhyrst Grange provides. They play an important role in reinforcing the standards and ethos of the School.

9 Charities

Charity fundraising forms an important part of the pupils' social and moral development. We endeavour to convey to all of our pupils, regardless of age, that there are people that are less fortunate and issues that warrant their concern and to feel an obligation to do what they can to help.

Charitable fundraising consists largely of organised events and activities during the course of the year.

10 Sports, Music, Art & Drama

Sport, Music, Art and Drama are important aspects of life at Oakhyrst Grange School.

10.1 Sport

The main team sports are football, netball, cricket and rounders. The older children (Years 5 and 6) also play rugby, hockey and lacrosse. All children, from Lower Kindergarten upwards, receive weekly swimming lessons in our onsite indoor swimming pool and the School regularly participates in District and National competitions. The boys and girls also have opportunities to learn how to play tennis and take part in athletics competitions during the Summer Term. There is also a strong tradition of cross-country running at Oakhyrst and all children from Year 1 upwards run as part of their Games lesson throughout the Autumn and Spring Terms.

The children also take part in a number on inter-house competitions during the course of year, the highlight being the Sports Day during the Summer Term.

There are fixtures for both boys and girls for all the major sports. Matches are played on a regular basis from Year 3 upwards and wherever possible will be time tabled to coincide with afternoon Games lessons. There will be, however, some Saturday fixtures.

The team captain is responsible for checking the availability of their team members and for informing the relevant member of staff of any unavailable pupils. Team sheets, which will provide you with information about the location, start and finish times of matches, will appear during the week prior to the fixture and will be displayed on the PFOG notice board by the back door and will also appear on the school's website. Fixture Lists will be published at the start of each term and any amendments will be conveyed to parents by letter as well as on the school's website.



10.2 Music

Music and the arts form an integral part of life within the school and are crucial to the all round development of each pupil.

Musically, the children enjoy a range of opportunities on a daily, weekly and termly basis. We are proud of our musical tradition at Oakhyrst and the standard and scope of the music played by many of our pupils. Many of the children play at least one musical instrument and pass The Royal Associated Board of Music and Guild Hall examinations to a high level by the time they leave Oakhyrst.

The above is in addition to the two music lessons that form part of the weekly curriculum for all pupils. Our senior choir (Year 3 upwards) and Ensembles regularly perform, both at end of term concerts and music festivals.

10.2.1 Peripatetic Music Lessons

The Head of Music is responsible for co-ordinating all peripatetic music activity within the school and is responsible for all timetabling issues. All communication with regard to peripatetic music lessons should, in the first instance, be channelled through him. All peripatetic music lessons constitute a private arrangement between the parent and teacher and all payment is by private invoice. The Headmaster advises that two peripatetic lessons per week should be considered a satisfactory norm, however, should a parent wish for their child to have any additional lessons, they should speak with the Head of Music and the child's class teacher. This includes Drama.

It is the School's aim to encourage music making and engagement in the arts as a whole. However, it is important to achieve a balance between curriculum work and co-curricular activities. If you have any questions please speak to the Headmaster.

10.3 Drama

Our productions are spectacular and thoroughly entertaining. Children from the age of four upwards perform in one or two assemblies throughout the year to which parents, relatives and friends are most warmly welcome. In addition, at Christmas our senior pupils (Class 2 and upwards) sing a Carol Service in a local church, whilst Year 1 and below perform our Nativity Play. At the end of the Easter term our senior pupils (Years 5 and 6) perform an Easter Assembly and the school year culminates in two productions, one for the lower school (Lower Kindergarten to Year 2) and one for the upper school (Year 3 to 6).

10.4 Art

Children are encouraged in a wide variety of artistic activities. From their arrival in Lower Kindergarten, children participate in a wide range of art media from still life drawing to puppet making.

From Year 1 the curriculum includes a timetabled art lesson in our dedicated art room. As the children progress up the school they are encouraged to develop their observational skills, working in both two and three dimensions and experiment with a wide of media including ceramics, rag work and glass painting.

We also run an Art club after school for children in Years 4 and 5.



11 Wrap Around Care

Oakhurst offers an early morning ‘drop off’ service that runs between 8.00 am and 8.25 am when the doors officially open. The children are supervised by a member of staff and have the opportunity to play before the school day begins. There is a small charge of £2.00 per morning.

The After School Care we provide is for children in Kindergarten to Year 6 between 3.30pm and 5.00pm. Each session comprises supervised homework sessions in one of our classrooms. After the children have finished their homework they are free to take part in supervised play, either in an adjoining classroom or outside if the weather allows.

After School Care runs from Monday to Thursday and is charged at £4.00 per session, which should be paid in advance or, for occasional bookings, on the day.

12 Absence, Illness and Accidents

12.1 Attendance and Leave of Absence

By law children should be in School during term time. Leave of absence for holidays during term time is at the Headmaster’s discretion and permission to remove your child from school for any reason other than illness should be sought in advance in writing. Parents will appreciate that a great deal of careful planning goes into lessons and it can be very disruptive to these plans, and to the children’s education, if they are absent during term time.

12.2 Lateness

In the event that a parent is late bringing their child to School they should report to school office before joining their Form.

12.3 Illness

In the event that a child is ill, please contact the school office by 8.40am in the morning, stating the reason why they are absent.

Please note that Government guidelines provide that in the event of a child being absent from school through either sickness or diarrhoea, the child must be kept away from school for 48 hours after the child’s last bout of either ailment. In addition, if the child is absent because of diarrhoea they cannot swim for a period of 2 weeks after returning to school.

In the event that the child’s absence is due to a medical appointment, please let the School know in advance (Please note that, wherever possible, medical appointments should be made outside of main school hours to avoid disruption). On leaving and returning from an appointment all parents must sign their children out and in at the school office.

12.4 Medication

If a child requires medication, including antibiotics, it is recommended that they stay at home for at least 24 hours to enable the medication to take effect. On their return to school, the child’s medication should be handed to their Class Teacher with written authorisation permitting them to administer the medicine.



12.5 Asthma

All children who suffer from asthma **MUST** carry an inhaler in a small waterproof bag at all times. Failure to do so will mean that the child will not be able to participate in any form of sport, including swimming.

12.6 Allergies

Parents are asked to inform the school office, in writing, of any allergies. The office will then inform the appropriate members of staff, including the Catering Supervisor.

12.7 Accidents

If the child is involved in an accident while at School, we shall (if there is cause for concern) telephone the parent to inform them and discuss the best course of action. A record is kept of all incidents requiring attention and can be inspected on request.

12.8 'Off Games'

If, for any reason, the child cannot do PE or Games a letter to that effect must be handed to the office at the beginning of the school day. If the child is 'off games' for more than a week, the parent must provide a doctor's letter confirming the reason.

12.9 Appointments

Under no circumstances should parents remove their child from School unless prior notice has been given to the school office for hospital appointments and dental appointments, etc. The school must know the whereabouts of the boys and girls at all times in case of emergency.

12.10 End of School Collection

In the interest of security, parents must inform the Class Teacher or the office in the morning of any known changes to the normal collection arrangement. If the parents' arrangements change during the day, they must inform the office, who will inform the teacher.

13 School Meals

The fees include the normal school lunch. Pupils are not allowed to bring packed lunches to school unless there is a medical reason for doing so, and then after the written permission of the Headmaster has been obtained.

If the child has a specific allergy or food intolerance, please inform the school in writing as soon as possible.

School menus are available to parents a week in advance on the school's website.



14 School Policies

School policy statements are available in the School Policies section of the website. Hard copies can still be obtained from the school office.

15 Complaints

If a parent has any concerns at all, we ask that they raise it informally, and at the earliest opportunity, with the appropriate member of staff. All concerns will be dealt with immediately and feedback will be given as soon as possible. Most issues can be resolved in this manner and the Headmaster encourages such communication between parents and the school.

However, if the parent remains dissatisfied or they feel that their grievance is serious they may make a formal written complaint to the Headmaster.

16 Advice and Support

Members of staff are always available, either informally or by appointment. They are available to offer support and advice on any matter pertaining to the child's welfare. However, parents are reminded that they **MUST NOT** come into any of classroom areas during normal school times unless they have made a prior appointment. Parents are also reminded that they must report to the school office and sign the Visitors Book.

17 Parking

The School does not have a car park that allows parents to drop off and pick up their children at either end of the school day. Parking is along Stanstead Road and the School requests that all parents respect both the Highway Code and the local residents.

Parents may, however, come onto the school grounds to pick up children from after school activities.

18 General Notes

Parents are asked to observe the following:

- 3.1 Parents must note that the School is not open to pupils until 8.25 am. We cannot take responsibility for children before that time unless they are attending a specific activity under staff supervision.
- 3.2 Please supervise young children carefully on the School premises as cars do come onto the site at the beginning and end of the school day.
- 3.3 Do not allow children to bring toys or items of value to School without the prior approval of the Class Teacher.
- 3.4 Do not allow your child to bring unauthorised food, drinks or sweets to school unless requested to as part of a packed lunch for a school outing or event.
- 3.5 Do not allow your child to bring spray-on deodorants to school as they can be dangerous – a roll-on or stick deodorant is preferred.
- 3.6 In the interests of Health & Safety we ask that dogs are not brought into the School during term time.



19 School Uniform

All pupils are expected to take a pride in their personal appearance. All clothing and personal belongings need to be clearly named and should be well maintained and suitable for their purpose.

Hairstyles should be neat and sensible. Boys' hair should be no shorter than a number 3 and no longer than the collar of the shirt. Girls' hair, where long enough to do so, should be tied back at all times. The use of gel or wax is strictly forbidden as is the use of hair colourants.

Jewellery of any kind is strictly forbidden for boys and girls, with the exception of a watch, which must be clearly named. Nail varnish is also not acceptable.

20 Term Dates

Autumn Term 2009

Thursday 3rd September - Friday 11th December
(Half-Term - Monday 19th October - Friday 30th October)

Spring Term 2010

Wednesday 6th January - Friday 26th March
(Half-Term - Monday 15th February - Friday 19th February)

Summer Term 2010

Wednesday 21st April - Friday 28th May 2010
(Half-Term - Monday 31st May - Friday 4th June)
Monday 7th June - Friday 9th July



Message from the Head

The purpose of this Handbook was to answer as many of your questions as possible. I hope that you have found the information helpful. Please feel free to contact me if you would like to discuss any of the details or indeed have any suggestions for additional information.

Mr Alex Gear



School Contact Details

If you would like any further information, a copy of our prospectus, arrange a visit, please contact:

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