



Oakhyrst Grange School

PARENTS' HANDBOOK (EYFS – YEAR 6) 2026-2027



Oakhurst Grange School

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Oakhyrst Grange School

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.

STATEMENT OF AIMS & 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 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 equally balanced.
- 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



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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!

Safeguarding Statement

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhyrstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: DSL@oakhyrstgrangeschool.co.uk

GENERAL STATEMENT OF INTENT FOR HEALTH AND SAFETY POLICY

The school recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a



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minimum

- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors staff and pupils will play their part in its implementation.

P. Clark

Mrs P Clark

Chair of Governors on behalf of the full Board

G. Mitchell

Mrs G Mitchell

Headteacher

Date: August 2026



Oakhyrst Grange School

THE SCHOOL'S STRUCTURE

The School is run as a non-profit making Charitable Incorporated Organisation (CIO).

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

The **Senior Leadership Team (SLT)** comprises:

The Headteacher, the Bursar, the Deputy Head who is the Senior Teacher responsible for Curriculum and the Head of Early Years and Designated Safeguard Lead.

The **Deputy Head** acts for the Headteacher in the latter's absence and is the **Senior Teacher** who has **Curriculum Co-ordinator** responsibility.

The school has a member of staff designated as the **Online Safety Officer and Data Protection Officer**. We also have an **Attendance Champion**. There are clearly defined roles for the school's **Designated Safeguarding Team**. The SLT all form a part of this team led by the Headteacher.

The **Head of Early Years** is responsible for the day-to-day running of the Early Years Foundation Stage 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 their pastoral care. They are also responsible for communication, as appropriate, with parents of the pupils within their class. Where there is a **Teaching Assistant** assigned to a particular class the Class Teacher has a line management responsibility for that member of staff.



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STAFF LIST (2026/27)

Chair of Governors (Local Governing Board)		
Trustee and Governor	Mrs Pauline Clark	Safeguarding Governor
	Mrs Heidi Armstrong	Education and Welfare
Governance Professional Clerk		
	Ms Brooke Simpson	
Senior Leadership Team		
Headteacher	Mrs Gemma Mitchell	DDSL, DPO
Deputy Head	Mrs Faye Dance	Year 4 Teacher, SLT, DDSL,
Head of Curriculum		
Head of Early Years/DSL	Mrs Roxann Dowling	Pre Reception Teacher, SLT, DSL,
Head of EYFS		
Bursar		
	Philip Walker	
SENDCo		
PSHE/RSE/ Pupil Wellbeing	Mrs Lana Sumners	Year 5 Teacher, SENDCo,
Teaching Staff		
	Miss Hayley Plant	Year 6, English
	Miss Yasmine Allybacus	Year 3
	Miss Jennifer Cockbain	Year 1, History, RE, Mentors
	Mrs Mckiernan	Year 2, More Able and Talented
	Miss Amy Wright	Reception, Geography,
Charities, ESR		
	Mrs Debbie Price	Head of Music
	Mr David Smith	Head of Sport, Head of Clubs,
Year 6		
	Miss Georgie Lomax	Games Teacher, Year 2
	Mrs Ros Flanders	Head of Art
	Mrs Cecile Ellis	Modern Foreign Languages
	Mrs Sarah Kennedy	Lead Swimming
	Mrs Clare Steedman	Forest Schools Leader
Teaching Assistants		
Officer, DPO	Mrs Margarita Gorman	IT Technical Coordinator, Online Safety
	Mrs Lorna Rocha	Teaching Assistant
	Mrs Annelie Hobbs	Teaching Assistant
	Mrs Katie Stevens	Teaching Assistant and SEND
		Support Assistant
	Miss Sarah Lancaster	Teaching Assistant
	Mrs Zoe Richardson	Teaching Assistant
	Mrs Dotty Harris	Swimming Assistant



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Miss Leticia Stock
Miss Megan Richardson

Lunchtime Playground
After School Club/Office

Peripatetic
Music Staff

Cornet and Trumpet	Mrs Emma Roberts	Tenor Horn, French Horn,
	Mrs Judy Baker	Flute/Fife
	Mrs Tamsin Bird	Clarinet/Saxophone
	Miss Judy Bucknall	Piano/Violin/Viola
	Mrs Kirsty Budgen	Cello
	Mr Giles Holland	Guitar
	Mrs Debbie Price	Piano/Singing
	Miss Rosie Flower	LAMDA

Peripatetic Sport Staff

Athletics	Mrs Diane Norman
Ballet	Miss Eleanor Coley
Modern Dance and Gymnastics	Miss Georgie Lomax
Playball	Miss Monique Connor
Professional Football	Mr Alastair Martin
Rugbytots	Mrs Sarah Young
Taekwondo	Mr Shayan Zadeh

Finance Officer	Mrs Rebecca Parker
Head's PA, Marketing and Admissions	Mrs Danielle Myers
School Secretary, First Aid Lead	Ms Susan Jefferson
Chef/Catering Supervisor	Mr Steve Liu
Assistant Chef	Mrs Joanne Hill
Catering Porter	Miss Bonita West
Premises Manager	Mr Marek Buchala



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ADMISSIONS AND ENTRANCE PROCEDURES

Initial Enquiry

Parents making an enquiry about the School will be offered the opportunity of a private visit and will be advised of the school's website to obtain information about the school. Parents are also 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 Headteacher.

Registration

To register your child(ren) a Registration Form should be completed and returned with the registration fee of £180.00 inc. VAT 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 £500.00 and sign a binding Acceptance Form.

Registration Fee

This is a non-refundable fee of £180.00, which is payable when you submit your Application Form. Bank transfer details are supplied on the reverse of the Registration Form or by contacting the Bursar.

Deposits

A deposit of £500.00 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 once they move on to Senior School in Year 6.

ADMISSIONS POLICY

Pre-Reception/Reception

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 a registration 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, we recommend that you register as early as possible.

Our main intake is our Pre-Reception class where children attend five mornings as well as selected afternoons. The first week of the academic year in Pre-Reception is mornings only. Pupils must turn 4 years old in the academic year that they join the school. To add afternoon sessions to their school day, children need to stay awake and alert and have a good understanding of the behaviour expectations. For further information, please contact the office.

Years Reception - 6



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Entry into these classes is based on availability of places. We do not operate a system of entrance exams, although your child will be given some simple assessment tests in order to help assess their current levels of performance when they are invited to spend a 'taster day' with their class.

SCHOOL FEES

Fees are listed on a termly basis and can be settled electronically by BACs. Clubs and Activities are booked via Wisepay and separated accordingly on your invoice. There is a 5% sibling discount on fees. The school applies on the parent's behalf for the 15 hours a week term time Nursery Education Grant funding up to and including the term of the child's 5th birthday. For information lunches are included in school fees.

Fees per term with effect from 1st September 2025

Applicable Taxes: All of the fees and supplemental charges are exclusive of any taxes which will be added where applicable below:

FEES PER TERM FOR ACADEMIC YEAR 2026/2027

Applicable taxes: All of the fees and supplemental charges are exclusive of any taxes which will be added where applicable below

		Net Fees	VAT	Total Fees	
Pre-Reception	5 mornings	2,139.16	Exempt	2,139.16	
	Each extra afternoon	320.87	Exempt	320.87	
	Full time	3,743.54	Exempt	3,743.54	
Reception	Full time	3,743.54	748.71	4,492.25	
<i>The Nursery Education Grant is available currently for 15 hours a week up to and including the term your child turns 5 years old</i>					
Year 1	Full time	3,997.56	799.51	4,797.07	
Year 2	Full time	3,997.56	799.51	4,797.07	
Year 3	Full time	4,337.11	867.42	5,204.53	
Year 4	Full time	4,337.11	867.42	5,204.53	
Year 5	Full time	4,530.94	906.19	5,437.11	
Year 6	Full time	4,530.94	906.19	5,437.11	
<i><u>Please note lunches are included as part of the fees</u></i>					
<u>Extras</u>					
Parents & Friends	Annual Subscription			10.00	



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Registration	180.00	
Acceptance Deposit	500.00	
<u>Extra-Curricular Clubs and Activities</u> Parents are invited to book clubs on Wisepay each term which will be included on your termly invoice.		
Milk will be supplied free of charge to pupils in PR through to Year 2		

Please see the Standard Terms and Conditions for all details on the admission and entry to the school.

We also offer a 5% sibling discount.

Pupil's Personal Accident Insurance is offered free of charge.

Alteration to Fees

Fees are reviewed annually and parents are notified of any increases for the following academic year in the Summer Term.

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.

VISITS

Parents and prospective pupils are welcome to visit the school at any time during the term. Please call or email the Headteacher's Personal Assistant (secretary@oakhyrstgrangeschool.co.uk) to arrange an appointment to meet Mrs Mitchell, the Headteacher. You will have an opportunity to tour the school and meet the teachers and pupils. We also host three Open Mornings during the Academic Year, one in each term, which prospective parents are welcome to attend.

THE CURRICULUM

At Oakhyrst Grange we believe in combining 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.



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Academic and pastoral assessment cycle:

<u>Year Group</u>	<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
Pre-Reception	Communication, Language and Literacy Numeracy	Communication, Language and Literacy Numeracy	Communication, Language and Literacy Numeracy
Reception	Communication, Language and Literacy Numeracy	Communication, Language and Literacy Numeracy	Communication, Language and Literacy Numeracy
Year 1	English Maths Cognitive Potential	English Maths	English Maths Science
Year 2	English Maths Cognitive Potential	English Maths	English Maths Science
Year 3	English Maths Cognitive Potential	English Maths	English Maths Science
Year 4	English Maths Cognitive Potential Multiplication Checks	English Maths Multiplication Checks	English Maths Science Multiplication Checks
Year 5	English Maths Cognitive Potential	English Maths	English Maths Science
Year 6	English Maths Cognitive Potential	English Maths	English Maths Science

A dyslexia screener tool is used for all year 3 pupils in the Autumn term. Any pupils who join in later in the year in year 3 or above will sit the screener at an appropriate time.

EYFS (Early Years Foundation Stage) **(Pre-Reception and Reception)**

Pre-Reception (PR) and Reception (R) deliver the Early Years Foundation Stage (EYFS) at Oakhyrst Grange School. Our setting provides an environment where each child is able to learn in different ways and at their own pace. We encourage children to be strong and independent through developing positive relationships. Children are introduced gently to school life. They engage in a range of activities across the seven areas of development. We pay particular importance to the prime areas: communication and language, physical development and personal, social and emotional development. These areas are



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supported by the equally important literacy, mathematics, understanding the world and expressive arts and design. Children are given opportunities to explore and investigate. They develop their own ideas and they are encouraged to enjoy their achievements and persevere when they are faced with challenges.

These objectives are achieved through structured, purposeful play and the gradual introduction of reading, writing and number work. Every child begins our Government accredited reading scheme and we read with them everyday. Reading skills are enhanced by Floppy's Phonics, shared reading and additional tailored activities including computer technology. We continually assess children's individual needs and record their progress to ensure every child is happy, safe and self-assured. Gradually the range of activities widens. They enjoy swimming, PE, art, forest school and music lessons with specialist teachers.

As they move into Reception they also enjoy an introduction to French with the Specialist Modern Foreign Language Teacher. They will also begin a slightly more structured timetable. They take part in House events which enables them to bond more closely with other children across the school.

On completing EYFS, Oakhurst children are well equipped and ready to begin Year 1.

How Parents and Carers can Access Information about EYFS

There is an EYFS section on the Government website that gives considerable information here [Development Matters - GOV.UK](https://www.gov.uk/development-matters). We employ an open door policy and parents have an opportunity to discuss issues informally at the end of the school day. In some circumstances matters might be discussed at the point of drop off in the morning.

Daily routines will be outlined when the parents meet the new teacher in the Summer Term prior to starting. An end of summer term general information is provided that includes links to consent forms for completion and this handbook.

Parents sharing the Children's Learning at Home

Weekly Seesaw posts will detail upcoming news and events. The staff will discuss with parents the individual child's development and ways in which to assist with learning at home. Our open door policy enables us to discuss freely and regularly with parents any matters that might arise. We use Tapestry to detail the children's learning. Parents will have access to this and can add their own special moments too.

How EYFS supports children with SEND



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The Teachers and TAs will use adaptive teaching methods to enable each child to access the curriculum appropriately. Equipment, tools and teaching resources will be considered in planning and delivering curriculum content. Close observation of each child's work and behaviour will be used to assess and ascertain their specific learning requirements.

Food and Drinks provided for children

Water is freely available in the EYFS setting and in other areas of the school. Milk is provided to children from EYFS to Year 2 at morning break. Parents are asked to provide a healthy snack for their child that is eaten at morning break time. **Grapes must be halved.**

EYFS Staffing

All of the Class Teachers are fully qualified Teachers and the Teaching Assistants have all attained Level 3 requirements. Please note that the Teachers and Teaching Assistants in the EYFS are all Paediatric First Aid trained.

Name and Role of Child's Key Person

It is important for parents to know and readily identify Key Workers within the setting. In the Pre-Reception the key worker for the children is Mrs Dowling and in Reception Miss Wright is the key worker for the children.

Emergency Contact for Parents

This number is 01883 343344 which you will soon recognise is the school office telephone number. The email address for the school is office@oakhyrstgrangeschool.co.uk.

Pre-Prep (Key Stage 1) - (Years 1 & 2)

In Years 1 children continue to progress through the reading scheme and weekly spelling tests are given from January. As in the EYFS, year 1 and 2 children are expected to complete daily reading at home. Computing is also taught as part of the curriculum and the classes make use of the school's dedicated IT suite and individual iPads.

Prep (Key Stage 2) - (Years 3, 4, 5 and 6)

Pupils become progressively more independent learners by the time they reach Years 3, 4, 5 and 6. On entering Prep in Year 3, there is a clear increase towards higher levels of commitment and achievement expected of the children. Competitive inter-school sporting fixtures are introduced as part of the sports programme.

The curriculum is designed to be exciting, engaging and to create a love and curiosity for learning. The curriculum guides and prepares the children fully for entrance examinations, scholarships and awards to senior schools at the end of Year 6.

Pupils are gradually given more responsibility, culminating in members of Year 6 becoming Mentors, Prefects and undertaking other roles of responsibility to support the school community and act as role models for the younger pupils within the school.

SPORTS, MUSIC, ART & DESIGN AND DRAMA



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

Sport

Sport at Oakhyrst Grange School covers a wide variety of team sports during Games lessons such as football, netball, and hockey. The children also learn other skills involved in cricket, tag rugby and basketball, transferring their hand-eye coordination and teamwork skills across multiple disciplines. Gymnastics, Dance, Athletics, Cross-Country, Fitness, and tri-golf also feature heavily on our PE curriculum. Children from Reception - Year 6 receive weekly PE & Games lessons.

Swimming is a huge strength at the school with all children in the school receiving weekly swimming lessons using our onsite 20m indoor swimming pool. The school regularly participates in Regional and National level competitions, showing success year-on-year, as well as competing in friendly galas against other local schools. Cross-country is another sport in which we thrive in, with children competing regionally and nationally. Every child in the school regularly runs our unique cross-country course in preparation for inter-house and hosting local competitions.

The children also take part in several inter-house competitions during year, as well as Oakhyrst hosting and organising other schools to take part in friendly competitions across several sports and age groups. KS1 are now able to experience competitive sport for the first time. Fixtures are organised on a regular basis for children in Year 3-6 coinciding where possible with Games afternoons. Saturday fixtures occur for football & cross-country on occasions.

Sports day is delivered on an annual basis alongside Sports week, with EYFS & Pre-Prep having their own sports morning separate to Prep. The new format includes carousel activities followed by a variety of races which all accumulate towards a house total.

Information about team selections, sports events will be communicated via iSAMS email and text messaging. Fixtures and competitions will be published at the start of each term, with specific selections being sent out with 3 weeks' notice.

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 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, which include a Senior Choir session (Years 3 to 6) and a Junior Choir session (Years R to 2). Our Orchestra, Chamber Choir and Ensembles perform regularly. There are



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concerts each term for individual classes or pairs of classes. Each class has one concert per year.

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 the Head of Music. All peripatetic music lessons constitute a private arrangement between the parent and peripatetic teacher and all payment is by private invoice. The Headteacher 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 LAMDA.

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 Headteacher.

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 (Year 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. Other productions take place during the year.

Art & Design

Artistic expression is a key element of life at Oakhyrst Grange. Our pupils enjoy weekly art lessons which are taught by a specialist teacher. The large, light-filled art room is a much-loved space where pupils enjoy a broad and challenging curriculum. We draw, paint, print, sculpt and collage. We study artists from different cultures, learn new techniques, discover diverse styles of art and find inspiration from many places including the jungle, the seasons, still life, landscapes, picture books, portraits and the school's summer musical show.

Every child's art is valued and displayed around the school, and our biggest celebration is our hugely popular annual art show.

Forest Schools

We offer an established Forest School programme for all children across the school led by our Therapeutic Forest School Leader. Children take part in regular weekly sessions in our woodland area and in addition, all classes are encouraged to make meaningful use of the outdoor environment to enrich and enhance cross-curricular learning experiences.

Rooted in the Forest School ethos and principles, our approach provides children with opportunities to learn through regular engagement with the natural world. Through child-centred, experiential learning, children are encouraged to explore, investigate and develop at their own pace.

Forest School experiences enable children to take supported risks, solve problems and challenge themselves through achievable goals and real-life experiences. Reflection is an



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integral part of the process, helping children to recognise their progress, celebrate achievements and build resilience, confidence and self-esteem over time.

Forest School is far more than outdoor play. It offers rich opportunities for cross-curricular learning while fostering a deep connection with the natural environment. By providing a space where children can be creative, independent and curious, outdoor learning supports their social, emotional, physical and cognitive development. Evidence suggests that learning beyond the classroom can be particularly beneficial for children who may find the traditional classroom environment challenging, offering alternative ways to engage, succeed and flourish.

Enrichment

Oakhyrst Grange School is passionate about giving all pupils a rounded education. The weekly Enrichment programme provides opportunities to extend and invigorate our provisions. The aims of Enrichment are:

- to provide a holistic experience for all pupils
- to enable all pupils to experience 'hands-on' learning experience beyond their regular day-to-day curriculum
- to regularly broaden the horizons of pupils, allowing them to experience different activities
- to facilitate an opportunity for all pupils to try new skills, fostering and facilitating areas in which pupils can develop new skills and passions
- to use all the areas of the school to allow all pupils the opportunity to respect and appreciate their surroundings in a curious learning environment

Homework 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.

DAILY ROUTINE

The school day is divided up into seven periods:

- Two before morning break
- Three between morning break and lunchtime
- Two in the afternoon

Lessons are timetabled as either single or double period(s).

We run an extremely active extra-curricular timetable, clubs and activities taking place before school, lunchtime and after school.

We also run a before and after school care system between 7.30am and 8.30am and 3.30pm and 6.15pm.

Breakdown of the school day



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8.00 am	Playground Gate/Door opens for staggered arrivals
8.00 am	Years 5 and 6
8.10 am	Years 3 and 4
8.20 am	Years 1 and 2
8.30 am	Years PR and R
8.40 am	Registration and assembly
8.45 am	Start of assembly
9.00 am	Lesson 1
9.40 am	Lesson 2
10.20 am	Morning break
10.40 am	Lesson 3
11.20 am	Lesson 4
12.00 noon	Lesson 5
12.40 pm	Lunch & Activities
1.50 pm	Afternoon Registration and Tutor Period
1.55 pm	Lesson 6
2.35 pm	Lesson 7
3.20 pm	End of School for Years PR, R
3.30 pm	End of School for Years 1 and 2
3.35 pm	End of School for Years 3 and 4
3.45 pm	End of School for Years 5 and 6

Children waiting for older siblings will be supervised by their Teachers until 3.45 pm.

AFTER SCHOOL PROCEDURES

Children from R, Years 2, 4 and 6 are collected from the playground gate at the end of the school day. Children from PR, Years 1, 3 and 5 are collected from the Cameron Hall side of the School. Supervising Teachers dismiss children to the parents from both sides of the



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school at the staggered collection times, PR and R – 3.20 pm, Years 1 and 2 – 3.30 pm, Years 3 and 4 – 3.35 pm and Years 5 and 6 – 3.45 pm.

Children remain with the Supervising Teacher until the known carer arrives to collect them. Children should wait quietly – this is not an extra playtime!

In the event that the known carer does not arrive by 3.45 pm, attempts are made to contact the parent/carers. Depending on circumstances, children may be signed into After School Care.

PARENTS' MEETINGS

At Oakhyrst we actively seek the participation of parents in their child's education. We believe that, by liaising closely with parents, we can maximise your child's progress. At the end of the Summer Term, parents are given the opportunity to meet their child's next Year Teacher. During the Autumn Term and Spring Terms, parents are invited to attend formal 10 minute Parents' evening appointments with the Class Teacher. Subject Specialists are also available to discuss your child's performance. Informal meetings can be arranged with the Class Teacher at any time during the year.

SCHOOL REPORTS

Reports are issued for each term, with a short report being issued at the end of the Autumn and after half term during the Spring with a full report issued at the end of the Summer Term.

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. Each class presents an assembly in the Autumn and Spring Terms. We hold birthday and achievement celebration assemblies weekly.

CHARITIES

Charity fundraising forms an important part of the pupils' social and moral development. We endeavor 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.

WRAP AROUND CARE



Oakhurst Grange School

We offer wraparound care for children across the school, including a **Breakfast Club from 7.30am** and **After School Care until 6.15pm**.

Breakfast Club

After School Care PR and YR

Session	Cost	Refreshments
3.45pm – 4.45pm	£10.00	X
3.45pm – 5.15pm	£12.80	X
3.45pm – 6.15pm	£19.10	✓

After School Care Year 1 to Year 6

Session	Cost	Refreshments
3.45pm – 4.45pm	£6.40	X
3.45pm – 5.15pm	£9.60	X
3.45pm – 6.15pm	£15.90	✓

After School Care – Following an Extra-Curricular Club (PR to YR)

Session	Cost	Refreshments
4.45pm – 5.15pm	£4.80	X
4.45pm – 6.15pm	£11.10	✓

After School Care – Following an Extra-Curricular Club (Year 1 to Year 6)

Session	Cost	Refreshments
4.45pm – 5.15pm	£3.20	X
4.45pm – 6.15pm	£9.50	✓

Late Charges: Please note that late collection after the session you have booked will incur a late charge of £5.00 per 10 minutes.

Booking Information

All Breakfast Club and After School Care sessions **must be booked and paid for via the Wisepay system**.



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Please note that **once a session has been booked, we are unable to cancel or amend it**, and the full charge will still apply.

ABSENCE, ILLNESS AND ACCIDENTS

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 Headteacher'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.

Children's attendance percentage in any term should not fall below 95%. If a child's attendance is below the required 95% at the end of a given term, parents will receive an informal warning letter to illustrate the concern and the actual level of attendance achieved. In the event of a particular child falling below the required 95% level at the end of a next term the parents will receive a more formal letter reminding them that the next step will be to notify the Surrey Inclusion Services who monitor school's attendance on a County level. The necessary next step for a third term's below par attendance will be for the school to notify Surrey Inclusion Services and to pass the case to them officially.

Lateness

In the event that a parent is late bringing their child to School they should report to school office, via the front door, before joining their Class. Children are recorded as late before register closes at 8.40am and then after 9.00am (when the official register closes). Three recorded late arrivals result in attendance being recorded as absent.

Illness

In the event that a child is ill, please contact the school office by 8.30 am in the morning, stating the reason why they are absent either by telephone or email to the Teacher or Office.

Please note that Government guidelines provide that in the event of a child being absent from school through either sickness or diarrhea, 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 diarrhea 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 reception via the front door.

Medication

If a child requires medication, including antibiotics, it is recommended that they stay at



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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 the School Office with written authorisation on a completed medical form permitting the office to administer the medicine at the correct time and with correct dosage.

Asthma

All children who suffer from asthma **MUST** provide an inhaler to be held in the school office medical room. Failure to do so will mean that the child will not be able to participate in any form of sport, including swimming.

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. We are a nut and sesame free school. An Allergy form will need to be completed and it is the responsibility of the parent to return this to the school. The school office will communicate with you to ensure this is completed. (Please note we have a separate Allergies policy)

Accidents

If a 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.

'Off Games'

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

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 children at all times in case of emergency.

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. Each family is asked to provide a 'code word' for the family that is used when someone unknown to the school is collecting your child/ren.

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 Headteacher has been obtained.



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Sample school menus are available to parents a week in advance on the school's parent portal website. School meals are freshly prepared daily on school site. We support and cater for all diets.

SCHOOL POLICIES

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

Policies that should be considered alongside this handbook include

Intimate Care policy

Food Safety policy

Supervision policy

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 Headteacher 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 Headteacher.

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 the classrooms or cloakroom/toilet areas during normal school times unless they have made a prior appointment. Parents are also reminded that they must report to the school office, via the front door, and sign in.

Parking

Parents of children in Pre-Reception are asked to park in the Stanstead Road and walk their children into the school at drop-off times. Parents of children from Reception to Year 6 are requested to use the drive through drop-off system. The times for drop-off are as follows:

Years 5 & 6 – 8.00am to 8.10am

Years 3 & 4 – 8.10am to 8.20am

Years 1 & 2 – 8.20am to 8.30am

Pre-Reception and Reception – 8.30am – 8.40am (Pre-Reception parents to park in Stanstead Road)

At pick-up times the parents of all children are requested to park in Stanstead Road. We have a staggered schedule for pick-ups. These are operated by staff members from both the Cameron Hall side and BWA (Brookes Winterflood Annexe) side of the school site.

Pre-Reception – Cameron Hall side – 3.20pm



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Reception – BWA side – 3.20pm
Year 1 – Cameron Hall side – 3.30pm
Year 2 – BWA side – 3.30pm
Year 3 – Cameron Hall side – 3.35pm
Year 4 – BWA side – 3.35pm
Year 5 – Cameron Hall side – 3.45pm
Year 6 – BWA side – 3.45pm

General Notes

Parents are asked to observe the following:

- Parents must note that the School is not open to pupils until 8.00am. We cannot take responsibility for children before that time unless they are attending a specific activity under staff supervision.
- 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.
- Do not allow children to bring toys or items of value to School without the prior approval of the Class Teacher.
- 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.
- 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.
- In the interests of Health & Safety we ask that whenever possible dogs are not brought onto the School site during term time.

SCHOOL UNIFORM

The School's Uniform Supplier is Ellis Scott in Reigate 24 Church Street, Reigate, Surrey RH2 0AN www.ellisscott.co.uk Telephone 01737 243825. The Parents & Friends of Oakhyrst Grange School run a Nearly New Uniform Shop and can be contacted via the school office. Uniform requirements are confirmed in the information pack pre the starting visit to the school.

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.

With the exception of religious or cultural earrings (plain gold or silver studs only), which must be removed for all physical education lessons, jewellery of any kind is



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strictly forbidden for boys and girls, with the exception of an analogue watch, which must be clearly named. Smart watches are **strictly forbidden**. Nail varnish is also not acceptable.

PARENTS AND FRIENDS OF OAKHYRST GRANGE SCHOOL (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.

FORM PARENTS

Form Parents 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.

Thank you for taking the time to read this handbook. We believe that a strong partnership between home and school provides the best foundation for every child to flourish. If you have any questions, please do not hesitate to contact us—we are always happy to help.

Updated: 17.08.2026