

Oakwood Infant and Nursery School

Oakwood Infant
and



Nursery School

Essential Information Policies (OAK011/05/2027)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars watch us shine.

Reviewed: May 2026

Approved: May 2026

To be reviewed: May 2027

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Objective of the Essential Information Policy

The objective of this document is to provide parents and carers with an easily accessible collection of Oakwood Infant and Nursery School policies that provide essential information.

This document should also be read in conjunction with the Oakwood Infant and Nursery School Behaviour Policy.

Table of Contents

School Uniform Policy (OAK047)	Introduction	Pg. 3
	Aims and Objectives	Pg. 3
	Jewellery	Pg. 3
	Extreme Haircuts	Pg. 3
	Footwear	Pg. 3
	Role of Parents	Pg. 4
	Role of Governors	Pg. 4
	Monitoring and Review	Pg. 4
	Oakwood Infant and Nursery School Uniform	Pg. 4
Attendance Policy (OAK022)	Aims	Pg. 5
	School Attendance and the Law	Pg. 5
	Responsibilities	Pg. 6 & 7
	Evaluation and Review	Pg. 8
	A Guide for Parents	Pg. 8
Homework Policy (OAK058)	Introduction	Pg. 13
	Aims	Pg. 13
	Homework Expectations	Pg. 13
	Monitoring	Pg. 14
Snow and Bad Weather Policy (OAK082)		Pg. 15
Appendix 1: Parental consent Form (OAK019)		Pg. 16
Appendix 2: Home/School Agreement (OAK018)		Pg. 18

School Uniform Policy

Introduction

It is our school aim that ideally all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform at the end of this policy.

Aims and objectives

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are ear-ring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. We ask the children to remove these objects during PE and games to prevent them from causing injury.

Extreme haircuts

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Sandals are acceptable during warm periods but must be worn with socks. All footwear must be functional – no slip-ons. Smart black trainers are also acceptable footwear for school.

The role of parents

We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform, clearly marked with their child's name and that it is clean and in good repair.

If any parent would like the school to modify the uniform policy, they should make representation, in the first instance, to the headteacher.

The role of governors

The Governing Board supports the Headteacher in implementing the school uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Headteacher to ensure that the policy is implemented fairly and with sensitivity.

It is the governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities.

Governors ensure that the school uniform policy helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

Monitoring and review

The Governing Board monitors and reviews the school uniform policy through its committee work by:

- seeking the views of parents, to ensure that they agree with and support the policy;
- considering, with the Headteacher, any requests from parents for individual children to have special dispensation with regard to school uniform;
- requiring the Headteacher to report to the governors on the way the school uniform policy is implemented.

Oakwood Infant and Nursery School Uniform

The school uniform can be purchased through school, which is non-profit making

The school uniform consists of:

red jumper or cardigan
white shirt or blouse
white polo shirt
black or grey trousers
black or grey shorts (summer)
black or grey skirt

black or grey pinafore dress
red and white check dress (summer)

SCHOOL UNIFORM PRICE LIST

April 2022

(Non-profit making)

CARDIGANS=£13.00
DRESS=£8.50
SWEATSHIRT=£11.00
JOGGING BOTTOM=£9.00
T-SHIRT=£10.00
SKIRT=£7.00
SUN HAT=£5.00
WOOLLY HAT=£3.00
BOOK BAG=£4.50
P.E BAG=£3.50
WATER BOTTLE=£2.00

ALL UNIFORM SOLD FROM
THE SCHOOL OFFICE
PAYMENT BY CASH OR CHEQUE ONLY

Attendance Policy

Aims

The aim of Oakwood Infant and Nursery School's Attendance Policy is to provide an environment which encourages all our pupils to attend school regularly and punctually. This is vital if we are to ensure they succeed in school and in their future lives.

There are clear links between attendance and attainment and attendance and safeguarding children; therefore the whole school community has a responsibility for promoting excellent attendance: governors, parents, pupils and all school staff.

School Attendance and the Law

Under the 1996 Education Act ("the Act"), parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority (LA).

The register is a legal document and school must, under the Education (Pupil Registration) Regulations 2006 (“the Regulations”), take a register at the start of the morning session and again during the afternoon session.

Under the Regulations, only the school (and not parents/carers) can authorise absence. Where the reason for a pupil’s absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application has been made in advance and the headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the 2013 Regulations. Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded or where there are 3 or more days unauthorised absence due to a holiday taken during the first two weeks of September). A penalty notice may be issued if 10 unauthorised absences have occurred during a 10-week period.

If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further penalty notice and your case may proceed directly to court.

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the LA issuing a Penalty Notice, in accordance with the Essex Code of Conduct (£120 per parent, per child/£60 if paid within 21 days), where there have been 5 or more days of unauthorised absence recorded. If this penalty is not paid, the LA will instigate legal proceedings against the parent/carer in the Magistrates Court. The school can also refer cases of poor attendance to the LA to issue a Penalty Notice. The school will always try to engage with the families to find a solution to poor attendance prior to issuing a Penalty Notice. At this point, parents must engage with the school.

In compliance with Section 436A of the Act, the school will, after making appropriate checks, report all Children Missing From Education to the Local Authority Attendance Compliance Team, which has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

PARENTS’ RESPONSIBILITIES

If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to notify the school of the pupil's absence. This should be done by telephone on the first day of absence and each subsequent day, unless informed otherwise. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.

Where a child appears to be having an unacceptable level of absence due to medical reasons, the school may request that medical evidence (such as appointment cards or prescribed medication) be provided to cover all absences. Children who are absent for three or more days will be asked to provide medical evidence to support their absence. The headteacher will then use this evidence when deciding whether the absence should be authorised. Failure on the part of the parent/carer to provide such medical evidence, will result in absences being recorded as unauthorised and referral to The Attendance Compliance Team or Aquinas (School Attendance Provisions) Ltd will be considered.

Parents do not have the right to take children out of school for a holiday during term time.

There is the expectation that parents/carers will work with the school, the The Attendance Compliance Team and/or Aquinas (School Attendance Provisions) Ltd to resolve any attendance issues.

Parents have a responsibility for following school procedures if they arrive late.

Below is a Guide for Parents which may help to answer some important questions.

PUPILS' RESPONSIBILITIES

All pupils should be aware of the importance of regular school attendance. If they are having difficulties which might prevent them from attending regularly, the school will provide opportunities to discuss any matters arising with an adult.

Pupils should attend all their lessons on time, ready to learn.

SCHOOL'S RESPONSIBILITIES

All the staff at Oakwood Infant and Nursery School will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

School staff are responsible for ensuring pupils have good attendance by:

- Ensuring that attendance registers are kept accurately
- Differentiating appropriately between authorised and unauthorised absence – a letter or message from a parent/carer does not of itself authorise an absence. Only the school can decide whether the parent/carer’s explanation justifies authorising the absence. If in doubt, refer to the Headteacher.
- Responding to absenteeism firmly, consistently and with care
- Contacting parents when they are concerned about a pupil’s absences and recording such contact
- Consulting with The Attendance Compliance Team or Aquinas (School Attendance Provisions) if a pupil’s absence continues to give cause for concern
- Promoting regular school attendance (for example, by contacting parents on the first day of absence if parents have not contacted the school)
- By being aware of regular or patterns of absence and referring to the Attendance Officer for investigation.

Pupils may be marked as unable to attend due to exceptional circumstances if they are unable to get to school because of serious disruption to travel caused by a weather related emergency, such as snow or flooding.

There is a progressive attendance award scheme in place which is accessible to all pupils.

Individual pupils with excellent 100% attendance will receive awards each term and each academic year.

In addition, schools are required to produce written home/school agreements which include clear understandings about attendance and punctuality.

EVALUATION AND REVIEW

The school will review this policy annually and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout the school community and shared with outside agencies and partners as required.

A GUIDE FOR PARENTS

1. When does my child need to be in school?

Your child should be at school in good time for registration. The class doors open at 8.25am (For Year 1 and 2) and 8:40 for Reception. The morning register will be called promptly at 8.35 am (For Year 1 and 2) and the afternoon register at 12.00 pm.

2. What happens if my child is late?

If your child arrives after 8.35 am he/she is late and will be marked as such in the register. Pupils who arrive after registration should be brought to the School Office by a responsible adult where their names and the reason for lateness will be entered in the Late Book. If a pupil is late on several occasions, parents/carers will be contacted to discuss reasons/difficulties for lateness. If your child arrives half an hour late or more, it may be marked as an unauthorised absence, which could lead to a Penalty Notice Fine.

3. Does the school need letters to explain my child's absence or will a phone call do?

We expect parents/carers to telephone the school on the first day of absence and each subsequent day, unless advised otherwise. Ideally, we require medical evidence on your child's return to school if they have been absent for three or more days. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence and this will be shown on your child's end of year report.

4. If I send a letter, will this mean absence is authorised?

For absent pupils of compulsory school age, the register must record whether or not their absences are authorised. If no acceptable reason for the absence has been received at the time of registration, the absence is **unauthorised** unless or until a satisfactory reason is given. A note or explanation from parents/carers **does not** mean an absence becomes authorised. **The decision whether or not to authorise an absence rests with the school.**

5. What reasons will the school accept for absences?

- Illness (Authorised)
- Day of religious observance
- Emergency medical/dental appointment (please make routine appointments after school or during the holidays)
- Family bereavement
- Difficulties caused by travel due to severe disruption from weather

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce medical evidence.

6. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc.

7. Will the school contact me if my child is absent?

The school will contact you if we have not heard from you on the first day of absence. This is because we believe it is our responsibility to ensure your child's safety, as well as their regular attendance at school.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

8. Can we take family holidays during term time?

Absences during term time **will not** be routinely authorised. If there are exceptional circumstances which require your child to be absent during term time, you must complete an 'application for leave of absence form', which will be referred to the Headteacher. If annual leave is governed by employment conditions e.g. armed forces, a letter from the employer may be required.

9. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep, gets up in plenty of time each morning and eats a healthy breakfast. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Your child will bring home their reading/home-school diary each day. Please ensure that you look at it with your child and sign it regularly.

10. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with Family Solutions. The school may also refer you to The Attendance Compliance Team or Aquinas School Attendance Provisions who work with staff and families if difficulties with attendance arise. The Attendance Compliance Team, North East Team can be contacted on 0333 013 9983 or they are based at:

**The Attendance Compliance Team, Children and Families
Directorate**

**County Hall
Chelmsford
Essex
CM1 1QH**

Attendance and the School – what happens when a pupil’s attendance is

.....

98%+	<ul style="list-style-type: none"> • PRAISE • Share and celebrate with the rest of the class • Whole school 100% assemblies
95-98%	<ul style="list-style-type: none"> • The school will monitor and may have an informal conversation with parent/carer regarding attendance concerns • Note made that this dialogue has taken place
Below 95%	<ul style="list-style-type: none"> • Letter home from Attendance Officer outlining concerns over attendance and the need for improvement • Offer of support • SAM – school attendance meeting with Attendance Officer and Aquinas (School Attendance Provisions) Ltd
Below 90%	<ul style="list-style-type: none"> • Attendance closely monitored • Penalty Notice may be issued

Homework Policy

Introduction

Learning at home is an essential part of good education. It encourages children to become confident and independent in their learning, which will help throughout their time at school and, later, in adult life.

At Oakwood Infant and Nursery School homework refers to any learning activity that pupils are asked to do outside of school lesson time.

The homework tasks are generally related to work that pupils are doing in school, often as preparation, consolidation or follow-up.

Homework can be done by pupils working on their own or with the support of parents or carers.

Aims

Through this policy we aim to:

- Ensure a consistent approach throughout the school
- Enhance, reinforce and extend opportunities to develop work and learning at our school
- Make sure that parents and carers have a clear understanding of what is expected of them and their children
- Develop independence and a sense of personal responsibility
- Promote a culture of inclusive learning
- Improve the home/school partnership

We encourage parents and other carers to support their children by:

- Providing encouragement and support to children when they require it
- Recognising homework activities as a valuable aid to learning
- Encouraging and praising children when they have completed homework
- Becoming actively involved in homework activities with their children
- To support parents and carers in helping their children at home information leaflets or sheets with useful hints and tips may be sent home.

Opportunities to attend information sessions regarding reading, phonics, end of key stage tests etc are also available.

Homework expectations

We do not specify amounts of time that must be spent on a task, preferring individual children and families to set their own routines. Homework is not a compulsory requirement but is encouraged to extend the children's learning. Individual teachers are happy to give advice.

In Reception the expectation is that the children will share books at home on a daily basis. A short period of time will also be spent on practising phonics.

In Year 1 and 2 the children are expected to read every day.

Year 1 and 2 are also set weekly homework tasks which will either be Literacy or Numeracy based. The work will always be explained before coming home and generally will be a continuation of classwork.

In all year groups, most homework consists of practical, open-ended tasks to be completed with family.

We expect the children to maintain the same standards for presentation of homework as we set in school.

Feedback for pupils, parents or carers and teachers:

It is important that children are given feedback as quickly as possible.

This may be given in a variety of ways:

- Immediately by parents or carers
- Discussion in class where homework is part of the class work
- Acknowledged by the teacher

Monitoring and evaluating our homework policy

A sample of homework activities and responses to tasks will be checked half termly to assess how far our policy has been successfully implemented.

Snow and Bad Weather Policy

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

If the school is open in snow or bad weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

In event of bad weather, parents should check whether the school is open before travelling to the site.

There are a number of ways to confirm whether the school is open or closed.

1) Check the school website: oakwoodinfantandnurseryschool.co.uk

2) Telephone the school on: 01255 421168

The school will endeavour to use its text messaging service to communicate with parents. Please ensure that you details are up to date in order to receive important information.

If the school is closed, we will try and make a decision as early as possible, and will intend to reopen as soon as we can.

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.00pm. However this is not always possible when roads are becoming treacherous. In which case parents will be contacted via phone and asked to collect their child/children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult.

Normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to awaiting collection.

Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day. It may also be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely.

Appendix 1: Parental Consent Form

(Ref No: OAK019)

Oakwood Infant and Nursery School

Parental Consent Form



Parental Consent Form

Student Images

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website or to be used by press publications. As part of the school's safeguarding procedures photographs of the children will be held by the school.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout school.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

Please tick the boxes below to indicate whether you give consent to each medium:

	Yes	No
I give permission for my child's photo to be used within school for display purposes	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photo to be used within school for learning purposes	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photo to be used in Learning Journey's/Records of Achievement	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photo to be used on the school website	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photo to be used in other printed publications	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photo to be used on the school's social media sites	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child to appear in the media	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents.	<input type="checkbox"/>	<input type="checkbox"/>

Local Visits

From time to time, children may be taken out in the locality as part of their learning. At all times, there is appropriate adult supervision.

- | | Yes | No |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none">I agree to my child taking part in local educational outings as part of the school curriculum | <input type="checkbox"/> | <input type="checkbox"/> |

Appendix 1: Parental Consent Form

(Ref No: OAK019)

Oakwood Infant and Nursery School

Parental Consent Form



Food tasting

Children may sometimes take part in food tastings as part of their learning. Parents will also be informed of all food tasting activities and will be given the opportunity to opt out.

- | | Yes | No |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none">I agree to my child taking part in food tastings | <input type="checkbox"/> | <input type="checkbox"/> |

Any allergies

Marketing & Fundraising

We would like to be able to inform you about school based events (such as open mornings, Parent Association fundraising events, class assemblies) either by phone, text, emails or letters.

Please tick the boxes below to indicate which medium the school can contact you for Marketing and Fundraising purposes (more than one box can be ticked if you consent for more than one medium of communication):

- Phone Call:
- Text Message:
- Email:
- Letter:
- Other: _____

This form is valid for the duration that your child attends Oakwood Nursery School or Oakwood Infant School. Parental consent for these areas will be requested on allocation of a space. If your details change please contact the office staff immediately as this could impact on our ability to safeguard your child.

Parents can withdraw consent at any time. However, the safeguarding of the child will take priority over any withdrawal request received. Please provide the school with written confirmation that you withdraw your consent and specify which areas this is in relation to.

Parent/Carer Signature: _____ **Date:** _____

Print Name: _____

Student Name: _____ **Relationship to child:** _____

Appendix 2

Home/School Agreement

At Oakwood Infant and Nursery School we are determined to create an inclusive culture of learning, giving all children every opportunity to realise their full potential. If we are to achieve this aim then it is essential that there is a close relationship between the school, the child and their parents and that all parties are working towards the same goals. This Home School Agreement sets out the reasonable expectations that home and school should have.

Please sign and return a copy to the school office.

Responsibilities of the School:

- Provide a safe, secure and caring learning environment
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum
- Keep you informed about your child's progress and behaviour
- Provide work, which the school deems appropriate, to be completed at home
- Develop in each child positive values and a caring attitude towards the school community and the environment
- Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour policy
- Contact parents if there are concerns about academic work, behaviour or attendance
- Allow pupils safe and secure use of the internet through site filtering, supervision and encouraging a responsible attitude in all pupils in partnership with parents.

Responsibilities of the Pupil:

- Attend school regularly and on time
- Bring all the equipment I need every day
- Complete all classwork and homework to the best of my ability
- Follow the school and class rules
- Be polite, helpful, caring and respectful to others
- Wear my uniform proudly and be smart and tidy in my appearance
- Look after the school and its equipment and grounds
- Use the internet safely as I have been taught in class

Responsibilities of the Parent/Carer:

- Ensure that your child attends school regularly and on time
- Support the school policies
- Inform the school on the first day of absence
- Support your child with homework that is set
- Attend parent meetings with the teacher to discuss my child's progress
- Read messages that are sent home by the school
- Inform the school of any changes to contact details
- Support the school in teaching about safe and secure internet use at home

Agreement

Pupil Name:		Pupil Signature (Age appropriate):		Date:	
Parent Name:		Parent Signature:		Date:	
School Representative:		School Signature:		Date:	