

# Oakridge Community Primary School

## PROSPECTUS



Welcome to Oakridge CP School

I hope this prospectus and our school website will give you an insight into the excellent opportunities life at Oakridge Community Primary School has to offer. If you would like to ask a question or arrange an appointment to view the school, please contact the school office on 01947 840255 or by email at [admin.oakridge@yeat.co.uk](mailto:admin.oakridge@yeat.co.uk).

I look forward to welcoming you and your family to our school.

Benjamin Russell

Headteacher of School

Children at our school are provided with a wealth of opportunities. Our broad, balanced and inclusive curriculum is grounded in our local area with our school at the heart of the local community. Our children and staff enjoy their role in the community delivering Harvest packages to elderly residents, creating displays for local churches and hosting community events. Our PTFA take a proactive role in supporting these events and bring a real richness to our interactions with the community.

Staff are committed to providing a wealth of opportunities to all pupils, ensuring that no child's experience is limited by the small size of the school, our low staff numbers or their individual needs. We are currently developing our bespoke 'garden school' curriculum which makes use of our superb outdoor facilities including raised beds and a pond. As well as using our environment to support learning in traditionally classroom based subjects, our children learn how to grow vegetables, whittle branches and cook on an open fire.

Our children enjoy sport and thrive on the broad range of opportunities we provide both in PE lessons, through after-school clubs and inter-school competition. Despite our low numbers, our children experience success in team sports and have strong local links which provide our children with regular opportunities for competition. We are developing our PE provision to incorporate exciting aspects such as mountain biking and archery, in addition to the usual areas of swimming, gymnastics and dance!

We are proud to have joined the Yorkshire Endeavour Academy Trust and opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. We ensure that pupils from our small village school have opportunities to develop confidence and build relationships with their peers beyond Hinderwell, in preparation for their eventual transition to secondary school.

Staff have high expectations of all pupils and are keen to develop their resilience, independence and communication skills. Staff, pupils, parents and governors have worked together to create a set of pledges, which aim to enhance pupils' broader development during their time at Oakridge in order to ensure that all pupils are effectively prepared for the next stage of their educational journey.

Contents	Page Number
----------	-------------

Aims, values and pledges	4
Yorkshire Endeavour Academy Trust	7
Staffing and Governors	8
Admissions & Induction of new starters	9
The school day: Timings, registration and absence	10
Pupil leave of absence	11
Transport	11
School meals, water in school, snacks	12
Extended school provision	13
Uniform and kit	14
Partnership with parents	15
Safeguarding and child protection	17
Behaviour management	17
Teaching and Learning	18
<ul style="list-style-type: none"> <li>• Outdoor learning and Garden School</li> <li>• Sport at Oakridge</li> <li>• Relationship and sex education</li> <li>• Religious education</li> <li>• Special Educational Needs and Disabilities</li> <li>• Equal opportunities</li> <li>• Homework</li> <li>• Educational visits</li> <li>• Music</li> </ul>	19 - 21
Charging and remissions	22
Complaints procedure	22
Health and Safety	23
<ul style="list-style-type: none"> <li>• Illness and injury</li> <li>• Medicines and medical care</li> <li>• Smoking</li> </ul>	23
Transfer to secondary school	24
School policies	24
Our partnerships	25
Other information <ul style="list-style-type: none"> <li>• School details</li> <li>• Local Authority details</li> </ul>	26

## Our Aims and Values

### **Values...**

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.



### **At Oakridge CP School, we want our children to:**

- feel secure, cared for and happy within a welcoming and stimulating environment.



- be resilient, resourceful, respectful, responsible, reflective and ready to learn.
- be the best they can be.
- be aspirational.
- take an active role in the local community.

**We will achieve this by:**

- providing a rich, broad, balanced and appropriate curriculum, which meets our pupils' individual needs.
- developing positive relationships with pupils, parents and the wider community.
- having high expectations of all pupils.
- providing an environment where there is mutual care and respect.



## **Our Pledges**

Our school is built upon twelve pledges. During their time at Oakridge, your child will:

- Take part in a charitable event.
- Improve their local environment or community.
- Meet people from different communities.
- Have regular outdoor learning experiences.
- Be an active learner in the local community.
- Visit a city.
- Meet someone who inspires them.
- Go on an overnight adventure.
- Take part in a wide range of sports.
- Reach for the stars.
- Develop a love of reading.
- Learn to grow and cook their own food.



**Yorkshire Endeavour Academy Trust**

Yorkshire Endeavour Academy Trust  
Airy Hill School  
Waterstead Lane  
Whitby  
YO21 1PZ

Registered Number: 11024646

Telephone: 01947 602688  
Website: [www.yeat.co.uk](http://www.yeat.co.uk)

## **VISION**

- Ethical action for a world class education.
- Nurturing relationships at the heart of our communities.
- Brave leadership in a changing landscape.

## **VALUES**

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

## **Team Oakridge Staff List**

CEO and Executive Head Teacher	Mrs C Zanelli
Headteacher of School	Mr B Russell
EYFS/KS1 Teacher	Miss C Stone
KS2 Teacher	Mr Long
Advanced/Higher Level Teaching Assistant	Mrs L Harrison
General Teaching Assistant	Mrs S Wilson
Midday Supervisory Assistant	Ms J Lindsey
School Secretary	Mrs E Thompson
Cook	Miss C Snowden-Harris
Cleaner and Caretaker	Mr I Wright

## Governors

Our governors play a vital role in our school life. Not only do they regularly meet as part of their role in the leadership and management of the school, but they are also involved in many different aspects in the lives of the children whilst they are at school.

The governing body has members proposed or elected by various interests. The Chair and Vice-chair are elected annually at the first meeting of the year in September. The minutes of governing body meetings, with the exception of matters deemed confidential, are available in the school office. Please contact the clerk if you wish to see them.

Chair	Mrs S Easthope
Vice Chair	Mrs H Harland
Vice Chair	Mrs H Warburton
	Mrs L Harrison
	Mr A Nightingdale
	Mrs K Smith
	Mrs L Foster
	Mrs A Harrison



Clerk	Mr E Asquith
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Photographs of staff are displayed in the front entrance of the school.

## Admissions

At present, our policy is to admit children into nursery on their third birthday or the term after that. Children then enter the Reception group at the start of the year in which they become 5. Children do not have to start school until the term after their fifth birthday, if parents so wish.

We have so much to offer, including

- small class sizes;
- regular outdoor learning opportunities as part of our 'garden school' provision;
- a fabulous location with access to the beach, the countryside and village amenities;
- a free breakfast club from 8am;
- superb sports facilities and provision, including cycling;
- 1:1 iPads for all pupils;
- excellent links with local schools as part of Yorkshire Endeavour Academy Trust;
- a caring and committed staff team.

The Local Authority is in charge of managing the admissions process. This includes all admissions to the school, whether you wish your child to start school in September or whether you have moved into the area during the academic year.

The school is always happy to give guided tours to any parent/carer who is interested in applying for a place. Please contact the school to make an appointment. To apply for a place at Oakridge CP School, complete the online form on North Yorkshire County Council's own website <https://www.northyorks.gov.uk/school-admissions> .

If you would like a paper copy of the form, please contact the School Admissions Team on 0845 0349494. If you have any questions, please don't hesitate to contact the school office.

## Induction of new starters

We make it high priority to develop early links with pre-school care. We work closely with pre-school providers, including Rachel's playgroup in Staithes and the Mother and Child group at Hinderwell Old School, to promote continuity and effective communication. To ensure all children have positive experiences during this transition stage, we reserve the right to amend the length of the nursery session depending on your child's stage of development.

A full transition programme, including information packs for parents, visits to pre-school providers and visits to the school, is in place for all pupils prior to joining either our Nursery or Reception.

Where pupils have additional needs, these will be discussed with parents and any other agencies working with the family, so that we can adapt our transition arrangements accordingly in order to provide the best possible support.



## The School Day

08.00	Breakfast club opens
08.45 – 8.55	Arrive at school
08.55	Registration
10.30 – 10.45	Playtime
12.00 – 13.00	Lunchtime
15.30	End of school

## Registration

The register is taken at 8.55am. The register is an important legal document which must be marked accurately and on time. Please make sure your child is in school by 8.55am so they are present when the register is called and to avoid missing any learning time.



## **The end of the school day**

Please meet your child at home time if possible. It is important that we know who is collecting your child from school, so please make sure that he/she and the school know what arrangements have been made if they are different from usual. All children whose parents meet them at school will be expected to wait inside the school building with a member of staff until they see their parent.

## **Notifying school of a child's absence**

Children are expected to attend school regularly, but obviously illness can intervene and absences do occur. The school should be notified of any absence before the start of school on the first day of your child's illness. We are obliged to contact parents about unexplained absences to satisfy ourselves that no harm has come to children on their way to school. An early phone call will eliminate the need for this.

Temporary absence for part of the day, to visit the doctor or dentist for example, should be supported by a note, phone call or personal contact. Children cannot take a holiday during term time.

The school request that all families adhere to the government's latest guidance regarding COVID-19 and will record any COVID-related absence as such, in line with DfE requirements.

National legislation now requires us to note all unauthorised absences throughout the school year and inform parents of this number, if any, in each child's end of year report. An unauthorised absence is one which is not supported by a letter or message.

The school has an obligation to publish this information and below is the data for Oakridge CP School for 2023/24.

Maximum number on roll: 36

Percentage of half days (sessions) missed through unauthorised absence 0.8%

## **Pupil leave of absence in exceptional circumstances during term time**

Acting under government guidance, we will not grant leave of absence during term time, unless there are extreme extenuating circumstances. Holidays are not considered to be an extreme extenuating circumstance. Therefore, holidays during term time will not be authorised and will appear on a student's attendance record as an 'unauthorised absence.' Any period of unauthorised absence of 5 days (10 sessions) or more, either in a block or over a four month period, may lead to you being issued with a Penalty Notice from the Local Authority.

It is still essential that parents complete a Leave of Absence Form so that school is fully aware of your child's whereabouts during term time. A form should be obtained from the school office and completed by the parent/carer and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested. Parents/carers must obtain the schools' permission before making any arrangements for leave in exceptional circumstances; otherwise the absence will be recorded as unauthorised.

## **Transport to School**

If you believe your child may be eligible for transport to and from school, please contact NYCC School Transport directly by visiting <https://www.northyorks.gov.uk/school-transport-reception-year-11-children>

## **School Meals**

The school is committed to promoting healthy eating as part of our personal, social and health education programme. Our school meals are an important way of presenting children with a range of healthy but appealing food choices, including a vegetarian option and the option to have a jacket potato with a range of toppings.

School meals are prepared on site and the older children serve the food at tables in our 'family service' approach. If you wish to change from packed lunch to school dinners or vice versa it would be helpful if you could give us at least one week's notice.

Dinner money is payable online through our parent portal "My Child At School" (MCAS). The cost is currently £3.00 per day (£2 for nursery aged children). All children in Reception, Year 1 and Year 2 receive a "universal free school meal" at no cost to the parents/carers.

The school and your child may also benefit from additional funding from the government known as the Pupil Premium Grant, if your child is entitled to a "statutory free school meal." The government introduced the Pupil Premium to help children from low income families reach their full potential and to achieve higher academic grades at school. If you think your child qualifies, and to allow us to claim the funding, please ask the school office for a Free

School Meal (FMB2) Form for completion. Children who receive free school meals are not distinguished in any way from those who pay.

If you wish your child to have a packed lunch, please support our healthy education programme by encouraging your child to eat healthily, e.g. include fresh fruit and vegetables and avoid high fat and high salt content food. Please do not bring sweets, chocolate bars or fizzy drinks in lunch boxes. Packed lunches must be in a named lunch box.

## Teeth Brushing

After lunch every day, the children in Acorn Class (EYFS – KS1) all brush their teeth under adult supervision.

This nationally recognized, evidence-based initiative is designed to improve children's oral health, increase exposure to fluoride and promote behavioural and self-care skills for our youngest children.

Each child is given a new, clearly labelled toothbrush each term that is kept within a colour coded toothbrush rack.



## Water in school

There has been much research promoting the importance of drinking plenty of water throughout the school day, therefore every child has supervised access to drinking water throughout the school day. In addition to the many health benefits, the evidence also indicates that there is a strong link between drinking water and increased concentration in children.

## Snacks

At morning break, every child in school is provided with a choice of fresh fruits for a snack. Snack time is especially important in EYFS where the children sit together, take part in some snack-based maths and enjoy a cup of milk with their fruit.

## Extended Schools Provision



The school currently provides a free breakfast club, which runs from 8am. As well as enjoying breakfast, children attending the breakfast club have the opportunity to play games and access a range of fun activities, both indoors and outdoors.

Attendance at breakfast club can make mornings run smoothly, as there is no rush to prepare and eat breakfast before leaving the house. We recognise - from the 6 principles of Nurture - that breakfast club helps children transition into the school day with ease bridging the gap between home and school.

Children can have a regular booking or use the breakfast club on an ad hoc basis.



## After School Activities

We offer a range of extra-curricular activities, including sports and craft clubs. Some of these clubs are provided by staff and some by external agencies. We welcome all children and families (including prospective families) into our monthly Messy Church club: a fun, activity based club provided by Revd. Jackson and a team of volunteers.

We do not charge for any after school clubs.

Letters regarding specific activities will be sent out to parents and all pupils are encouraged to attend at least one club during the school year.

## School uniform

Our uniform policy was changed in June 2023 to reflect the findings of a Poverty Proofing Audit carried out by Children North East in April 2023. The views of parents, children and staff were also sought before finalising this policy.

The aims of our uniform are to emphasise being a part of the Oakridge school team, to look smart but to also feel comfortable and ready to learn within our active learning environments.

In recognition of the financial challenges facing many families, we have made efforts to provide options within our uniform so that parents can choose not to purchase a separate PE kit.

The school will hold a swap-shop on a yearly basis. We also stock spare uniform/shoes that we will lend out when needed. All pupils receive a free school jumper when parents complete a free-school meals application.

Please speak confidentially to school if you are struggling to afford uniform.



For further details, please refer to our uniform policy which can be found on <https://oakridge.n-yorks.sch.uk/for-parents-and-carers/uniform/>

## Partnership with Parents

### Working with parents

We recognise that the relationship between school and home is vital. We keep parents and carers involved with their child's learning through bi-weekly newsletters, the ClassDojo app, and Tapestry (EYFS only). We also share posts on Facebook however any important correspondence will come through email or ClassDojo.

A member of staff is always available on the playground in the morning and afternoon and are on hand to answer any queries or arrange a longer conversation if needed.

Each term, we provide information about various aspects of your child's education, including how you can support your child's learning at home. We may also invite you to workshops in school or online regarding specific aspects of the curriculum.

## Parents' visits into school

Formal parental consultations are held in each of the Autumn and Spring terms for parents to view their child's work and discuss their child's progress and targets for development with the class teacher. Please do come to these evenings, as they are important opportunities to share information about your child's education and find out what you can do to support your child in taking the next steps in their learning.

You will receive a written report on your child's progress towards the end of the summer term. There will also be a chance to discuss the report with your child's teacher.

Every second Friday afternoon, we hold a celebration assembly where parents and family members are welcome to join us and celebrate the children's achievements. The names of children who will be awarded certificates in these assemblies are released the week before in our newsletter.

There are many other opportunities for parents to visit school throughout the year, such as performances, fundraising events, sports days etc. We hope you will be able to attend as many of these as possible.



## Volunteer helpers

We are very grateful to the volunteers who spend time in school supporting our pupils, alongside staff members. If you would like to volunteer your time, please contact the school office to request an application form.

## PTFA

The PTFA is a group of parents and other members of the community who organise and run special social and fundraising events for the school. These events put our school at the heart of the community bringing families together with our Christmas and Summer Fayres truly epic events.



The PTFA's support is a huge strength of the school. We are extremely grateful for their help in providing a wider and richer experience for the children.

All parents are welcome to all meetings and we are happy to accept whatever help you can give. The meetings are informal and the dates and details are given in the school newsletter and through the PTFA's social media outlets.



## Supporting your child

As a parent, you will want your child to do well at school and there are many ways you can help your child achieve success, including the following:

- Enjoy spending time with your child doing something you both enjoy. Just talking to your child regularly will make a big difference.
- Ask your child what they've been learning at school. ClassDojo should give you some talking points.
- Please read regularly with your child. Even five minutes a day can have a significant impact on their enjoyment of reading and progression of skills.
- Support your child with any home learning they are given by the school. Further details are available in our homework policy.
- If you want to help but are not sure how something is taught, please check with your child's teacher, who will be happy to help you.

## Safeguarding and child protection

Oakridge CP School is committed to ensuring the welfare and safety of all children in school.

We follow the North Yorkshire Safeguarding Children Partnership procedures.

The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with social care and/or the police without parental knowledge (in accordance with our safeguarding procedures).

The school's safeguarding policy is available on request or on the school website:

<https://oakridge.n-yorks.sch.uk/for-parents-and-carers/safeguarding/>

## **Behaviour**

At Oakridge CP School, we recognise that all behaviour is communication.

We follow three simple rules:

- Be Ready
- Be Safe
- Be Kind

Our small size and mixed-age classes provide our children with lots of opportunities to learn and play with pupils beyond their own year group, which we find encourages supportive relationships. We pride ourselves on our inclusive approach and adapt our behaviour management strategies to meet individual needs.

A copy of our behaviour policy is available from the school website:

<https://oakridge.n-yorks.sch.uk/about-our-school/our-policies/>

## **Pupil and staff wellbeing**

Positive attitudes and kind behaviour are modelled and celebrated throughout the school and recognize children as they demonstrate our desired 'gem powers'.

All pupils can identify trusted adults within school to whom they could turn if they had any worries and we access resources through Compass Buzz, the PSHE Association and a range of external agencies in order to provide social, emotional and mental health support to pupils.

We also value our committed staff team ensuring that they can perform at their best because we understand that the best available evidence indicates that great teaching is the most important lever we have to improve outcomes for our pupils.

## **Teaching and Learning**

For all schools in England and Wales, there is a statutory National Curriculum. This consists of the core subjects – English, Mathematics and Science – and other subjects known as foundation subjects which are computing, history, geography, design and technology, art and design, music and physical education (PE). Religious education (RE) is also a required subject. Other subjects make up the whole curriculum, including personal, social and health education (PSHE), Relationships and Sex Education (RSE) and, for pupils in Key Stage 2, French.

While there are compulsory subjects in the whole school curriculum, parents do have a right to withdraw their children from religious education, from acts of collective worship and from aspects relating to sex education.



The curriculum, teaching and learning are organised in 3 Key Stages:

- The Foundation Stage – Nursery and Reception - ages 2 – 5
- Key Stage 1 (KS1) – Years 1 and 2 - ages 5 – 7
- Key Stage 2 (KS2) – Years 3 to 6 - ages 7 –11

Statutory assessments are carried out at the end of Key Stage 2 by means of external tests (SATs) and/or teacher assessment.

Our children complete a phonics screening check at the end of year 1 and a multiplication check at the end of year 4.

At Oakridge CP School, we teach our children in two mixed-age classes:

- Acorn Class – Nursery, Reception, Year 1 and Year 2
- Oak Class – Years 3, 4, 5 and 6

Teachers plan what they are going to teach each term using the Early Years Foundation Stage Framework and the National Curriculum, in collaboration with our partner schools, to make sure that all children receive a broad and balanced curriculum which is appropriate to their needs and stage of development.

Our curriculum contains all statutory elements previously mentioned. It starts with what children already know, aims to develop fluency while gradually removing support.

We endeavour to make effective and frequent use of our school grounds to support teaching and learning across a wide range of curriculum areas, in addition to our garden school provision.

We use an online platform (Balance) to support our planning and assessment of pupils' progression through the curriculum.

You will receive information about the curriculum in your child's class on a termly basis and regular updates are also provided in the newsletter. This is to help you support your child's learning outside school. Our aim is to provide every child with a structured curriculum which leads to the development of the skills and knowledge in each subject.

## **Outdoor learning and Garden School**

Outdoor learning is a key feature of our provision and children have frequent opportunities to participate in a range of activities either on the school grounds or within the local area.

From September 2022, we have implemented our Garden School curriculum making use of our incredible outdoor learning facilities. We aim to make use of our outdoor environments to support learning across much of our curriculum for example by making maps using natural materials, carrying out scientific observations of our pond and whittling musical instruments. Our children also carry out less academic endeavours such as cooking marshmallows, making snow-sculptures and using knives to whittle sculptures.



## **Religious Education**

Religious education is provided in accordance with the syllabus agreed by NYCC.

The objectives of the religious education curriculum support our school aims further by taking into account the need for social, moral and spiritual education based upon broad Christian principles, but we also ensure that children have experience and gain understanding of other religious beliefs.

All children receive regular lessons in religious education and take part in collective worship unless parents request, in writing, that they be withdrawn from these activities. In such cases, alternative provision will be discussed.

## **Sport at Oakridge**

We believe that there is a sport out there for everyone. We are continuously developing our PE curriculum and sports provision to provide pupils with the opportunity to find the sport that they will enjoy and/or excel in, including archery, cycling and specialist dance lessons.

We believe that our children should not be restricted in their success by our small size and ensure that children can compete in a range of team and individual sports. We work with other local schools to provide development matches for our children to ensure they are suitably prepared for large inter-school competitions.

We work with local sporting organisations such as Whitby RFU and the Yorkshire Cricket Board to provide our children with the best coaching available. Pupils participate regularly in competitive events and enjoy succeeding in competitions against larger schools.



## **Relationship and Sex Education**

The governors' agreed policy ensures relationships and sex education is provided in a manner appropriate to the age and development of the child, as it arises naturally and incidentally, as a result of other activities, and in response to children's questions.

Parents will be informed of any lessons which may cover aspects of sex education and they do have the right to remove their children from these lessons if they so wish.

## **Special Educational Needs**

We have a clearly defined system of support for children with special educational needs. Mr Cooper (Executive headteacher at Castleton and Glaisdale Primary Schools) is the school's Special Educational Needs Coordinator (SENCO).

To meet pupils' special educational needs, we use the specialist expertise of staff within the school, as well as seeking support from specialist agencies, including speaking and language therapists, the NYCC SEND team and Education Psychology service.

Parents are always kept fully informed of any concerns we may have about their children's progress. If you have any anxieties about your child's educational development, please contact your child's teacher in the first instance.

## **Equal Opportunities**

Tolerance of racial, religious and gender differences and the promotion of equal opportunities is a fundamental feature of our school life. We are concerned that all children grow to appreciate the multi-cultural nature of our society and recognise the protected characteristics as set out in the Equality Act 2010.

We want our children to experience the essence of other cultures and we look for ways to make this a part of learning. We make sure that all children share all the opportunities we provide at Oakridge CP School.

## **Homework**

We encourage all parents to support their child(ren) with home learning, including listening to your child read regularly. A copy of our homework policy is available to all parents on request. If you have any questions or concerns regarding homework, please see your child's teacher.

## **Music**

All children learn music as part of the National Curriculum. While we don't currently offer peripatetic instrumental tuition, this is something we are looking at offering in the future.

We encourage and prepare our pupils to take part in community concerts and festivals.

## **Educational visits**

A wide variety of visits to support and enhance our curriculum are organised throughout the school year.

These range from short walks around the local area, to the church for example, to museum visits, theatre trips and to whole school days out and residential activities for the older pupils.

Letters containing information about such outings are sent to parents well in advance. Parents will always be asked to sign a slip or complete an online form giving permission for



their child to take part in a visit or out of school activity unless it is within our identified local learning area.

## Charging and Remissions

Educational visits and within school events are arranged from time to time to provide valuable first-hand experience and promote children's learning. These visits and events are often subsidised by school, but we sometimes ask for a voluntary contribution towards the costs.

No child will be excluded from an educational visit or experience because of an inability to pay. However, we are very grateful for any contributions made as the school could not afford to pay the whole cost.

The school reserves the right to cancel any visit or event if there is a shortfall in funding from voluntary contributions.

Further details are available in our Charging and Remissions policy, on the school website.



## Complaints Procedure

The Governors of the school are confident that most difficulties which arise between parents and the school can be resolved by amicable discussion between the parents, the Headteacher and other staff of the school.

In the unlikely event that this is not so, then Governors of the school will do their best to resolve complaints to the satisfaction of all concerned by following the arrangements authorised by the Trustees.

Full details of these arrangements can be obtained from the Headteacher or Clerk to the Governors.

## Health and Safety

We take health and safety very seriously at our school. If you have any concerns regarding health and safety, please report them directly to the head of school.

### Parking

Our school car-park is for staff and authorised visitors only.



If you need to park in the area surrounding school, please park considerately and be particularly aware of children and other pedestrians.

## **Illness and Injury**

In the event of a child being ill or injured at school, parents will be contacted as soon as possible so the child can be collected from school.

For this system to work effectively, it is essential that the school has an up to date record of contact names, addresses and telephone numbers. Please let us know straight away if there are any changes to these details.

## **Medicines and medical care**

Where medication is required, parents should complete a form (available from the office) giving authorisation for the medicines to be administered to their children. The authorisation must accompany the medicine when brought into school and should include detailed instructions with regard to the quantity and frequency of administration.

The medicine should be brought to school in a properly labelled container with the name of the prescribing person (normally the G. P.) on the label, as well as the name and home address of the pupil, the name of the medicine, the dosage and time of administration. PLEASE NOTE ONLY MEDICINES WHICH ARE PRESCRIBED AND REQUIRE TO BE ADMINISTERED FOUR TIMES A DAY CAN BE SENT TO THE SCHOOL.

Parents are welcome to come into school if required to administer the likes of Calpol, etc.

If your child administers their own medication (this includes inhalers) the parents/carers must complete a Self-Administration of Medication Form, available in the office. Children who use asthma inhalers must keep these in the classroom so they are accessible when needed. It is the responsibility of parents/carers to decide if their child needs an inhaler in school and to make sure the child has one.

In addition to children carrying their own inhalers (in Acorn class, the class teacher will help the child to look after it), we also require parents to provide a spare for school. The spares will be kept in the child's classroom in a bag for each child and will be collected when children are taken out on trips whether or not the child has their own inhaler. Parents are also required to sign a Consent Form for the use of the School Emergency Inhaler should this ever be necessary. Further details are available in our Medical Policy, available via the YEAT website.

## **Smoking**

Oakridge CP School is a no smoking site. Smoking, including the use of e-cigs or similar devices, is not allowed anywhere on the school premises by staff, parents, visitors or community users.

## **Transfer to secondary school**

At the age of eleven, children normally transfer to secondary school. In recent years, pupils from our school have transferred to Whitby School or Freebrough Academy.

During the autumn term, Year 6 children and their parents are invited to open evenings at the secondary schools before they make their choice. In the summer term, members of staff from the secondary school will come to Oakridge to meet the children, talk to them and

generally prepare them for the next step in their education. 'Transfer Days' will be arranged, usually in the penultimate week of Year 6, when they will actually travel to their chosen secondary school to meet their form teacher and classmates, follow the timetable and have lunch. These transfer days are very successful and reassure the children about the next stage of their education.

## School Policies

Copies of school policies are available on the school website. Where policies are decided at a Trust level, they are available on our Trust website:

<https://www.yeat.co.uk/our-trust/our-policies/>

Hard copies are available from the school office on request.



## Our Partnerships

## Yorkshire Endeavour Academy Trust

Oakridge CP School academised on the 1<sup>st</sup> October 2022, proudly becoming the sixth school in the Yorkshire Endeavour Academy Trust.



The Yorkshire Endeavour Academy Trust is a unique and exciting partnership that was formed on 1st February 2018 by five primary schools (Castleton, Glaisdale, Lealholm, Airy Hill and West Cliff) that have a long and successful track record of collaborative working, each with significant expertise in supporting schools.

Between us, we have supported 22 schools through School-to School support strategies. This has enabled us to develop lasting relationships with colleagues based upon trust and mutual respect.

Our Academy Trust is built on shared core values and a real drive to provide an outstanding education for all. We are an inclusive group of schools who firmly believe in celebrating and preserving the diversity within our member schools, whilst ensuring that the Trusts ethos of an outstanding education for all, is at our very core and underpins everything we do.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

### Castleton, Oakridge, Glaisdale and Lealholm

We work very closely with the other village schools within the Yorkshire Endeavour Academy Trust. We share curriculum leaders across the schools and teachers work side by side, bringing a wider range of expertise into our curriculum.



We conduct joint trips – including residential trips in KS2 – and take part in a range of curriculum and sporting events with our partner schools allowing our children to meet other children from local villages which both enriches their primary education and makes their transition to secondary smoother.

### Whitby Area Schools Partnership

We work with all the Primary and Secondary Schools in the Whitby area to support the transition process for our pupils as well as taking part in many joint events for pupils and staff.

## Other Information

### School Details

Oakridge Community Primary School  
Coronation Avenue,  
Hinderwell  
Saltburn-by-the-sea  
TS13 5HA

Telephone: 01947 840255

School Secretary: [admin.oakridge@yeat.co.uk](mailto:admin.oakridge@yeat.co.uk)

Headteacher of School: [headteacher.oakridge@yeat.co.uk](mailto:headteacher.oakridge@yeat.co.uk)

Website: <http://oakridge.n-yorks.sch.uk/>

For more information about our school, please visit these websites:

[Ofsted Inspection Report](#)

[Ofsted Academy Conversion Letter](#)

[Ofsted Parent View Results](#)

[DfE Find and Compare Schools](#)

[DfE Get Information About Schools](#)

### Local Education Authority Contact Details

#### Children and Young People's Services

North Yorkshire County Council  
County Hall  
Northallerton  
North Yorkshire  
DL7 8AE

Tel: 01609 780780

E-mail: [education@northyorks.gov.uk](mailto:education@northyorks.gov.uk)

Website: <https://www.northyorks.gov.uk/education-and-learning>

### Admissions, Transport and Free School Meals

North Yorkshire County Council  
Children & Young People's Service  
Jesmond House  
31-33 Victoria Avenue  
HARROGATE  
HG1 5QE

Admissions Team: 01609 533679  
E-mail: [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

Transport Team: 01609 533693  
E-mail: [schooltransport@northyorks.gov.uk](mailto:schooltransport@northyorks.gov.uk)

Free School Meals: 01609 533405  
E-mail: [schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk)