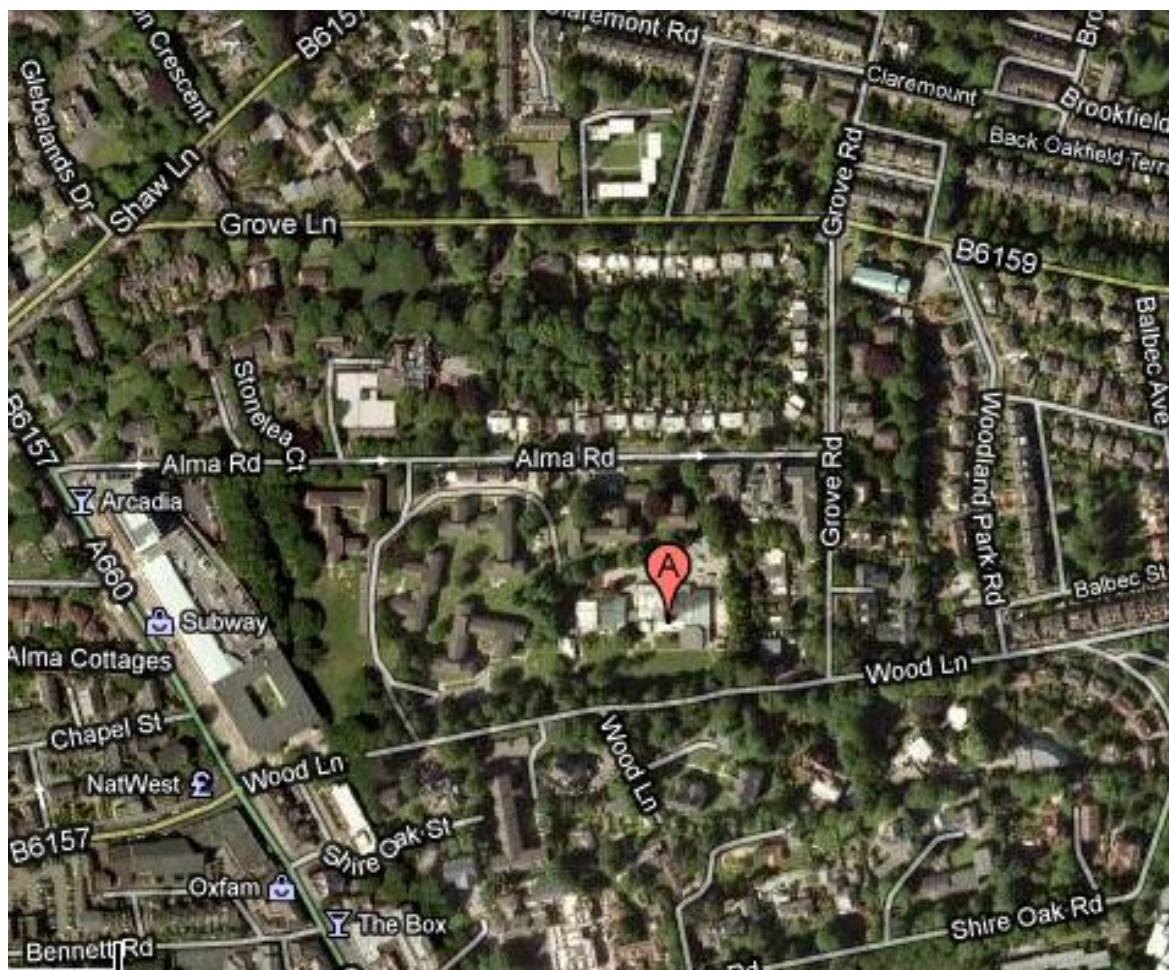


ROOTED IN THE COMMUNITY – GROWING FOR THE FUTURE



Parent and Pupil Handbook

Welcome



Find us just off Otley Road in a peaceful, woodland setting.

Shire Oak CE Primary School

Wood Lane

Headingley

Leeds

LS6 2DT

0113 275 5890

office@shireoak.leeds.sch.uk

Welcome to Shire Oak CE Primary School. We're glad you are joining us.

At Shire Oak we are proud of our creative curriculum, our commitment to learning outdoors and our development of responsible local and global citizens. Please rest assured though, that creative and nurturing does not mean we are not rigorous in our pursuit of good standards in teaching and learning – quite the contrary! Knowing our children well and working hard to make the curriculum relevant, interesting and exciting to them is how we make sure that we support *all* our children to make great progress, prepare them well for High School and later life and stretch them to do as well as they possibly can.

Whether your child is joining us as part of the new Reception Class in September, or at another point in their primary schooling, we will make sure that they are welcomed into school. They will have a 'buddy' who can show them the ropes and staff plan carefully to make sure that their induction is appropriate to their age and needs. We will work closely with you to make sure we know how your child is getting on and so that you can support your child's learning.

I look forward to getting to know your child as they begin their time at Shire Oak.

Jane Astrid Devane

Jane Astrid Devane

Headteacher

janead@shireoak.leeds.sch.uk



Photo by Nathan, Y2

On behalf of the Governing Body, thank you for joining Shire Oak Primary School and for your involvement in our school community!

We are proud of our school community which consists of children, parents and carers, teachers, support staff and governors and I hope that, however new or established you and your family are with Shire Oak, you and your child feel a part of our community.

Our lives over the last year or so have been a little bumpy due to the Coronavirus pandemic, but one thing that I have really appreciated from all the disruption is just how important School is – not just for the educational aspect (which of course is important!), but for everything that accompanies that – friendships, structure, foundation, routine and support from all the amazing school staff – and this is all part of the community that Shire Oak embodies. I realise that I, personally, had taken a lot of that for granted before now!

Since becoming a School Governor in 2017 I have gained a fascinating insight to all the work that goes on behind the scenes to make Shire Oak what it is. I am so proud of our staff team who work hard to provide a safe, caring and supportive learning environment for all our children whilst ensuring that we offer a broad teaching and learning provision, maintaining high standards of attainment and behaviour alongside supporting children to develop positive life values.

Shire Oak is committed to offering extra-curricular and enrichment activities both during school time as well as through a wide range of after-school clubs. Whatever your child's interests and talents we hope that there will be something on offer that they will find stimulating, challenging and enjoyable. At Shire Oak we take seriously our roles and responsibilities to the global community. We work hard to make a positive contribution on environmental issues and we are pleased to be active members of our local community.

We usually run events to strengthen the school community run by FOSSOPS, from the annual festival of fire in the autumn to the youth music festival in the spring as well as days where we invite families who would like to, to spend a day gardening and helping improve the school grounds – always rewarded via a delicious BBQ at the end!

The school's Governors are drawn from different groups associated with the school including staff, parents, the church, the local community and also from Leeds City Council. We have a wide range of skills and experience to be able to fulfil our role to support the Head Teacher and school staff to provide the very best education for your children.

At the moment children may experience some temporary arrangements in place due to Covid. Where possible we have aimed to minimise the impact of measures whilst ensuring that safety is paramount. Please ask for more details on this if you wish to find out more or you have any particular concerns.

An important role for Governors is to be aware of any issues at School and we would always prefer to understand any issues as early as practicable. If there are issues that you feel the Governing Body should be addressing I, or any of the Governors, would be pleased to hear from you. You can either email me on antonian@shireoak.leeds.sch.uk or catch me in person, I am often in the playground at drop off and pick up – if you don't recognise me from my photo just ask a member of staff to point me out.

Antonia Nicholls
Chair, Governing Body



What are our values?

Children at Shire Oak enjoy creative teaching and high quality learning.

All our children are encouraged to fulfil their potential in a happy, safe and nurturing environment.

We express our Christian values in a sensitive way while, at the same time, welcoming families of different faiths and beliefs.

Children at Shire Oak recognise their responsibilities towards each other, the local community and the wider world.

How do we live our values?

Teaching and learning

Our aim is for all children to make the best possible progress through high quality teaching and learning.

We ensure children develop the key skills they will need for later life.

We provide all children with a broad and balanced education that meets their particular needs.

Children and staff are encouraged to be creative in all areas of learning.

The school works closely with parents/carers; we recognise that children are more likely to fulfil their potential when we work together.

A happy, safe and nurturing environment

Staff and pupils show mutual respect for each other.

We enjoy a stimulating and purposeful atmosphere in school.

Our school is a happy place; children know that their concerns will be dealt with promptly and effectively.

Children learn to be good friends, to care for each other and work cooperatively.

School provides a safe and secure environment in which children learn to deal with risk appropriately.

Social responsibility and behaviour

We expect high standards of behaviour from all members of the school community.

Children develop an understanding of right and wrong.

Children are supported to play an active part in the life of the school.

Children develop the knowledge and skills to make positive life choices.

Through sharing and celebrating different faiths, children develop an awareness of the role of spirituality in everyday life.

The school and the community

Children are encouraged to play an active part in the local community and develop an understanding of their role as global citizens.

The school works closely with partners from our local community to provide a wide range of learning experiences.

We actively promote environmental sustainability in all aspects of school life.

School Staffing

Ms Jane Astrid Devane	Headteacher
Mrs Marcelle Maver	Deputy Headteacher
Mrs Sara Mitchell	Special Needs and Disabilities Coordinator (SENCo)

Teaching Staff

Miss Sarah Coulter	Reception Class Teacher
Mrs Susie Hopkins	Year 1 Class Teacher
Mrs Sara Mitchell	Year 1 Class Teacher and SENCo
Mr Ian Martin	Year 2 Class Teacher
Ms Helen Barley	Year 3 Class Teacher
Mrs Carol Hill	Year 3 Class Teacher and Core Subject Specialist Teacher
Mrs Sharon Hall	Year 4 Class Teacher
Mr Chris Marshall	Year 5 Class Teacher
Mr Alun Davies	Year 6 Class Teacher

Learning Support Assistants

Mrs Mandeep Atwal	Support Assistant
Mrs Christine Bennett	Support Assistant
Miss Bethan Jones	Support Assistant
Miss Jayne Corner	Support Assistant
Mrs Bianca Woodruff	Support Assistant
Miss Sue Strange	Support Assistant
Ms Leah Smith	Support Assistant
Ms Kate Earl	Support Assistant (and HLTA for French in KS2)
Mrs Zaiga Pakalna	Support Assistant
Mrs Jill Dickinson	Support Assistant
Miss Abigail Readman	Support Assistant
Dr Janie Percy-Smith	Librarian and Reading Support Assistant

Pastoral Support Staff

Ms Lydia Virgin	Nurture Leader (Drawing & Talking) Lydia also teaches art in KS2
Mr Lawrence Nash	Inclusion Support Worker
Ms Jane Hinchliffe	Raising Families Worker (Mentoring children and supporting families)

Administrative Staff

Mrs Jackie Vollans	School Office Manager (and First Aider)
Mrs Susan Koyuncu	Administrative Assistant (and First Aider)
Mrs Amanda Jahdi	Clerk to governors

Superintendent and Cleaning Team

Miss Elizabeth Craven	Caretaker
Miss Carmel Turner	Deputy Caretaker
Mrs Shamim Akhtar	Cleaner

Lunchtime Supervisors

Miss Carmel Turner Senior Supervisor (also works as a support assistant)

Mrs June Wilkinson

Mrs Brenda Sargison

And a rota of support assistants, other school staff and Reception Class staff who also work at lunchtimes.

Catering Staff

Mrs Catherine Taylor

Mrs Jaswinder Lyall

Mrs Gulshan Nadeem

Mrs Shamim Akhtar

Governing Body

Chair of Governors	Antonia Nicholls (parent governor)
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Vice Chair of Governors	Richard Killington
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Safeguarding and Inclusion Governor	Charlie Stobbart (parent governor)
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LA Governor	Councillor Neil Walshaw
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Staff Governor	Bianca Woodruff
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Co-opted Governor	Sally Dyster Richard Killington Ann Dudzinski
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Parent Governors	Anna Swinburn Kate Wright
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Parish Representatives	Rev Angela Birkin Jan Kramer
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Associate Governors	Marcelle Maver Claire Birch (Children's Centre representative)
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(In the school year 2020 – 2021 temporary amendments were made to some of our arrangements, due to COVID-19. We have written this handbook to reflect our normal practice at Shire Oak Primary School and will communicate with you if any of the variations will still be in place from September 2021. These have chiefly affected morning playground routines, after school clubs and the wearing of outdoor clothing indoors.)

The School Timetable

Reception and KS1 (4 – 7 year olds)

Session	Timings
1	08:50—10:15
Break	10:15—10:30
2	10:30—12:00
Lunchtime	12:00—13:00
3	13:00—14:15
Breaktime	14:15 – 14:30 (approx)
4	14:30– 15:05 (Reception) 14:30 – 15:10 (Y1 & Y2)

KS2 (7-11 year olds)

Session	Timings
1	8:50—10:15
Break	10:15—10:30
2	10:30—12:00
Lunch	12:00—13:00
3	13:00—15:15

The School Timetable

The Start of the School Day



At the beginning of the school day Jane Hinchliffe and Lawrence Nash, along with other staff, will be on the playground available to chat to children and their families. They will ring the bell at 8:50am to signify the start of the school day. Teachers collect their classes from their circle in the playground and bring them into school quietly. When they first join school parents may bring Reception children to the classroom, where their teacher will meet them.

The End of the School Day

Children from Reception Class to Year 3 are collected from outward classroom doors. Year 4 are collected from the door next to the Quiet Zone. Children from Year 5 and 6 are trusted to leave school independently. Any children who are not collected shortly after the end of the school day are taken to the school office and their parent or carers contacted.

Assemblies

There is an assembly in school every day. Assemblies are led by different members of staff, visitors to school, the school council and classes. Assemblies are used to cover aspects of the curriculum, raise awareness of different issues, share stories, celebrate achievements and share learning. We celebrate the major festivals of each of the faiths represented within school and within each assembly there is an act of collective worship in which children are invited to join if they wish. Reception Class often meet in groups with their key worker at the start of the day when they don't join the assemblies in the hall.



Monday Whole School Assembly

Tuesday Whole School Celebration Assembly (Superstar Assembly)

Wednesday Whole School Singing Assembly

Thursday Key Stage Assemblies (Reception Class join KS1 when they are ready)

Friday Whole school assemblies to mark special events in the calendar and to share children's work with their families. (Or assembly in class when there is no such assembly)

(These days change from time to time. Any assemblies to which parents are invited are listed in the weekly newsletter.)

School Uniform

We expect all children to wear our school uniform. Most parts of the uniform can be purchased from local clothes shops or supermarkets. The purple school jumper or cardigan with Shire Oak logo can be purchased new from the office or alternatively good quality second hand uniform can be purchased through FOSOPS (the school PTA).

This comprises of:

General Uniform	PE kit
Grey trousers, skirt or pinafore White shirt or white or purple polo shirt Purple jumper or cardigan Black school shoes, suitable for all weather	Plain T-shirt (white or purple) Dark Shorts Black PE Pumps Dark jogging bottoms—optional <i>Jewellery should not be worn & hair should be tied back</i>



Each class spends a certain amount of time learning outdoors, and whilst school uniform is usually suitable to be worn during these activities, from time to time class teachers may request wellington boots, waterproofs or old clothing to be brought into school for children to wear. Children are also asked to use a book bag to transport school reading books, ongoing projects and letters to and from school.

Communication

Usually each week you will receive the school newsletter. Written by the headteacher, with input from the whole school community, this newsletter will keep you informed of what has been going on in school and any upcoming events. The school website can be found at www.shireoak.org.uk and is regularly updated with new information and our Twitter feed (@shireoakce) and links to other school Twitter accounts.

We have three parent consultation evenings each year, to which all parents and carers are invited and warmly encouraged to attend. You will receive a letter a couple of weeks before each parent consultation evening and given a choice of days and times to make your appointment. This is a good chance to find out how well your child is getting on at school and to discuss any concerns you may have about your child's learning or progress. We are of course always happy to discuss your child's learning whenever you'd like to; class teachers do need to make a prompt start to the day but you are welcome to make an appointment to see them after school or alternatively speak to our Jane Hinchliffe or a member of the school leadership team.



Positive behaviour for learning

We are an inclusive school and support children to learn to behave well. We have a thorough behaviour and anti-bullying policy and teach children about what to do if they or someone they know is being bullied.

Our principles are: **Be Kind, Be Safe and Be Your Best**. The three rules we all agree to follow are also very simple: **Follow instructions; Keep hands, feet and objects to yourself; Use positive language**. Most of the time children get this right and enjoy the positive consequences of this: praise, smiles, thank yous, team points, class rewards, stickers, superstar certificates, lunchtime tickets, the feeling of doing the right thing, etc. There will be times when people find it hard to follow the rules or make poor choices and these also require consequences. We have a whole school system for these (with slight modifications for Reception Class) that apply throughout the morning and afternoon. There is a clean slate for each child every morning and after lunchtime every day. Our consequences are these warnings:

1. Recorded warning
2. Be moved away from the group
3. 2 minutes away from the class
4. 10 minutes away from the class, plus a reflection time
5. Ms Devane and parents will be told, plus the consequences they give

Some choices will mean more than one warning. Fighting, deliberate hurting, deliberate swearing, racism, sexism or homophobia go straight to 5.

At break and lunchtimes we use warnings, yellow cards (a time out), red cards (for serious or repeat offences the senior lunchtime supervisor is told and gives a consequence). Straight to 5s are in place throughout the day.

As you can see, some behaviours such as bullying and fighting are considered so severe that they go 'straight to 5.' We ask for your support with this as the ultimate sanction is contacting parents about an incident. Whilst this won't replace the good informal end of day conversations we have about children and how they are getting on, if you are contacted about a '5' please, please back us up. I know that, for example, children can become confused if parents are telling them to hit people back and school is saying that it is always wrong to hurt others. We want all the children to grow up to be assertive, strong and able to stick up for themselves and in school we always have non-violent ways of sorting things out. We practise using strong, assertive voices to tell people to stop things we don't like and we make sure we know how to contact an adult at all times. If we are concerned about a child's behaviour we will always talk to parents and carers and find ways to help get things back on track.

Each child is designated to a **House Team** (lions, leopards, rhinos, elephants, giraffes) when they join the school. Children can earn a

house team point for particularly good behaviour or work, or an act of kindness. House Team points are recorded on a sheet in the classroom, these are totalled each week and announced in the Celebration Assembly on a Tuesday.



Keeping your child safe

We spend a lot of time teaching children about how to keep themselves safe and healthy both within and outside of school. They learn about how they should expect to be treated by others and about all the different people who can help them to stay safe. There is a worry box kept in a prominent position in school in which children can write a note. Pastoral staff always follows these notes up promptly, chatting them through with the children and taking any action required. There are currently five named people for children protection in school; Ms Devane, Mrs Maver, Ms Hinchliffe, Mrs Mitchell and Mr Nash. All adults working in school have a DBS check, and all visitors are required to sign in and out of school and wear a visitor's badge. All adults working in school have had child protection training and report any concerns immediately to one of the designated staff; parents and carers are requested to do the same. We follow the Leeds Joint Agency Protocol for Domestic Violence and Abuse: School and Higher Education Notifications (DVA Notifications Process) so that we can support children who may have been exposed to incidents of domestic violence. (Full protocol on our website.)

We take the health and safety of all the children very seriously. In addition to termly safety inspections and regular fire drills, we have a comprehensive health and safety policy. We encourage all staff, parents and children to report any health and safety concerns to the headteacher or caretaker as soon as possible.

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident. We have a number of qualified first aiders in school who are well equipped to deal with minor accidents and illness. All incidents are recorded and a note or text will be sent home to you, if we are more concerned about your child's condition or they have become very upset, we will always phone you to discuss what to do next so please remember to make sure all contact details are kept up to date. If your child has been poorly and needs medication to be administered at school, we are happy to do this but you must complete a form available from the office and bring the medicine in to school.

Supporting your child's learning

Members of the school leadership team meet regularly with class teachers to discuss the learning, progress and well-being of the children in each class. We use information gathered at these meetings to identify if children would benefit from any extra support. This can be additional support in the classroom or some small group work to help them to develop or extend their key skills. If we feel a child has a Special Educational Need because they require something above and beyond the support offered to the whole class, we will write them an SEN Support Plan which outlines the key targets for them to work on. There is a role in school called the Special Educational Needs coordinator (SENCo), currently held by Mrs Mitchell, who coordinates additional support and resources for children. We always talk to parents and carers about children's learning and progress and let you know what we are doing to help. If you'd like to know more about support for your child, please make an appointment to see the SENCo or the Inclusion Manager, Mrs Maver.

For more information, the school has several policies relating to how we help children to learn and keep safe. If you would like a copy of any of these, the office staff would be more than happy to provide you with one or you will find many of them on our website.

Our curriculum is planned with a firm basis in our values. We place importance on your child's spiritual, moral, social and cultural education and this helps us to prioritise learning that helps children to see and celebrate their place in the wider world.

Attendance

Attending school on time each day is one of the very best things you can do to support your child's education. It really helps children to have a good, calm start to the day and not miss out on any learning.

- Children should be on the playground by about **8:40am**. (Pastoral staff are on the playground from 8:30am)
- The bell will be rung at **8:50am**.
- Children who are too **late** to come into school with their class should come in via the **office**. If registration is closed, a **late mark** is given and the parent asked to write the reason in our records.

- If your child will not be in school please **ring us as soon as possible** before 9am to tell us why.
- If they are off a second or further day, please **ring each day** of their absence unless the first phone call gave a clear reason for more than one day off (e.g. a doctor has specified an amount of time off school).
- If we have not heard from you, we will ring you. (We may also carry out a home visit.) This is to **safeguard** the children in case a child is not in school without you knowing. Please do answer our phone call to reassure us. If you have run out of call credit but have texts left you can text the school to ask us to ring you.

Ideally children will be in school every single day, but we know that children do get ill and so having above **96%** attendance is considered a reasonable target for all children who do not have complex medical needs. Don't worry – we will phone you if your child is genuinely not well enough to be in school but we know that often getting up, out and joining their friends can be a the best medicine for many slightly peaky children. (You can always let us know to keep an extra eye on your child.)

- If your child needs to miss school for a **medical appointment** please show us proof of the appointment (this can be an appointment card, prescription, text reminder or note from the receptionist). This applies at any point in the school day, including early pick-ups.
- Children **not picked up on time** at the end of the day are brought to the school office. It helps us to reassure the children if you **phone to let us know** why you have been unavoidably delayed.

We want to help families to get into the **good habits** that make good attendance and punctuality easier. Jane Hinchliffe, our Raising Families worker, has lots of experience helping children and their parents to identify ways to improve attendance and punctuality.

Recently the government has changed the guidelines for absences in term time. School is no longer allowed to routinely authorise holidays in term time and the local authority require us to notify them of unauthorised absences, whereupon a fine may be imposed. We do know that occasionally there are extenuating circumstances that can cause an absence. In all cases, do speak to us so that we can work together to find the best solution and so that children are never put in a position where they feel they cannot tell us why they weren't in school.

Educational Visits

Class teachers regularly arrange educational visits to enhance the curriculum. They also arrange special visitors and experiences to come to school. Whilst every effort is made to keep the cost of these visits down, we will sometimes ask for a small voluntary contribution from families to help cover costs. Cost should never be a barrier to participation in any school activities. We do have some ways of accessing additional funding and can offer flexible methods of payment. Please speak to the Headteacher or office staff if you'd like to find out more about this, all enquiries will of course be treated in confidence.



When your child starts school you will be asked to sign an educational visits letter which gives permission for children to take part in short walks within 5 miles of the school. We will of course always inform you of any visits we make and ask your permission before taking children on any longer visits or those involving other methods of transport.

School Meals

Our school meals are of a good quality, they meet nutritional standards and a working party of pupils has been consulted on ways of making them better. They are prepared by Mrs Taylor and her team in the school kitchen. There is always a choice of main meals, sandwich and a jacket potato. Fruit and yoghurt are offered

as desserts with a treat dessert once a week. A menu is displayed in the entrance lobby, near the hall and is available on the school website so that children and their parents/carers know what is coming up.

School meals are free for children in Reception, Year 1 and Year 2 so we strongly recommend that these are taken. Even the fussiest eaters find something they like and the staff are well able to deal with allergies and dietary requirements and therefore almost all of our younger children have a school meal.

School dinners in Y3-Y6 are subsidised and the cost is published in the newsletter. Payment for KS2 school meals should happen weekly, monthly or termly by cash, cheque (made payable to Leeds City Council) or bank transfer direct into the school account. Mrs Koyuncu, in the school office will be happy to help with arranging school dinners and can help you find out if you are eligible for free school meals. If you think you are eligible for free school meals then we strongly encourage you to take up the eligibility even if your child receives a free dinner in KS1 or has a packed lunch in KS2. This is because the government gives the school extra money to support learning with extra staff, etc. for each child who is entitled. They will also be entitled to free milk if they want it. Children are never able to tell who has free school meals or milk so your child will not be stigmatised in any way.



You are of course welcome to send a packed lunch into school for your child. We encourage children and parents to pack a healthy school lunch and do not allow chocolate, fizzy drinks, sweets or glass containers to be included.

In order to assist menu planning and the ordering of provisions, we ask for one week's notice for children to change from school dinners to packed lunches or vice versa. When children first start school in Reception class we offer more flexibility with this system whilst you decide what kind of lunch you'd like your child to have. Parents and carers are also invited to come into school to share dinner with their children during their first few days.

Snacks

Children in Reception class, Year 1 and Year 2 receive a free piece of fruit each morning and older children may bring a fruit snack for breaktime. For children in all classes milk is available at a weekly charge. (Reception Class milk is free up to the age of 5 – and children eligible for free school meals throughout school also receive free milk). We encourage all children to bring a water bottle into school so that they can access water throughout the school day. You may bring your own from home or purchase refillable school water bottles from the office for £1.

Breaktimes

All children have a 15 minute break time in the morning, time to play during their lunch hour and children in Reception and KS1 also have a short break in the afternoon. The school playground is zoned into different areas; a football pitch, an area for making up plays and dances, a basketball area, tyre park and quiet zone. We are due to have a Scrap Shed of loose parts play installed by this autumn. There are also a range of activities put out for children to play with such as skipping ropes, balance boards and hula hoops. We want to make sure that all children enjoy their breaktimes so we have a group of children called Peer Mediators who help children find others to play with and support children in making games fair and resolving any minor disagreements. There is a Buddy Bench on which children can sit if they are looking for someone to play with. To make sure that football is kept fair, we have a rota so that each class gets at least one turn to play each week and a member of staff referees the games and encourages both sides to play fairly.

Extra Curricular activities and after school

We are lucky to have Kidzone, an independent childcare provider on our site. They offer before and after school care at a competitive rate and are used by many of our families. Pam, the leader, can be contacted on 07847 442492 for more information or to book a place. Please contact the school office if you need help contacting them.

We also offer a range of extra-curricular clubs (at lunchtime or afterschool) which are either free or bookable for a small price. Look out for the termly letter to find out what is available. Recently these have included rugby, football, cricket, art, crafts, drama, environmental issues, music ensemble, Spanish, collectible card swapping, ICT coding, book club, Lego Club and film-making.



We believe that all children should have the chance to develop their talents and interests in our clubs and activities. We have an Opportunities Fund at school that is used to help pay for fees, instrument hire, equipment or other things that could help to remove a barrier to learning (in its widest sense) or help a child to develop a particular skill or talent. The cost of something should never get in the way of doing things at Shire Oak. Please see Ms Devane, Marcelle Maver or Jane Hinchliffe to enquire about applying to the fund, in confidence.

All children in Y4 learn to play the djembe drum in a weekly lesson together. We also work with peripatetic music teachers to offer small group lessons on a wide variety of instruments. (Recently this has included piano/keyboard, guitar, flute, recorder, drums, violin and trombone.) These lessons are a cost-effective way of trying out an instrument as they take place in school time and are typically cheaper than private lessons. We can often loan instruments, when required. The lessons are available to children in Years 2 to 6. Bursaries are usually available to heavily subsidise the cost for children entitled to free school meals. Where a child has a particular talent or passion to learn an instrument, applications may also be made to the Opportunities Fund for support with paying for lessons.



FOSOPS

Friends of Shire Oak Primary School is a group of parents and carers who meet regularly to plan and organise social and fund raising events for members of our school community. They are always looking for new members, if you are interested in helping out a lot or a little, keep an eye on the newsletter, or the noticeboard in the playground for the dates of their next meeting.

This handbook was updated in May 2021.

What are our values?

Children at Shire Oak enjoy creative teaching and high quality learning.

All our children are encouraged to fulfil their potential in a happy, safe and nurturing environment.

We express our Christian values in a sensitive way while, at the same time, welcoming families of different faiths and beliefs.

Children at Shire Oak recognise their responsibilities towards each other, the local community and the wider world.

This home-school agreement is based on our values, which inform everything we do. We expect parents and children to respect the same values so that together we will:

- Value one another as partners in our children's learning.
- Listen to and support each other in our aim to provide the best future for our children.

School will do its best to:

Live out its values, for each child, as detailed in the values statement.

Encourage your child, and the other children in school, to do their best at all times to be good learners and behave well with each other.

Contact you straight away if we are concerned about your child's progress, behaviour or attendance and make sure you have regular, useful information about your child's progress and attitudes to learning.

Make sure you know what your child is learning in school and the best ways you can support their learning, through talking to them, supporting them with homework or helping them to practise key skills.

Meet the needs of all its children through well planned lessons, giving extra support when it is needed and providing an interesting and exciting range of activities during and after the school day.

Help and teach your child to keep safe and happy.

Signed (Headteacher): *Jane Astrid Devane*

Date: 11th May 2021

To help my child at school, I will do my best to:

Encourage my child to do their best at all times to be good learners and behave well with others.

Contact school straight away if I am concerned about my child's progress, behaviour or attendance and make sure that I share any problems that may affect my child's ability to learn. Come to parents' evenings or make another appointment to speak to the teacher so that together we can talk about how well my child is doing at school.

Show an interest and talk to my child about what they are learning in school and support them with homework and the practice of key skills. Keep an eye out for letters, texts and emails from school and reply to them when necessary.

Make sure my child is ready to take part in all the lessons and activities at school by ensuring they attend regularly and on time and are dressed appropriately for school.

Signed (parent(s) or carer(s)):

Date:

Please talk to your child about this part of the agreement and explain it to them in a way that they will understand. They can sign their own name or make a mark if they are learning to write.

I am special to my parents and to my teachers so I will do my best to:

Do my best to be a good learner by working hard and listening to the adults at home and at school.

Behave well by being kind to others and making sure that they can get on with their learning.

Be safe by listening to instructions and checking if I am not sure about anything.

Come to school every day unless I am not well and help by getting ready quickly in the morning.

Talk to the grown-ups at home and at school about the things I like and the things I find hard in my learning.

Read as much as I can, do my homework and practise the skills my teacher asks me to.

Look smart and ready for work by wearing my school uniform properly.

Signed (child):

Date:

(KEEP THIS COPY AT HOME AND LET US KNOW YOU HAVE SIGNED IT BY
SIGNING THE RELEVANT SECTION ON PERMISSION SLIPS FORM)