

# Oakwood Integrated Primary School



At Oakwood, we value each child as a unique individual. We look forward to meeting you and welcoming you into the Oakwood family, where we will be learning, working and playing together for a better tomorrow.

*Welcome to Oakwood Integrated P.S.*



**School Address:** 48 The Cutts, Derriaghy, Belfast, BT17 9HN

**School Telephone Number:** 028 9030 9920

## Introduction:

A very warm welcome to Oakwood Integrated Primary School and Nursery Unit.

The school opened its doors in 1996 with just 34 children and as a result of the hard work and commitment of a small group of dedicated parents, who felt that the kind of schooling they wished for their children, did not exist in the area, at that time.

Our Vision of '***Learning, working and playing together for a better tomorrow,***' is at the heart of everything we do at Oakwood. It's a special kind of place and everything is done in 'The Oakwood Way.'



## Integration and Inclusion

At Oakwood Integrated Primary School, we are child centred and value the individuality of all of our children. We are committed to giving all of our children every opportunity to achieve the highest of standards and their full potential. We do this by taking account of children's varied life experiences and needs, when planning activities, lessons or trips.

We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children are of key importance. Oakwood promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background. Our aim is that all children will be given the best opportunity to develop skills, strategies, knowledge and attitudes necessary to succeed as responsible and valued members of society.

Our inclusive nature was recognised when Oakwood became the first primary school in Northern Ireland to achieve the Inclusion Quality Mark (IQM) and the first school in Northern Ireland to gain IQM Flagship status.

## The School Day

The school day starts with registration at 8.55am. Classrooms are open to children from 8.45am – 8.55am. There should be no children on school site, unsupervised, prior to 8.40am.

8.45am: School Gate opens. Children make way to classrooms.

8.55am: Morning bell rings and register is taken.

10.30am-10.45am: Break time

12-12.45pm: Lunchtime. P1-3 eat at noon and P4-7 eat at 12.25pm.

3.00pm: Home time for P1-7 on Monday to Thursday.

2.00pm: Home time for P1-7 on Friday

## School Routines



### Early Days

Oakwood operates a staggered intake for Primary 1 pupils during the first few weeks of term. The class teacher will inform you of your child's start date. Primary 1 children attend school until NOON during these initial weeks. They do not stay for packed lunch or school dinners during this period.

From early October the children will then stay for the full school day going home at 3pm Monday to Thursday and 2pm on Friday.

Check the School Calendar and Seesaw for other important dates, such as early finishes or training days.



### Drop Off, Pick Up and Parking

If you bring your child to school by car, please do not park on yellow lines or outside the marked car parking bays. Only blue badge holders should avail of the disabled bays. There is a one-way system in operation in the car park. Please adhere to this and drive slowly at all times on the school site.

Oakwood provides a 'Kiss and Drop' system, whereby parents can drive to the drop off zone (beside the bicycle shelter). You are asked not to park in this area, simply allow your child to alight quickly and safely, to ensure a continuous flow of traffic during drop off times.

Prompt pick-ups after school at noon (initially), 3pm and 2pm (Friday only), are really important. Children can become distressed when waiting for parents or their childminder.

If your child is to be collected by a childminder or other family member, please ensure that the class teacher has been given their name and contact number and also ensure that they have been introduced to the class teacher.



### Attendance and Punctuality

Attendance and punctuality are essential to ensuring that your child gets the most out of their time at school. They are also important life skills that your child will need as they become young adults and enter the world of work.

Please ensure that your child arrives in time for the start of school at 8.55am. Children can be dropped off in the playground from 8.45am onwards and should be in class by 8.55am. Late arrivals are disruptive for the child who is late and also for the other pupils who will have begun lessons. No children should be on the school grounds, unaccompanied, before 8.40am.

Prompt pick-ups after school are also really important.

Pupil attendance is regularly monitored by the Principal and poor attendance, late arrivals and early collections are reported to the Educational Welfare Officer attached to Oakwood IPS.



## Illness and School Holidays

If your child becomes unwell in school or has an accident that warrants you being notified, you will be contacted on the number you provide on the information forms.

In the event of absence please provide the class teacher with a written explanation for the absence upon your child's return to school. If your child has been physically ill or develops an infectious illness, please check with the school office regarding the statutory exclusion period. If your child has been absent from school for any other exceptional circumstance the Principal must be informed in advance.

The Holiday List for the next academic year, is distributed to parents early in the third term of each academic year, providing ample time for holidays to be planned for in the school holiday period. **Family holidays, during term time, are strongly discouraged** as they impact upon attendance and more importantly upon children's learning. If your child is absent from school, it is not our policy to provide school work to cover the period of absence.



## Appointments

There may be occasions when your child has to attend a medical appointment during the school day. Please ensure that the class teacher has been made aware of this in advance. Other appointments should be made after the school day to avoid impacting your child's attendance and more importantly their learning.

We are unable to facilitate collections between 2.40pm-3.00pm (Monday to Thursday) and 1.40pm-2.00pm (Friday), as teachers prepare each class for the end of their school day. Whilst we appreciate you may wish to minimise the amount of time your little one misses school, during this time our teachers are preparing 30 children for home-time.



## Healthy Eating, Healthy Lifestyle

Oakwood promotes healthy eating and a healthy lifestyle. We do not allow sweets, chocolate or fizzy drinks to be eaten in school. The only exception to this is on the first Friday of every month. Children are allowed one small, chocolate covered biscuit on this day.



## Nut Aware Zone

There are increasing incidences of children suffering from a variety of allergies which produce a range of reactions from the very mild through to life threatening. Several children at Oakwood have nut allergies, so we endeavour to be a NUT FREE ZONE. Children should not bring any nuts (not just peanuts) or anything containing nuts to School. There are so many products that we don't necessarily associate with nuts and due care is required.



## School meals

Children can choose to take a school dinner or bring a packed lunch. The cost of a school dinner is £2.60 (subject to change by the EA) and as they are cooked off site, dinners must be ordered on a weekly basis each Monday morning. Your child should bring the correct money, to the class teacher, in a purse, envelope or school money pouch clearly labelled with which days dinners are required.



## School Money Pouches

School money pouches will be given free of charge to each P1 family in late September. Additional envelopes can be purchased from the School Office.



## School Nurse

During the early years at school, your child will have periodic visits from the school nurse. You will be advised of the time and date in each case.



## Medical Needs

Please ensure that you have made the school aware of any medical needs that your child may have. This should be done through the enrolment form and thereafter in writing to the Principal.

Please note that teachers are not permitted to administer medicines in school. If your child requires medication please contact the Principal to see if arrangements can be made.



## The Curriculum

Oakwood provides a broad, balanced and creative curriculum which is age and stage appropriate to the individual needs of each child, enabling them to achieve success in a wide variety of academic and social contexts. (See our website for more information).



## Home Learning

At Oakwood, we aim to ensure that homework (home learning) is consistent across the school and in line with age related expectations and differentiated when and where appropriate within classes. This enables children to take ownership of their own learning and to develop their excitement and passion for their learning. Home learning gives parents the opportunity to support their children at home, giving awareness of areas of the curriculum being covered in class. We encourage you to encourage your child by taking an active interest in their home learning.



## Religious Education

Our children are taught the shared Northern Ireland RE curriculum. They learn about the common elements of the Christian traditions and the differences between them and other major faiths. Our pupils have opportunities to explore one another's faiths, including visits to local churches, synagogues and community centres. Children from the Roman Catholic faith are prepared for their sacraments, with their classmates supporting them and attending associated services and celebrations. Our whole school participates in other events, such as Harvest and Remembrance and our school choir also participates in all religious celebrations. Each year all our pupils have the opportunity to explore a major world faith.



## Toy Day

Children can bring a small toy to school on the first Friday of each month. No electronic devices are allowed on Toy Day, due to risk of loss or damage.



## School Uniform

### Main Uniform

Apart from the school sweatshirt, polo shirt and PE t-shirt, all other items can be purchased from high street suppliers.

#### Boys:

Choice of red or jade sweatshirt with school logo;  
Polo shirt - yellow with school logo;  
Grey trousers with grey socks and flat black shoes.

#### Girls:

Choice of red or jade sweatshirt with school logo;  
Polo shirt - yellow with school logo;  
Knee length white socks or grey tights and flat, black shoes.

### Summer Uniform

#### Boys:

Tailored grey shorts with grey socks and black shoes;  
Fleece, lined raincoat with school logo (optional).

#### Girls:

Red or jade checked dress;  
Knee length white socks and flat, black shoes;  
Fleece, lined coat with school logo (optional).

## PE Uniform

Red t-shirt with school logo;

Black shorts or leggings

All uniform items can be purchased from McCalls of Lisburn.

**It is essential that all items of clothing are clearly marked with your child's name.**



## Schoolbags

You are encouraged to purchase an Oakwood book bag from the Primary 1 teacher at the start of the year. These are priced at £7.00 (subject to change). These are slim line and designed to fit into the tray assigned to your child, to help foster their independence and organisational skills.



## Jewellery

We do not permit any jewellery (besides watches) on the grounds of safety while pupils are on the school premises. Ensure that any ear piercings are arranged at the start of the summer holidays, giving time for ears to heal. Earrings including plastic/rubber earring retainers must be removed for the duration of the school day: the option of covering them with plasters is not available.



## Parents' Council

Every parent who has a child enrolled at Oakwood is automatically a member of our Parents' Council. The Council also includes the School Principal, who attends all meetings. Oakwood is fortunate to have a very active, supportive Parents' Council and we are very appreciative of the time and effort put into the wide variety of events which they organise. We meet during the school day, and your involvement will be welcomed and very much appreciated.



## Home School Communication

We strive to facilitate good communication between the school and parents in a variety of ways, including:

- Seesaw App;
- Twitter;
- 'Schoolbag' post – written communication for parents passed via their child which they may or may not be required to return, and
- School Website ([www.oakwoodips.org](http://www.oakwoodips.org))