



***BRIGHT  
FUTURES  
START HERE...***

Welcome to Oakfield School  
**Information Brochure**



**EMPOWERING PUPILS,  
CREATING OPPORTUNITIES**

**A warm welcome to Oakfield School.**

I am delighted to take this opportunity to introduce you to our school and look forward to working in partnership with you.

This brochure is designed to provide you with useful information about our procedures and policies. I hope you will find it helpful.

The transition from primary to secondary education is an exciting step in any pupil's learning journey. The wealth of opportunities provided can be both empowering and uplifting.

At Oakfield School we aim to provide all our pupils with the very best educational experience and help create an enthusiasm in all our young people, not just for their academic education whilst at the school, but also into their future.

**Mrs R M Davies**  
Headteacher





A **UNIQUE LEARNING**  
ENVIRONMENT

### Timing of the School Day

Our timetable provides pupils with over 25-hours of specialist teaching per week.

The school day begins at 8:50 am. Pupils are expected to be in their Tutor group by 9:10am for morning activities and registration.

The school day ends at 3pm.

At the start and end of the school day, members of staff will oversee the arrival/ collection of all pupils.

Pupils who access Extended Days will remain on the school site. Pupils either stay until 6pm or 8pm, depending on their arrangements (Monday to Thursday).

**Arrival & Social Time**  
(20 minutes)

**Tutor**  
(30 minutes)

**Lesson 1**  
(40 minutes)

**Lesson 2**  
(40 minutes)

**Break**  
(20 minutes)

**Hub**  
(10 minutes)

**Lesson 3**  
(40 minutes)

**Lesson 4**  
(40 minutes)

**Lunch**  
(20 minutes)

**Clubs**  
(20 minutes)

**Registration**  
(10 minutes)

**Lesson 5**  
(40 minutes)

**Lesson 6**  
(40 minutes)

### Timings of the School Day

8:50am - 9:10am

9:10am - 9:40am

9:40am - 10:20am

10:20am - 11:00am

11:00am - 11:20am

11:20am - 11:30am

11:30am - 12:10pm

12:10pm - 12:50pm

12:50pm - 1:10pm

1:10pm - 1:30pm

1:30pm - 1:40pm

1:40pm - 2:20pm

2:20pm - 3:00pm

## Attendance

### 'Attendance is the foundation of everything'

Oakfield School is committed to improving attendance for all our pupils. 100% Attendance is vital for every pupil to maximise their opportunities to succeed and to reach their full potential. The school recognises and rewards excellent attendance and punctuality and pupils who achieve 100% attendance are rewarded with Epraise points.

Under the Education Act (1996), parents/carers are required to ensure that their child attends school regularly.

**Our target is 100% attendance for all of our pupils.** We expect parents/carers not to arrange holidays during term time; should you consider there to be exceptional circumstances, a request must be put in writing to the Deputy Headteacher, 4 weeks before the holiday.

Dentist and doctor appointments should be arranged, wherever possible, outside of the school day.

If your child is ill or absence is unavoidable we ask you to contact the school between 8 am and 9 am on the first morning of your child's absence.

The school can be contacted by phone at: (01482) 854 588.

An automatic truancy call/text message will be sent if we are unaware of the reason for your child's absence.

Please refer to the school's Attendance Policy for further information, via the school website.

### Attendance Procedure

When dentist and doctor appointments unavoidably fall within the school day, please ensure you contact the school on or before the date of the appointment.

Pupils will report to the Reception to sign out. Parents/carers are required to collect their child from the Reception, if necessary. If parents/carers are not able to collect their child, the school must be informed of the alternative arrangements.

## Punctuality

We expect all pupils to be present in school at 8:50 am. Punctuality is an essential life skill that all pupils must learn. However, we expect that the majority of pupils will be transported by Hull City Council school transport and take this into consideration if school transport arrives late.

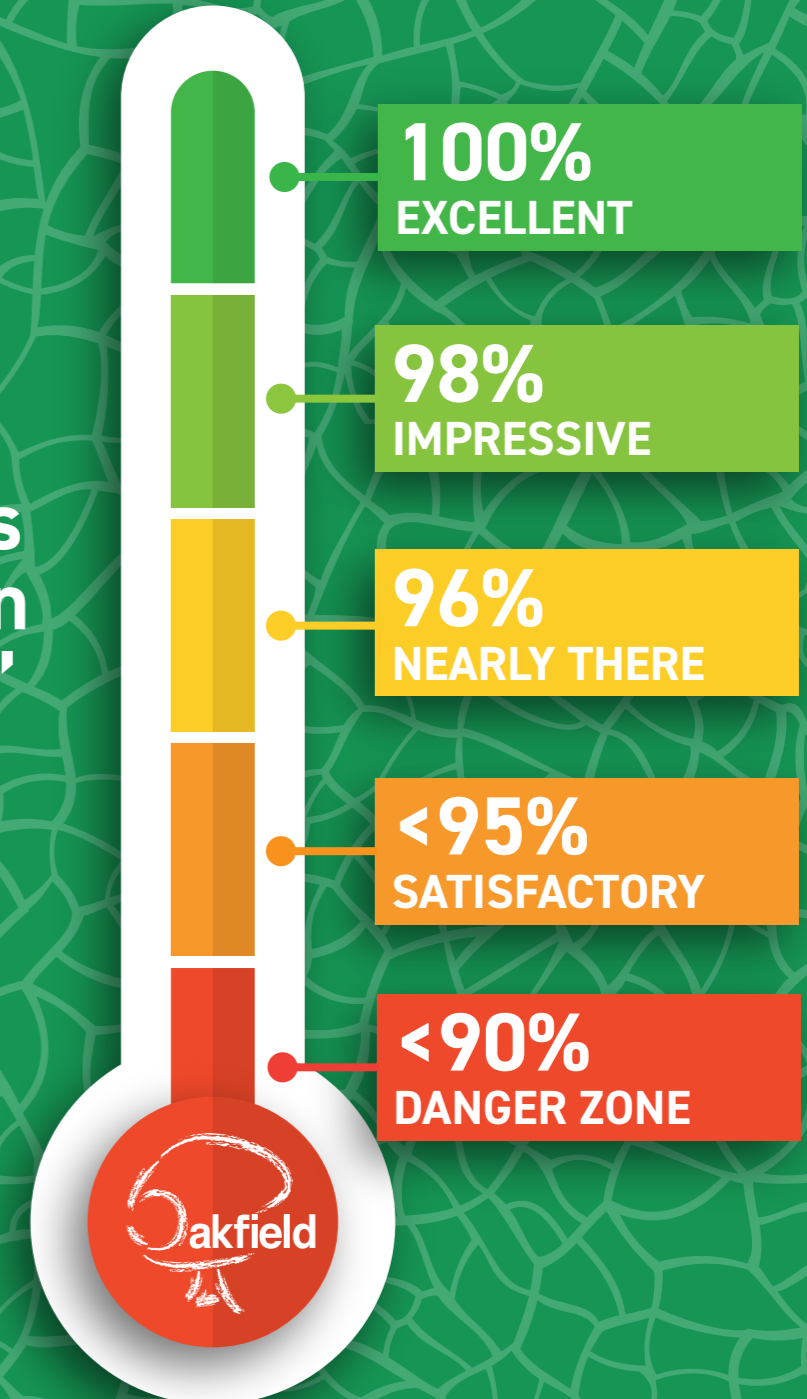
For pupils who are persistently late and disrupt the learning of others, staff will follow the school policies and procedures for attendance, punctuality and behaviour.

## Absenting & Missing

When a pupil has absented or is missing from their lesson or school site, parents/carers will be notified.

Staff will inform a member of the Senior Leadership Team and follow the procedures outlined in the school's Absenting & Missing Policy.

# 'Attendance is the foundation of everything'





## Uniform

Oakfield School operates a non-uniform policy which plays a fundamental role in contributing to the ethos of school.

If parents/carers would like their child to wear a uniform, there is the option for you to purchase school embroidered clothing, such as polo-shirts, sweat-shirts and fleeces.

A uniform catalogue and an order form is available from the school.

The school dress code is founded on self-awareness and self-esteem. We encourage pupils to dress in clean, tidy and appropriate clothing and footwear, ready for the daily learning activities. Pupils should bring a change of clothing for physical education and outdoor lessons.

The school will provide appropriate PPE for specialist lessons, such as Science and Design & Technology.

Jewellery is not permitted in school, we ask that pupils remove jewellery before the school day.

## Equipment

Oakfield School provides the necessary equipment and resources for pupils to learn.

## Lunches

Oakfield School, in partnership with our catering contractor, promotes healthy eating and provides a first-rate dining experience for pupils to relax and enjoy their lunch. Our varied menu offers a wide range of options, including: sandwiches, paninis, salads, and cooked main meals with vegetarian options.

The price of a school lunch is £2.40 per day (£12 a week). *Price correct at the time of print, May 2022.*

A free Breakfast Club is available to pupils from 8:50 am to 9:10 am each day.

If you feel that your child may be entitled to free school meals, we urge you to apply by contacting your Local Authority, as soon as possible.

## Lunch Payments

The school asks that school lunches be paid weekly, directly by bank transfer or a cash payment to the Reception. Please contact the school where we are happy to advise you on the payment process.

Pupils are not allowed to leave the school site for lunch without written permission from their parent/carer.

## Transport to School

Pupils attending Oakfield School have an Education and Health Care Plan, reflecting their specific needs, and may be entitled to school transport. Transport is provided by the placing Local Authority.

This can be arranged before the transition. As this process can take a long time, it is advisable to contact them as soon as possible. Parents/carers can, of course, transport their child themselves and/or promote independent travel by their child using local public transport to and from school.

Pupils are collected from their home address between 8 am – 8:45 am (subject to individual transport contracts). The school advises your child to be ready and waiting for their transport by no later than 8 am, to avoid the transport being missed. In the event you think your child has missed the transport, please contact the school direct, so that we can contact the contractors.

**Please note Oakfield School is not responsible for transport contracts, therefore, missed/late transport and issues are to be taken up with the Local Authority. The school will aim to support where necessary.**

Pupils who are transported into school are to arrive after 8:45 am, in preparation for Tutor at 9:10 am.

Pupils will leave the school site by 3 pm (2:30 pm on a Friday). In the event the transport is late arriving at the site, a member of staff will contact parents/carers to make them aware.





# DISCIPLINE FOR LEARNING

## Discipline for Learning

### 'A high standard of behaviour is an expectation within the school'

Our 'Behaviour & Discipline Policy' is designed to maintain a safe and secure learning environment. This policy is shared with prospective pupils and their parent/carer before admission to the school. The policy outlines the agreed expectations and practices and procedures, including sanctions, rewards and physical intervention, which has been adopted by staff and the Governing Body.

*A copy of the Behaviour & Discipline Policy is available on the school website.*

Our approach to all pupils is based on consistency. We will deal with issues sensitively, fairly and kindly; we will show understanding and seek ways out of difficult situations.

Behaviour must be taught just like any other subject. All actions are carried out through choice.

All pupils are required to follow the expectations of the school to learn and to allow other pupils the opportunity to learn. Outstanding behaviour is essential for effective learning. If a pupil chooses not to follow the school expectation, staff will apply necessary sanctions.

In addition, we ask that no chewing gum be brought onto the school site.

It is expected that all pupils will follow the expectations of the school and behave appropriately. However, if a pupil disrupts the learning of others this may result in a 'stay back' or fixed term suspension.

## Rewards

Oakfield School operates a rewards system, Epraise, which supports the vision statements to raise self-esteem, tackle behaviour problems and encourage a positive work ethic; all pupils will have their achievements and endeavours recognised. We believe verbal praise plays an extremely important part in these aims; how we speak to pupils affects how they perceive themselves.

Epraise operates across the whole school alongside all other systems designed to improve the learning environment for our pupils. During the school term, the points system encourages each pupil to reach their full potential. The points are then converted into rewards.

### Friday Rewards

Oakfield School operates a reduced timetable on Friday afternoons for the rewards programme.

From 1:30 pm to 2:30 pm, pupils will have the opportunity to redeem the points they have achieved throughout the week. A wide range of activities is made available for pupils to choose from, e.g. swimming, biking, etc.

Pupils are welcome to spend their earned Epraise points on the rewards they would like.

The school houses a rewards cabinet for pupils who wish to purchase items from the school's online shop. Items range from vouchers and sports equipment to toiletries.

Pupils usually receive items at the end of the school day.

### Termly Rewards

At the end of each half term, pupils participate in an end of term rewards programme, where rewards are granted based upon behaviour and points achieved throughout the term. These activities may include visits to: Big Fun, Go Karting, Laser Quest or the cinema.

## Mobile Phones & Gadgets

We appreciate that parents/carers may wish their child to bring a mobile phone to school for their security. However, we ask that if parents/carers wish to contact their child during the school day please ring the school on (01482) 854588.

Mobile phones and other high-value items are brought into the school at the pupil's own risk. The school cannot take responsibility for any items lost, damaged or stolen.

Pupils are required to switch mobile phones off and ensure they are kept in their bag or pocket during lessons.

If a pupil uses a mobile phone or any other gadget during lessons they will be asked to put it away and if they refuse it could be taken from them and kept in a secure place until the end of the school day.

MP3 players, mobile phones and other gadgets may be used quietly in the Hubs, Recreational Rooms or during unstructured times, but not in the learning areas.



## Homework

Oakfield School defines homework as educational work or activities that occur outside of the normal school timetable.

Homework is valuable in motivating and extending the pupils' ability to work independently, and to give pupils the opportunity to develop their basic skills where appropriate. Most importantly in extending and enriching the curriculum. Many of our pupils have not enjoyed a positive educational experience prior to admission, resulting in low self-esteem and a feeling that no matter how hard they work they will not make progress. Some of them have experienced long breaks in attendance at any formal educational establishment or very erratic attendance patterns. Their ability to commit themselves to a structured curriculum is often impaired because of their many and varied negative experiences both in and out of school.

Homework is set on a weekly basis (handed to pupils on a Monday and due in on a Friday) for core subjects (English and Maths) and one additional subject.

## Learning Support

As a Special School, we seek to develop inclusive values between staff, pupils and parents/carers and remove barriers to learning and participation. We aim to offer the necessary support to all pupils whatever their individual needs.

### Pupils will:

- be encouraged to take responsibility for their own learning through individual EHCP targets;
- be given the opportunity to improve basic skills, where necessary, through additional support and literacy and numeracy intervention programmes;
- be given the opportunity to learn in different ways which cater for individual strengths and weakness and have access to resources which will consolidate and extend learning according to individual needs
- be involved in the reviewing procedure along with parents/carers; and
- receive additional support from outside agencies when this is appropriate.

We treat each pupil as an individual and ensure that those in need of special help or consideration receive it.

Learning Behaviour Support Mentors, who work closely with the class teacher, provide support in lessons.

Pupils may also be withdrawn from some classes to access intensive support which allows a focus on literacy and numeracy.

Effective provision is made for all pupils with special needs by liaising with appropriate outside agencies.

Oakfield School follows the Special Needs Code of Practice.







## A **SAFE AND HEALTHY** ENVIRONMENT

### Serious Incidents & Suspensions

Oakfield School will deal with any serious incidents and suspensions in line with the policies used by mainstream community schools in the Hull Local Authority.

Appeals against suspensions will be heard by an Independent Appeal Panel, set up by the Governing Body of the school. The Independent Appeal Panel decision is final and binding of the school. A parent/carer may seek a judicial review of an independent Appeals Panel's decision.

Oakfield School is a safe place to learn and serious incidents such as assault or physical violence, verbal abuse of staff, racial abuse, substance abuse, vandalism and theft will not be tolerated and will be dealt with appropriately.

### Health & Safety

The school works to ensure a safe and healthy environment for all pupils, visitors and staff. Pupils will be made aware of potential risks in the school and whilst undertaking activities off site.

Parents/carers visiting the school are reminded to cooperate with the school's arrangements by reporting to the Reception when first entering the building.

The school will strictly enforce the rule of not smoking anywhere on the site.

Should any pupil or parent/carer have concerns about on site safety or safety during any school activity, please ask to speak to a member of the Senior Leadership Team.

### Complaints

The school will seek to resolve all concerns or complaints. It will seek to resolve concerns at an early stage through good communication and informal procedures.

Formal complaints which have not been resolved at an informal stage shall be dealt with through the procedures laid down in the school's Complaints Policy.

#### Essentially:

- The school will listen to, and where possible, resolve any concerns at an early stage.
- Procedures will be put in place to deal with formal complaints with copies of the policy and procedures available to parents/carers and prospective parents.
- An appeals process will be available to all parents/ carers should this be required.

Formal complaints should be made in writing to the Headteacher or the Chair of the Governing Body.



## ADDITIONAL MEANS OF CONTACT

### Contact with the School

For further information about Oakfield School, please visit our website:

[www.oakfieldhull.co.uk](http://www.oakfieldhull.co.uk)

### Additional Contacts:

Parents/carers lead busy lives so we have provided you with additional means of contact.

### SENDCo:

**Mr S Hodgson**  
SamHodgson@oakfieldhull.co.uk

### Safeguarding & Multi-Agency Coordinators:

**Mrs L Middleton**  
LeanneMiddleton@oakfieldhull.co.uk

**Mrs J Oakley**  
JayneOakley@oakfieldhull.co.uk

You are welcome to make contact with the school to discuss any issues or arrange a visit.

Contact with the Headteacher:

### Mrs R M Davies BEd (Hons)

#### Headteacher

Oakfield School  
Hopewell Road  
Hull  
HU9 4HD

admin@oakfieldhull.co.uk  
Tel: 01482 854588

**Our school and residential policies are available on the school website:**

[www.oakfieldhull.co.uk](http://www.oakfieldhull.co.uk)





**We would  
love to hear  
from you**

**Mrs R M Davies BHEd (Hons)**

Headteacher

Tel: (01482) 854588

[admin@oakfieldhull.co.uk](mailto:admin@oakfieldhull.co.uk)

**Oakfield School**

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