



Oak Hill Academy
West London
an Aspirations Academy

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Parent Information Leaflet

September 2020





Welcome from the Principal

Welcome to **Oak Hill Academy**. We hope this flyer will help you find out more about us.

We are very proud of our school and our children. High standards both academically and in behaviour are achieved. We always expect children to do their best both in their learning and in their social interactions in the playground and around the school. It is our aim that every single one of our children leaves us with increased confidence, resilience and skills to tackle the next stage of their education effectively.

We thoroughly enjoy working with our children each day. We value them as individuals and take every opportunity to celebrate their strengths and successes, be it in their relationships with others, in extra-curricular activities or in their learning. Children thrive in our caring, supportive and sensitive environment and we offer each child security, happiness and pride in their achievement.

We put the community at the heart of the school. We welcome the many members of the community who assist us in our work and value the opportunities offered by the locality. We believe that parents have a vital role to play in their child's education and we build strong partnerships between home and school. There are many opportunities throughout the school year for parents to find out about their child's progress or about our work in the classroom or simply to enjoy being part of our Oak Hill family.

We are looking forward to meeting and working with you and your child.

Mrs R Saim
Principal

The Aspirations Dream

The ultimate aim is to build pupil's aspirations. Aspirations is:

'The ability to dream about the future, while being inspired in the present to reach those dreams'. Dr Russ Quaglia (QISA)

There are 3 Guiding Principles:

1. Self-Worth
2. Engagement
3. Purpose

There are 8 Conditions that encompass the 3 Guiding Principles:

1. Belonging
2. Heroes
3. Sense of Accomplishment
4. Fun & Excitement
5. Curiosity & Creativity
6. Spirit of Adventure
7. Leadership & Responsibility
8. Confidence to take action

School Behaviour

We have 3 basic rules:

1. Take care of yourself
2. Take care of others
3. Take care of our school

In order to do this we encourage our children to make good choices. We believe in positive praise

Rewards: Aspirations Points, Gotchas (at lunchtimes for good behaviour), various certificates and stickers

Sanctions: A 3 point strike system, based on reflection of inappropriate actions.

Senior Leadership Team

Mrs R Saim : *Principal*

Miss L Taylor : *Vice Principal*

Mrs L Middleton-Clifton : *Assistant Principal for Teaching & Learning*

Mrs H Mulhall : *Assistant Principal for Inclusion & SENCO*

Each Year Group is led by a Team Leader with the help of an Assistant Team Leader. There are two teaching assistants supporting each year group.

Communication

Partnership with parents is very important to us at OHAWL since a good understanding between parents and school noticeably benefits children's education and impacts on progress.

We aim to send letters out on Fridays, newsletters are monthly. All newsletters and most other letters are sent by email, including a weekly summary from the Year Team Leader- it is therefore vital that you give us your current email address. We also use text messaging to contact you from time to time.

We have a small but committed group of parents who assist Mrs Jane Cooper, our Parent Support Adviser, to organise various fundraising events throughout the year, if you would like to join them, please let Jane know, or come along to our half termly Parent Forum meetings.

Parent Support Adviser

Mrs Jane Cooper is our Parent Support Adviser (PSA). She is here to support you and your child to get the best from school. For help and advice she can be contacted on 020 8890 4560 or jcooper@oakhill-aspirations.org and is on the playground every day before and after school.

Parent Forum

The Parent Forum meets each half term to give parents and carers the opportunity to discuss ideas, raise issues, organise various fundraising events and explore ways that the school can continue to improve. The group is open to any parent and we encourage as many parents as possible to attend. For further details contact our PSA on the email above.

The School Day

- On a Monday children can enter school at 8.50am and on Tuesday to Friday the classrooms open at 8.40am
- Year 3 teachers will collect children from the playground for the first week in September. After that, children enter the building by the Acorn door alone
- At end of the day Year 3 parents wait in the playground near the tree. Year 3 teachers bring the classes out via the small gate by the grey mobile hut. Lessons finish at 3.15pm, children collect their belongings from the cloakroom before making their way out to the playground

Classrooms

The school has undergone major building works over the past few years. We have a new two storey extension which houses Years 4 and 6. The Year 3 classrooms are on the ground floor in the 'old' part of the main building. Year 5 are upstairs and enter and leave by the Sapling door and left hand staircase. Y4 & enter and leave by the Leaf Door and Y6 enter and leave through the Branch door at the end of their wing. **Security Measures** are important to us, all outside doors are closed during the school day and entry is by fob, all staff and visitors wear ID badges. Parents should wait outside at the start/end of the day, NOT inside the school, as the corridors get rather crowded with children and we always have safety at the forefront of our minds!

It is important to me that we are approachable, class teachers are available to speak with at the start (before 8.40am) and 3:15pm the end of the school day when they bring the children out on to the playground. The Team Leaders are also able to help with any queries.

Each Class Teacher is responsible for 30 children each – Year Team Leader is responsible for 120 children. The Principal, Vice Principal and Assistant Principals are responsible for 480 children, therefore, your child's Class Teacher will know your child best so should always be first person you speak to.

Attendance/What To Do If Your Child Is Sick

If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly.

The school expects 96% or better attendance from all the pupils.

The school gates open at 8.30am, however there is no playground supervision until 8.40am. Children enter school on Monday's at 8.50am. Registration on Monday's close at 9.00am. Children enter school Tuesday - Friday at 8.40am. Registration on Tuesday's – Friday's close at 8.55am.

Call us (020 8890 4560) if your child is off school please ring us by 9:30am each day they are absent to inform us. If we have not heard by 9:30am we will ring you to find out where your child is.

When your child returns to school they **must have a signed letter from you explaining their absence** – this will be kept on record (it is a legal requirement). We monitor all pupils' lateness, absence and attendance levels.

If your child is regularly late or often not in school we will work with you to try to improve the situation. Regular attendance at school is a legal requirement. It is your duty to ensure your child gets to school every day.

Days absent from school do have a negative impact on your child and their learning.

Curriculum

Termly letters are sent out to inform you of what the children will be learning each term and detail any trips to enrich the curriculum, clubs, etc. Weekly emails are sent to parents from the Team Leaders keeping you informed of your child's learning and events in school.

- Homework – is given out on a Friday and should be completed by Wednesday
- Reading scheme – all children are given a reading book from our Accelerated Reader scheme. They are expected to read this at home daily and record this in their reading record book
- Please provide your child with a bag (the FHINS book bag is fine!) and pencils, rulers etc (see additional list)
- Children are allocated to **Houses** – **Phoenix, Griffin, Dragon, Unicorn** –children can earn Aspirations Points for their house

- We issue a log on and a password to your child for Magna High Maths, an e-learning resource which they are free to access at home

Extra-curricular

We have a varied and exciting Clubs Timetable which is issued every half term. These Clubs include: Cricket, Archery, Rugby, Gymnastics, Art, Athletics and Football. Some of the Clubs are during the lunchtime (after the children have eaten of course!) and some are after school. Please note there is a charge for some of the activities. Year 3 children also have whole class recorder lessons. We offer keyboard and guitar lessons at an extra cost. Parents collecting children from after school clubs are asked to wait in the car park area, the children will be brought out of the main entrance door. This is to ensure the safety of all children.

Trips

In every Year Group there are some exciting educational trips organised for our children. These visits are linked to the National Curriculum and you will be informed of the exact details each term.

Parent Consultations -

- Autumn* – late Sept.
Work With Your Child mornings (Sep Y3)
- Spring* – early January, Drop-in in March,
Work With Your Child mornings
- Summer* – annual reports, July consultations
Work With Your Grandchild Day

At the end of each term, we send home a termly summary of academic progress and targets.

Medical

Mrs Kim Bennett is in charge of Welfare. We also have many other staff First Aiders in school. Medicines are not allowed in school, but in exceptional circumstances a form can be completed to request medicine to be given. Asthma inhalers are kept in the medical room and are accessible throughout the day. If your child bumps their head, they will be given a note to bring home to you.

Our School Uniform

Boys:

Green Oak Hill Blazer
Oak Hill V-necked pullover
Black Trousers
White Shirt
Oak Hill tie
Socks Grey, white or black

Girls:

Green Oak Hill Blazer
Oak Hill V-necked pullover
Oak Hill tartan skirt or Black Trousers
White Shirt
Oak Hill tie
Socks or tights –grey, white or black

Summer: As above and both girls and boys may wear black school style shorts (May – July).

Shoes:

Plain black flat soled shoes should be worn. No high heels, trainers, boots or open toed sandals.

PE Kit:

House colour Oak Hill polo shirt, black PE shorts and plimsolls.

In winter, green fleeces, or green or black sweatshirt, green/black jogging bottoms and trainers should be worn for outdoor PE.

Children should bring their kit in a PE bag (available with school logo) and leave it in school at all times. It can be taken home during the holidays for washing.

Swimming : Year 5

Boys: Swimming trunks (not shorts), Swimming hat, towel + a bag

Girls: One-piece swimming costume, Swimming hat, towel + a bag

All clothes should be clearly marked with your child's name.

You can purchase school uniform from: **School Bells**, 48 Bell Road, Hounslow, Middlesex TW3 3PB 020 8577 6656. They are open 7 days a week: Monday-Saturday 9.00am-5.30pm & Sunday 11.00am-4.00pm.

Please see our website for the full Uniform Policy.

Money

All payments made to the school must be made via the School Gateway app. You will need to download the School Gateway app from either the Apple App Store or via Google Play. We no longer accept cheques or cash payments. If you experience any difficulty downloading the School Gateway app please pop in to see Mr Smith.

School Meals

School dinners are £2.20 per day - £11.00 per week. They are to be paid on the Monday of the week your child requires dinners. All dinners to be paid on the School Gateway app. If you think that you are eligible to apply for FSM for your child, or if you are not sure, you may want to check online at www.hounslow.gov.uk and search for Free School Meals or contact the Hounslow LA Free School Meals team on 020 8583 2820

Holiday Club

Oak Hill have forged a working partnership with Premier Education, who are our in-house dedicated Sports Coaches. They run holiday camps exclusively for boys and girls aged 5-11, Camps are a safe and engaging environment for children to spend time with their friends, staying active whilst having plenty of fun with our enthusiastic and highly qualified coaches. To book onto a holiday camp, please visit:-

www.camps.premier-education.com

Contact

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Location Map

