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Welcome to Oakwood's Foundation Base

Dear Parents or Guardians,

This information is intended to help you find out more about life in the Foundation base at Oakwood Academy.

This booklet contains basic information about the base at Oakwood which we hope you find it both interesting and helpful to you.

In our school we seek to provide a caring environment for your child. We believe that we can only achieve the best for your child by building a close partnership between home and school. We strongly believe that this partnership is essential.

Staff are always available to talk with you about any problem or concerns you may have regarding your child's development.

We are concerned about all aspects of your child's development and hope that you will share with us in making this a fun, happy, valuable and successful initial experience in your child's life at Oakwood.

Yours Sincerely

Mrs A Hilton
(Head of Lower School)

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Ethos and organisation

Ethos

The Foundation Base is seen as a bridging unit between primary and secondary education. Pupils are introduced to the primary and secondary curriculum by having most of their lessons taught in the Foundation Base.

Pupils have the opportunity to move around the school for practical subjects such as, RMT, Art, Music and P.E.

This enables them to have a gradual transition from primary to secondary and then into the main body of the school when they transfer into Year 8.

Organisation

Foundation Base has a four form entry. Each class has a teacher and a teaching assistant. Forms will consist of up to 14 pupils. The four teachers will deliver the majority of the foundation base curriculum between them in the base. Pupils will experience a variety of teaching situations, for example they will be taught as a whole class, in small groups or on a one to one level.



Ethos and organisation

All pupils are taught on primary model of delivery within their own area of school. They have access to a bespoke play area for break and lunch times, access to a full time speech and language therapist, SMART room, specialist trained teaching assistants, the support of the disability team, access to hydrotherapy when needed, two learning mentors, trained therapists for OT, physiotherapy and mental health.

The department also have support from our Director of Inclusion, their own Head of Lower School and the Assistant Headteacher responsible for KS2 and 3. We run a long term curriculum plan over a 3 year cycle so all pupils have access to a broad and balanced curriculum with specific emphasis on developing core skills.

We group children broadly within their stage of development rather than age; these groupings are continually reviewed to ensure they are appropriate. We assess pupil progress using the national curriculum and look for every opportunity to show how small steps are being achieved and that we are scaffolding pupil's knowledge and skills. Teachers review progress every term and this is looked at by all senior leaders in school as well as governors.

The foundation base consists of four classes which are named Foundation Ash, Foundation Birch, Foundation Cedar and Foundation Willows. In the classes the pupils will be split according to stage rather than age to help support their learning. All pupils will be given a home school diary to be used between staff and parents to relay any messages about the children. We also have use of class dojo which is a classroom communication app used to share reports between parents and teachers. Teachers can track student behaviour and upload photos or videos for parents or carers to see what their children are doing in school.

Aims foundation base

These aims below, work in partnership with the whole school aims.

In the foundation base we endeavour to:

- Promote independence
- Encourage the building of new relationships based on trust and respect
- Encourage a positive attitude towards learning
- Build confidence socially, emotionally and academically
- Make pupils learning experiences both purposeful and fun
- Create a positive and motivating learning environment
- Make pupils better citizens in the community
- Create a smooth transition from Primary to Secondary
- Continue provision of the Numeracy and Literacy Strategies as delivered at Primary level
- Establish positive home school liaisons with parents/guardians



School aims

Oakwood Academy believes that by careful planning, pupils can have an outstanding education. We will achieve this by:

- Providing an imaginative, broad and balanced curriculum.
- Encouraging pupils to develop effective attitudes towards learning the basic skills.
- Providing a secondary curriculum.
- Recognising individual achievements through appropriate certification and awards.
- Encouraging pupils to be placed in mainstream high schools, whenever possible.
- Fostering equality of opportunity for pupils in a supportive, learning environment.
- Preparing the pupils for adult life.
- Developing and maintaining pupils' self esteem and success.
- Monitoring and reviewing pupils' progress through action plans and regular reviews.
- Developing and establishing effective supportive links between the school and the community.
- Developing shared values within the school's curriculum and its community life.

Information and communication technology is widely used throughout school with all subject areas using computers, laptops, Ipads, immersive space, Pro Wise televisions and interactive whiteboards etc. Pupils and staff alike can use the latest technology developments to enhance their work. Our school is becoming an important part of the local community and regularly participates in joint projects with local primary schools, community groups and industry, sharing resources and expertise.

Oakwood code of conduct

- Kindness - Be kind, helpful and supportive to everyone.
- Listening - Listen carefully and follow instructions.
- Respect - Have respect for others in the classroom and around school.
- Tolerance - Have tolerance for other people's beliefs and opinions.
- Honesty - Be truthful and trustworthy

Oakwood Academy School Rules

- Arrive on time at 8.25am for school. Arrival after 9.00am will result in an unauthorised absence for the morning session.
- Full school uniform to be worn at all times.
- No make-up or nail varnish.
- No jewellery except a watch and small earrings (no other piercings allowed).
- No extreme hair styles.
- PE kit to be brought in for PE lessons.
- No chewing gum.
- No sweets.
- No fizzy/sugary/energy drinks.
- Mobile phones and other electronic devices will be switched off before entering the school site and **must** be handed in to form tutors during registration. Mobile phones and other electronic devices are **NOT** allowed to be used during the school day
- The high standard of behaviour expected in school is also expected on the school transport.
- Log books must be brought into school every day. Notes can be written in by staff and by parents.

Homework

At Oakwood we believe that homework is an important feature of our pupil's education. Homework should be seen as a mutually supportive activity between home and school.

There is a planned homework timetable which will be in the homework menu books. Work set should be supervised at home and as parents/guardians you are encouraged to take an active interest in your child's schoolwork.

Homework will be given every week and your child will be told when it is due back and will record this in their log books for their own and your reference. Homework is completed in their homework menu book. We expect our pupils to complete reading, maths and spelling practice weekly. Alongside one topic piece of homework. If pupils have difficulty completing any homework then please write this in their log books or home/school diaries.

Your child will be expected to read at home every night and reading records in their log books need to be signed. We recommend reading at least 3 times a week.

Pupils will be rewarded with penny stamps which they can spend at the Oakwood shop.

Uniform

Full school uniform should be worn at all times. This consists of:

- Black crew neck or v-neck sweatshirt/jumper/cardigan - no hoodies
- Black trousers or skirt (no shorter than knee length)
- Light blue shirt or light blue polo shirt
- School tie to be worn with a shirt
- Black blazer (optional) with school badge (this can be bought separately and sewn on)
- Black shoes - no trainers
- Black or grey socks for boys
- Black or grey socks/tights for girls

No jewellery except a watch and small stud earrings (no other piercings are allowed)

No make-up or nail varnish

No extreme hairstyles

PE Kit

- Black/navy shorts/gym skirt/plain cotton track pants
- White t-shirt (plain or with school logo)
- Pumps or trainers

Pupils who arrive at school without the correct uniform will be expected to borrow some from a bank of school owned uniform. Parents/carers will be informed.

School Dinners and school day

Parent Pay is an easy method of paying electronically for your child's dinners/trips and other events running in school. You will have a record of what you have paid and the school can also see the payment you have made instantly. You will receive a letter shortly after your child starts at Oakwood with your unique log in to use for your first time then you will be able to create your own.

Below is an example of the school day Monday to Thursday. On Fridays school finishes at 2.05pm.

Foundation

8.25 - 8.45	Form time
8.45 - 9.35	Lesson 1
9.35 - 10.25	Lesson 2
10.25 - 10.40	Break
10.40 - 11.30	Lesson 3
11.30 - 11.55	Lesson 4 part 1
11.55 - 12.15	Lunch service
12.15 - 12.40	Lunch break
12.40 - 1.05	Lesson 4 part 2
1.05 - 1.55	Lesson 5
1.55 - 2.45	Lesson 6
2.45 - 2.55	Form time
2.55 - 3.00	Buses

Attendance

Expected Attendance

Expected attendance for all pupils in Salford is 100%. However, we realise that due to medical problems this is not always possible. We ask that you keep in contact with the school at all times to keep us aware of the changing situation. This constant up-to-date information will help us to act accordingly as a school and help you as a parent should the Education Welfare become involved.

Illness or Medical Appointments

If your child needs time off school for a medical appointment, where practical, please arrange these outside of school hours (8:25am - 3:00pm). As a school, we realise that some of our pupils have conditions that require specialist appointments that cannot be changed. In this case, can parents and guardians please provide evidence of this and, where practical, return their children to school after the appointment.

Lateness

If your child arrives late for school after 9:00am they will be marked absent for the morning sessions in school. This will have a significant effect on your child's attendance if this is a regular occurrence.

Holidays

From 1st September 2013 new guidance issued by the Department for Education informed schools that absence for holidays are not allowed. The Department for Education only allows head teachers discretion to authorise an absence for a holiday if they believe there are exceptional circumstances. Parents could be subject to a fine of £60.

Medication

Where possible, short-term medication should be given at home. If a pupil requires long-term medication this can be stored at Oakwood by prior consent with the Head Teacher.

Medication brought in to Oakwood must be handed in during morning to the Disability/1st Aid Team. All medication taken within Oakwood will be recorded in the medication file and kept in the First Aid Room.

Medication must:

- Be in the original packaging from the doctor or chemist
- Be clearly labelled with the pupil's name
- Have timing, side effects and dosage clearly shown on the consent form.

Frequently asked questions

What happens when I arrive at school?

The school bus will drop you off at school and staff will greet children and send them to the hall to line up with the rest of the school and wait to be collected by their form teacher.

What happens at home time?

At 3pm you will be taken to the hall where you will be collected and taken to your bus.

What can I do at break time?

At break time you can go out onto the yard where there are various activities to play with. There is also the library and the SMART room that our pupils can access.

Will I get homework?

Yes. Homework will be given and recorded in your log book for parents/carers to check.

What should I do if I have a problem?

If you have any problems or concerns you need to let one of the adults in school know. We will do our best to address any worries you may have.

Who to contact

If you have any questions, problems or concerns your initial point of contact should be your child's form teacher. Each child is given a home/school diary where parents or carers can liase with their child's form tutor or you can contact the school direct.

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