

July 2020



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Dear Parents and Carers

Can we start by thanking all of our parents (those of you who have been with us for some time and those newer parents) for the support which you continue to offer the school, our staff and the pupils (your children) particularly during the last few difficult months? We've had a very unusual year, despite this so much has been achieved.

As you will be aware, from June we began a gradual reintroduction back to school across all our year groups for small face-to-face sessions. This September we are very excited to be fully reopening and welcoming our pupils back to school, it seems such a long time since we were all together at Oakwood High School. We have so many talented and positive children who work so hard day in and day out to be the very best they can be. This has been evident throughout the Coronavirus crisis, through their engagement with their home learning. We welcome and see those attitudes in school and we always appreciate hearing about those successes more widely and beyond the school gates – please keep us abreast of all that your son or daughter achieves beyond school hours.

We have now had direction from the government to reopen the school to all pupils in September. As you might expect there will have to be some changes to our organisation of the school day; they are set out below. We can, also, confirm the arrangements for the start of the Autumn term (see below). This letter will allow you to plan for this return. Please take time to read this letter carefully, and if there is anything more you might need to know, please do not hesitate to contact the relevant person at the school.

Although much in this letter will be familiar to longstanding parents and carers there are some significant changes and important messages that we ask are shared with your child. The nature of things is that this becomes quite a lengthy letter, but we know you appreciate being fully informed and it is critical that we all understand our collective aspirations for all associated with the school. If you need some help with a translation of this letter, please do not hesitate to contact us.

School Day - Arrival, timings and routines

Arrival: In order to ensure pupils are safe and reduce the number of contacts they have with each other, whilst allowing them access to a broad and balanced curriculum, we are introducing 'Year Bubbles' and a number of changes to the timings of the school day and the routines in school.

Return to Oakwood High School: From Wednesday 2 September, our new Year 7 pupils will attend school from 8.30am to 2.30pm; this will form an important element of our adjusted transition process and the children will be in school on their own that day. Year 7 should enter through the pupil entrance where they will be welcomed into the building by key staff and guided to the main hall. A paper copy of the timetable will be given to all Year 7 pupils

All year groups (including Years 8, 9, 10 and 11) will return to school on Thursday 3 September from 8.30am. On that first day all pupils will go to their tutor time, after that we will operate our usual timetable which can be accessed on Go4Schools; we really do intend to 'hit the ground running'.

The start of a typical day:

Year Group	Before 8.00	8.00-8.30 Entrance	Designated meeting area	8.30
7	Pupils can go to the Dining room and enter the school through pupil entrance. At 8.00 pupils in Year 8,9,10,11 move to their designated area	Main pupil entrance (gate of Lawton Lane)	Dining room	Move to Tutor Room
8		Pupil entrance steps	Sports Hall (fire exit)	
9		Perform gate	Sports Hall (Perform corridor)	
10		Pupil entrance steps	Canopy area	
11		Perform gate	Main Hall	

Timings: In order to keep year groups separate and manage the number of close contacts pupils have, there will be changes to the timings of breaks and lessons during the day. In addition, to manage the number of pupils leaving the building at the same time we have adjusted the finish times for each year group. We expect all pupils in each year group to vacate to the school site within their given time slot. However, we also appreciate that some pupils have siblings in other year groups. We will still allow this small number of pupils to wait in the dining room at the end of the day.

	Year 7	Year 8	Year 9	Year 10	Year 11
8.40	Tutor	Tutor	Tutor	Tutor	Tutor
9.10	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
10.25	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
11.40	Outside Break	Lesson 3 Part 1	Break Main Hall	Dining Room	Lesson 3 Part 1
12.00	Dining Room		Lesson 3	Outside Break	
12.20	Lesson 3	Dining Room		Lesson 3	Outside Break
12.40		Outside Break			Dining Room
13.20		Lesson 3 Part 2			Dining Room
13.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
End of day	14.30	14.35	14.40	14.45	14.50
	A programme of extra-curricular activities will run on a year group basis after school				

Routines: To ensure pupils and staff are kept as safe as possible hand sanitising stations will be available on entry to school, in all classrooms and toilet areas. After all lessons, tables and chairs will be wiped down and all 'high touch' surfaces such as hand rails and door handles will be regularly wiped down throughout

the day. To reduce face to face contact and mixing of pupils during lesson changeovers, a one-way system will be in place around school for these busy times.

Breaks: As you will see from the timetable, break times will look differently, as we need to keep pupils in their 'Year Bubbles'. Most pupils will only have one break, but a shorter day. The service provided and the range of foods available will continue to be very important to us all. We are confident that we will be able to offer healthy and exciting snacks and meals throughout the day. We will continue to offer a full food service. We know that pupils learn even better when they stay on site at break times, and when they eat using the school facilities and so, as ever, all pupils are expected to stay on site at break time. Pupils will use a biometric cashless system (money can be put onto the system via ParentPay, please contact the finance office for more details at finance@oakwood.ac) or pay in cash on a daily basis. Children eligible for free school meals will still be able to access our snacks and meals as previously. We urge you, if you are eligible, to apply for free school meals.

Tutor Time: The roles of the Personal Learning Tutor (PLT) and the importance of the House system is something we value greatly at Oakwood. The support tutors provide in school and have provided recently is vital. Unfortunately, by creating 'Year Bubbles' we are unable to structure our pastoral support for pupils in Years 7 to 10 in vertical tutor groups. However, there is without doubt great value in pupils having a PLT as they provide, not only support for the pupil, but an excellent link to parents. Therefore, from September and for the next academic year, pupils in all years will be placed in year group tutor groups. These tutor groups will still be in the same House as they are now with the Head of House leading the pastoral care for all pupils in their Houses. To support our Year 7 transition, we will assign three tutor groups to each House, thus allowing for small group sizes in their first year.

Examination Results and Standards: As you will be aware, GCSE examinations were cancelled this year and pupils will be awarded grades based on teacher predictions. It is too early to say what these results will be. What we can say is how incredibly impressed we were over the months leading up to the period of closure. The staff and their pupils worked extremely hard to ensure each and every child met his/her potential. We cannot pre-empt what the results will look like for the individual but we can say that the attitudes, approach and maturity evidenced during Year 11 were first class.

Exam results day is Thursday 20 August. Year 11 pupils will receive their results by recorded delivery. Our Year 10s (those who would have sat their English Literature exam this summer) will have their results posted first class. On the Thursday 20 and Friday 21 August, we will have a small team of staff in school to support with careers advice for pupils. Please contact the school by telephone or email to arrange an appointment.

On examinations: some of our pupils will engage in qualifications beyond school. It is important that we know about every qualification undertaken by children; this includes music grades, other academic qualifications. Importantly they count as UCAS points and can go on results slips for Post 16 progression.

Looking forward and recovery: As we continue to strive to be the very best, and we ask that all of our children are the very best they can be, it is important that we state that our **core values** have not changed and our collective experience over the past few months has both tested and strengthened those values. We use our 5Rs to underpin our work with children and we ask all of our children to show: Respect, Resilience, Resourcefulness, Reflection and Responsibility. We place a strong emphasis on respect for all; concentrating on forging effective and supportive relationships with both pupils and adults. It is this focus on working together which underpins all that we do. We believe that Oakwood High School will provide every opportunity for all pupils to maximise their potential to achieve success; by pupils fully participating in exciting, innovative and enjoyable lessons, in a modern 21st century school building, with modern 21st century technologies. In doing so we are confident that our pupils can achieve the highest standards of academic performance. Every year we are committed to raising aspirations and the promotion of a caring pupil-centred learning community.

With all that in mind, we take this opportunity to outline some key expectations, all of which will be a reaffirmation of Oakwood's core values.

Uniform: Please find enclosed a copy of the school's uniform policy. Our uniform policy is mainly unchanged and we need to reiterate that the blazer and tie will be mandatory items again in September. Every pupil is expected to wear our uniform every day. Some key pointers would be; full length black school trousers and black skirts, worn modestly to knee length (no mini-skirts); all items must be plain black. Jeans (no rivets/ metal buttons, exposed seams), tracksuit type trousers, and leggings/jeggings are not allowed; plain black leggings may be worn only with an appropriate and modest skirt. For shoes we ask that pupils

wear sensible, serviceable 100% black footwear (no coloured laces, logos, stripes, soles or flashes), no platform or high heels, boots are not acceptable; no hoods and no hats! Please note that a bag is an essential part of the school uniform.

Despite the recent situation we still expect to maintain our high standards. Please be reassured that this policy will be rigorously enforced in the usual way: **Oakwood is a full and correct uniform school**. Any child not wearing the **full** school uniform will be offered a clean uniform to change into (**even if they arrive with a note**), and will be expected to wear that uniform; we do not want to have to send children home to change. Staff will check uniform either on entry into the building or at tutor time, and appropriate action will be taken, where necessary. We understand that there may be some issues related to uniform and these may be more difficult to resolve at this time. Please contact the school as soon as is practical if there are any issues regarding your child's uniform – we will do all we can to support families in ensuring that children have the correct uniform. Uniform is always available online and in the shops; including Pinders and Johnny D's. All pupils will be expected to take off their outside coats once inside the building. They will need to carry those coats in a school bag.

Equipment: No change here either! As always, we will expect all pupils to be properly equipped for school. They are required to have their fully charged electronic device, as provided by the school. The pupil's device must remain in the case provided by school and be brought to school, charged, each and every day.

We strongly encourage all parents and carers to check pupil devices often and, if necessary, have rules for usage - when, where and for how long. As we have learnt over the last few months, they are a fantastic tool for school work as well as home learning, but should not interfere with family life. As always, if you are concerned about your son/daughter's safety online, please visit our website for guidance and support or contact us directly at school.

It is important to note that we will not be able to loan equipment as readily, due to the pandemic and, consequentially, it is doubly important that all, pupils have their own pens, pencils, a ruler, scientific calculator and PE equipment; in an appropriate school bag. We see the equipment and bag as an important element of the school uniform policy and an indication of an individual's readiness to learn

Other Electronic Equipment (including mobile phones): Our use of a device illustrates that we recognise the value of today's electronic equipment in terms of communication, security and education. However, the improper use of such equipment will not be tolerated by the school. There is to be **no personal** electronic equipment **used** during the school day on any part of the school site. Pupils must turn off and store in bags all mobile phones before entering the school site. The school accepts no responsibility for loss of, or damage to, any personal electronic equipment brought from home. Any pupil found to have ignored this request will have the equipment, including headphones/earbuds, confiscated and locked away in the school office and returned only to parents or carers by a senior member of staff.

Attendance and Punctuality: We are sure pupils will be excited about returning to school, however we also appreciate that pupils may well have fallen out of their regular school routine. Can we re-take this opportunity to emphasise the importance of a healthy sleep routine and full attendance? We have worked hard to ensure all of our children are in school as much as possible and when compared to local and national averages, our attendance figures are very strong indeed. However, we know that there are a small number of children who must improve their attendance and punctuality, we will work with those children and their families in the new school year. If there are any issues or questions about your child's attendance or punctuality please do not hesitate to contact our attendance team on 01709 539811 or alternatively attendance@oakwood.ac You have our assurance that, should we identify patterns of absence causing concern, we will make immediate contact with you.

Key to our success is the start of every day: pupils will continue to arrive for tutor time at 8.30 am for an 8.40 am start. Any pupil arriving after 8.40 am will be deemed to be late and will be logged. **Any pupil late to school will be sanctioned** on the day of the late arrival, with an after-school detention of 20 minutes. Parents will be informed by an InTouch message during the morning. Please note that pupils repeatedly late or missing detentions will be issued with a 40-minute Friday after school detention. Parents are asked to contact the attendance team if there is a reason outside of their control as to why their child is late to school on a particular day.

As we know many of you are aware, the local authority and the Department for Education do not now distinguish between authorised and unauthorised absences. As in the past, the school will not authorise any holiday during term time, this means that if you choose to take your child on holiday, the absence will be recorded as unauthorised. If you decide to take your child on holiday during term time you run the risk of

a fine. Please remember that your child will be in the persistent absence category if their attendance is below 90%. This may result in parents being required to attend an attendance meeting and could result in the Fixed Penalty Notice being issued, if you either do not attend or there is no improvement in your child's attendance figure.

Lawton Lane: Our first priority is always pupil safety. For safety reasons, all vehicles, other than staff vehicles, will be prevented from driving up Lawton Lane. As was the procedure this last year, there is to be no parental access onto Lawton Lane; no parental passes will be issued at any time. As the pupil entrance is on Moorgate Road, parents and carers will drop their children off in the parking bays along Moorgate Road. Can we ask that parents park safely and legally on Moorgate Road? **Please drop your child/children away from the school crossing as this could cause an accident.** All pupils should use the crossing where appropriate.

For pupil security, the gates will be locked on the site at 8.40am and pupils will only be able to access the building via the old swimming pool steps, on Moorgate Road, after that time.

We need the start and end of the day to be as smooth and safe as possible. Could we request that parents do not escort their children to the door? This can cause difficulties for the child and the school. Please find a way of developing independence by allowing your child to access school independently or with friends.

Homework and Home Learning: We have continued to develop our homework and home learning strategies. Thank you to the parents and carers who have offered thoughts and ideas. You will find, on our website, a homework policy with specific information about year groups and subjects; we have developed further our communication systems in support of homework. Using our Go 4 Schools systems as parents and carers you will be able to check your child's homework. Homework tasks take many forms and are designed to promote deeper learning. It will continue to be important for parents and carers to take an interest in their child's school work. More and more homework will be **Independent Study (Recall and Revision)**, with specific deadlines and consequences for not completing homework. Your support is critical to your child's success.

Communication: We will continue to communicate using technology. As a matter of course now we communicate using email, text message and the website www.oakwood.ac. The website will be refreshed over the summer. The website should be the first location to look when attempting to communicate with the school. Unless you specifically ask for a letter to be posted home, all communication will be electronic. We hope to continue to reduce our carbon footprint.

In 2018, the General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998. The GDPR 2018 introduced new individual rights relating to personal data and consents. It is important that we keep complete and up-to-date records of all our pupils and their contact information. Please assist us with checking and updating your details and consents via Go 4 Schools, the school website shows more information and guidance on this.

If any of your contact details do change or you need any support please contact Ms N Moorhouse at n.moorhouse@oakwood.ac or Mrs Lonsdale at e.lonsdale@oakwood.ac

End of term: The last day of this term is Friday 17 July.

And finally ...

The success of Oakwood High School has been built on the positive relationships and mutual respect between staff, pupils, parents and the wider community. The current situation has meant that we have not had the luxury of spending time working together closely. We hope that over the coming weeks, we begin to establish our routines and reconnect as a learning community. We are really looking forward to seeing our pupils back in school and supporting them to achieve their potential.

If you have any queries or concerns, please do not hesitate to contact the school and talk to your child's Personal Learning Tutor. We thank you for your continued support for your child and for the school. We have an incredibly strong school community in which children, parents/carers and staff work as one to create the very best conditions. It is in those conditions that success will blossom.

Enjoy your summer and stay safe.

Yours faithfully

Chris Eccles
Head of School

David Naisbitt
Headteacher

Enclosures:

Uniform Policy

OAKWOOD HIGH SCHOOL UNIFORM POLICY

**Oakwood High School is a school proud to wear its uniform.
All pupils attending the school will be required to wear the uniform at all times.
There will be no exceptions; there will be no excuses.
We encourage pupils to take pride in their own appearance.**

UNIFORM

- Full length black trousers for boys and girls and black skirts worn modestly (**New for 2020/21-skirts no shorter than knee length**) for girls, all items must be plain black with no noticeable buckles, rivets, zips, studs, logos or badges. Tracksuit type trousers, jeans and leggings/jeggings are not allowed. Plain black leggings may be worn only with an appropriate and modest skirt.
- Plain black blazer with Oakwood High School crest (badge) to be worn inside the building
- Plain collared white shirt which must be tucked in at all times.
- Oakwood High School clip on tie.
- Plain black hijab may be worn, a school shirt and tie must be visible.
- Sensible, serviceable black shoes or trainers (no coloured laces, logos, stripes, soles or flashes). No platform or high heels. Boots are not acceptable. Footwear which extends above the ankle bone will be classified as a boot!
- Make up should be discreet. False-eyelashes are not allowed.

Optional: Grey v necked jumper or cardigan with Oakwood High School logo.

No other combination of uniform is acceptable.

SPECIAL UNIFORM

- **Year 11 Pupils only.** As above, but with the option of purchasing a Graduates special tie, subject to successful graduation at the end of the Year 10.

PE UNIFORM

- Navy blue polo shirt with school logo
- Black shorts
- Navy blue socks
- Black tracksuit bottoms
- Trainers
- Football boots (optional)

JEWELLERY

No jewellery except for watches and plain studs. If you have piercings, only one set of earrings and one nose stud allowed. For Health & Safety reasons, piercings have to be covered with tape in practical lessons.

MAKE-UP

Only discreet make-up is allowed at school. (Discreet means subtle and not obvious, so, no coloured eye-makeup, lipstick or blusher; only a thin layer of foundation; minimal eyeliner and mascara. **(New for 2020/21-No false eyelashes).**

ADDITIONAL INFORMATION

- All equipment brought to school should be clearly marked.
- Watches and ear studs should be removed for PE lessons.
- A strong bag is necessary for carrying books, iPads and sports equipment.
- **A sensible outside coat, when necessary – no hoods up or caps at any time! Pupils will not be allowed to wear any outdoor clothing within the school building, they will be asked to remove outdoor coats, jackets, hoodies, scarves, etc., and place them in a school bag prior to entry to school buildings. Lockers are available for pupils in Year 9, 10 and 11 who have successfully graduated**

PLEASE MAKE SURE YOU HAVE YOUR NAME IN EACH ITEM OF YOUR SCHOOL CLOTHING, SHOES AND PE KIT, SO IT CAN BE RETURNED IF LOST.

REMEMBER VALUABLE ITEMS SHOULD NOT BE BROUGHT INTO SCHOOL

NB The majority of the uniform may be obtained from a wide variety of retail outlets.

Specific Oakwood items can be bought online from:

- * Pinders School Wear Shop, College Walk, Rotherham
www.pindersschoolwear.co.uk/oakwoodhigh
- * Johnny D's, Howard Street, Rotherham
www.johnnydschoolwear.co.uk.

Clean uniform and shoes will be held by the school; pupils will be expected to change into that uniform if they attend school with the incorrect uniform. Refusal to wear items of uniform from the uniform store may lead to a pupil being sent home to get changed.