



"All members of staff have very high ambitions for every pupil. Consequently pupils' achievements get better and better."

- Ofsted, 2015



Welcome

Welcome to Oak Bank School.

This is a happy, vibrant school with a wonderful energy to it. We believe that in order for a school to be successful it must be a motivating, happy and safe place to be. However, we make no excuses for having high expectations of both our staff and students! We encourage and nurture a strong sense of partnership between the school and the family and these things lie at the heart of student's journey, happiness and success at Oak Bank. Our aim is to make a difference for every child and we constantly pursue opportunities to help students grow, be prepared for their life in the future.

Oak Bank is situated in Leighton Buzzard; Central Bedfordshire, we are an outstanding SEMH (Social, Emotional and Mental Health) Special School catering for up to 91 students from Year 5 up to Y13. Every Student has an EHCP (Education, Health and Care Plan).

Our School Aims are:

- to offer a safe and supportive environment within which students can develop to their full potential and live healthy, rewarding and independent lives;
- to maintain a positive school culture where students are motivated and challenged by high expectations and success is consistently celebrated;
- to provide exceptional expertise in assessing progress and recognising the smallest steps as well as large jumps in learning, and in using assessment to guide teaching directly;
- to provide highly effective and indispensable teamwork across the school community in which varied skills combine and best practice is readily shared;
- to promote the provision of ambitious and exciting opportunities through well-designed and individualised curriculum arrangements;
- to be widely recognised as a specialist centre where information, training and support is shared with parents, other schools, professionals and the wider community;

We hope the information provided in this pack helps answer some of the initial questions you may have about the school. If you would like further information, you can visit our website where you find video and further information or don't hesitate to contact the school directly.

How Oak Bank can meet identified SEMH need.

At Oak Bank School your child will receive support to increase their engagement in learning this is underpinned by a whole school ethos characterised by:

- Every child being respected and treated as an individual
- Mistakes being allowed
- All staff knowing children
- Incorporating restorative approaches, a focus on understanding not blame
- Continuous improvement, growth mind-set ethos
- Empowering pupils to take responsibility for their learning and preparing young people to be independent
- An environment that is predictable and reliable
- A holistic, interdisciplinary approach
- Activities designed to promote strong relationships with peers and staff
- Activities that are relevant to students

We achieve this by having very small class sizes, a highly supervised environment, and high staff to student ratio and by building positive professional relationships. Students are taught in small class groups often with a ratio of 2 adults: 6 students.

School Ethos

The school aims to provide a positive school experience, good and mutually trusting relationships with staff, a safe, secure environment where routines are predictable, based on general principles of positive living, consideration for others, self-understanding and the cultivation of constructive interests.

We aim to create a nurturing environment, based on Maslow's hierarchy of need and the understanding of all staff that meeting basic needs ensures students are ready for learning.

All students are allocated a Keyworker, a trusted adult with whom students can build a positive relationship. This person acts as a trusted adult whom students have regular access to, who lets the pupils they 'hold in mind' know that they care.

Students start the day by being offered breakfast and an opportunity to talk with their **Keyworker**. The Keyworker can then determine if the student needs additional support or an adjustment made to their day.

Promoting good behaviour choices

The implementation and consistency of a behaviour policy based on positive behaviour management. Consequences of behaviour are clear and consistent. Monitoring of behaviour is through Behaviour Watch, which gives immediate feedback to staff and students to ensure consequences can be put in place quickly. Visual reminders are promoted throughout the school. An enrichment programme daily linked to the behaviour policy helps students see immediate reward for positive engagement, behaviour and learning.

The Curriculum

The Curriculum at Oak Bank supports our vision to provide outstanding education which is child-centred. Our fundamental belief is that every student has the potential for growth. We believe that by having high expectations and aspirations, all our students can learn and achieve. We aim to provide a curriculum that allows students the opportunity to learn and develop in a supportive and creative environment, in which there is a focus on recognising achievement and supporting progression and in which students feel safe and are happy. It aims to promote the social, moral, spiritual and cultural development of the students as well as their intellectual and physical development. We want our curriculum to engage students as active participants in their education.

The school is committed to providing a broad and balanced curriculum, based on the National Curriculum for those students of compulsory school age. This is blended with opportunities for students to develop functional skills, social, emotional and independence skills and skills for working life as appropriate in line with the 14-19 Curriculum.

In Key Stage 3 and 4 students are taught all subjects discreetly by subject specialists. In Key Stage 4 students then follow a core curriculum offer of English, Maths, Science, SMSC and PE whilst being offered a range of options provided both internally and through external providers.

English

All students that attend Oak Bank School have daily English lessons appropriate to their age and stage of development and learning opportunities will follow and build upon their previous experiences and shape future learning. Students are given the opportunity to develop their oral and written skills to the best of their ability and in line with the National Curriculum. English is central to the curriculum and is embedded across all subjects.

Maths

All students that attend Oak Bank School have daily access Mathematics lessons appropriate to their age and stage of development and learning opportunities will follow and build upon their previous experiences and shape future learning. Mathematics is essential in everything we construct, everything we calculate and almost every problem which we have to solve on our daily lives.

Science

The Science curriculum will develop students' scientific skills, knowledge and understanding through challenging, motivating activities that extend the students learning. It is important that students are taught in a specialist environment and are able to access as much practical Science as possible.

ICT

The emergence of new technologies in ICT has a significant impact on all aspects of our modern society. Whether at home, school or work its influence is felt and it is expanding students' knowledge and understanding of the world in which they live. Students now leaving school require considerable ICT knowledge and awareness if they are to be successful in their futures.

Foundation Subjects

Music, art and drama are delivered through a variety of mechanisms including whole class sessions but also students can access one-to-one peripatetic lessons, constructing and playing musical instruments and producing music in a variety of electronics mediums.

Students in Key Stage 3 will be taught Humanities and may have the option to take an option in Key Stage 4.

All students participate in core PE lessons, we recognise the impact physical health can have on emotional wellbeing and on learning. As part of our PE curriculum students will access Outdoor Adventurous Activities which includes participating in sports such as Free Running, climbing,

Personal property

All our students are advised not to bring personal items with them into school.

However, if students do bring in any personal items we will look after them for the time they are in school. When the students arrive in the morning they will be asked to hand over any personal belongings e.g. phone, keys, money. This also includes any forbidden items e.g. cigarettes. Items will then be locked away labelled with the student's name and kept secure for the day. Any items of outdoor clothing will also be hung up and locked in the student's cloakroom.

All items will be returned at the end of the day, unless confiscated for any reason, in which case items will be kept in the school safe until a parent or carer is able to collect in person.

Transport

There is no automatic entitlement for students with an Education, Health and Care Plan or Statement of Special Educational Needs. However, transport may be provided by the local authority if you live further than the statutory walking distances which are:

- 2 miles from the school if they are under 8
- 3 miles from the school if they are 8 or older.

The statutory walking distances are measured by the shortest available walking route.

If your child lives under the statutory walking distance but their needs would mean it was unsafe for them to walk even when accompanied by an appropriate adult, then transport may also be provided.

If you need to contact School transport please use the following contact details.

Transport Commissioning and Entitlement Team. **Tel:** 0300 300 8339

Email: school.transport@centralbedfordshire.gov.uk

STAFF LIST 2016 -2017

Senior Leadership Team

Peter Cohen	Executive Head
Lisa Leonard	Head of School (DSL)
Rachel Freer	Deputy Headteacher (DSL)
Phil Collier	Assistant Headteacher

Teaching Staff

Anna Eames	Head of Key Stage 2 / SENCo
Jamie Stead	Head of Key Stage 3 / PE
Sharon Cox	Head of Key Stage 4 / English
Christine Hanley	Head of English
Clare Carmichael	Learning Diagnostic Teacher
Adele Neil	Head of Science/Maths
Lynne Carter	Science Teacher
Claudine Parnell	Science Teacher
David Chapman	PE / ICT / KS4 Behaviour Manager
Anna Larkins	PE / Outdoor Education
Martine Phillips	Head of Ext. Provision and Post 16
Brenda Wainer	Animal Care and Horticulture
Eileen Dunks	Food Technology
Trish Jordan	General Studies / Work Experience
Claire Hogg	Humanities
Paul Batchelor	Expressive Arts
Rachel Cook	Art Tutor
Carl Milton	Bike Maintenance
Rachael Cox	General Teacher / KS3 Behaviour Manager
Claire Kelly	KS2 Instructor
Ryan Mellor	Maths Instructor
Mohammed Amir	KS2 Teacher
Shahida Jaffer	Maths Teacher
Carol Clements	General Teacher
Simni Betsy-Moore	6th Form Tutor

Behaviour Support Team

Aaron Wilson	Lead Behaviour Support Worker
Ian Ball	Behaviour Support Worker
Wesley Nottingham	Behaviour Support Worker
Daniel Savoury	Behaviour Support Worker
Rhys Jones	Behaviour Support Worker
Shaun Nottingham	Behaviour Support Worker
Rory Finley-Day	Behaviour Support Worker
Laura Freer	Behaviour Support Worker

Structure of the School Day 2016-2017

Monday			Tuesday-Thursday			Friday		
Time	Mins	Activity	Time	Mins	Activity	Time	Mins	Activity
9.45-10.05	20	Breakfast	9.45-10.10	25	Breakfast	9.45-10.10	25	Breakfast
10.05-10.25	20	Assembly	10.10-10.55	45	Lesson 1	10.10-10.50	40	Lesson 1
10.25-11.00	35	Lesson 1	10.55-11.35	40	Lesson 2	10.50-11.30	40	Lesson 2
11.00 -11.35	35	Lesson 2	11.35-12.20	45	Lesson 3	11.30-12.10	40	Lesson 3
11.35-12.10	35	Lesson 3	12.20-12.45	25	Lunch	12.10-12.50	40	Lesson 4
12.10-12.40	30	Lesson 4	12.45-1.30	45	Lesson 4	12.50-1.10	20	Lunch
12.40-1.05pm	25	Lunch	1.30-2.15	45	Lesson 5	1.10-1.30	20	Assembly
1.05-1.50	45	Lesson 5	2.15-2.55	40	Enrichment	1.30-2.55	85	Enrichment
1.50-2.30	40	Lesson 6	2.55-3.00	5	Taxi/End of day	2.55-3.00	5	Taxi/End of day
2.30-2.55	25	Enrichment						
2.55-3.00	5	Taxi/End of day						

School Uniform

We are proud of our school and as such we expect all students to wear our school uniform.

- White polo top with the new school badge
- Navy V-Neck jumper with the new school badge
or
- Navy V-neck Cardigan with the new school badge
- Black school trousers (No jogging bottoms or denim)
- Plain black school shoes or black trainers

PE Kit

- Navy polo top with school badge
- Black tracksuit bottoms
- Black Shorts (optional)
- Black lightweight jacket (optional)
- Appropriate trainers

Level 2

Level 2 pupils will initially wear the same uniform as above with the badge indicating Level 2 status; we have agreed for any girls that reach Level 2 they will also be able choose to wear a black skirt and thick black tights.

We provide **all pupils with their first 2 polo shirts, a choice of outer garment and PE Kit free of charge.**

If you require further uniform, you can download a from the website (Parent's Section) and send it into the school office or speak to your child's Keyworker.

Lunch arrangements

All students are welcome to eat lunch in the school dining room; either their own packed lunch or a meal provided by the school's catering staff. School lunches are charged at £1.80 per day (£9 per week). Payment must be made to the school office at the start of every week in cash, or cheque payable to 'Oak Bank School'.

Key stage 2 students eat in their own area.

Arrangements can be made for students requiring a special diet for health or religious reasons and a vegetarian meal is always available.

Free School Meals

Your child will get a free school meal if you receive a qualifying benefit, and your child is either at school, studying in further education or at a Sixth Form college

Qualifying benefits to receive free school meals

The qualifying benefits to receive free school meals for children in Year 3 and over are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit)

How to apply for free school meals

If you think you meet the free school meals eligibility criteria, you need to call the Local Authority on **0300 300 8306**. When you call to apply for free school meals, please have the following information ready:

- National Insurance numbers and dates of birth for you and your partner
- dates of birth for your children
- if you receive support from the National Asylum Support Service, your NASS number

Medication in school

Prescription Medication

To ensure the information we have in school remains up to date and accurate we ask all parents and carers of children with a medical condition to help us by completing a Medication Information and Record Form for their child.

Please make sure you inform us of any changes to your child's medication or medical condition. This includes any changes to how much medication they need to take and when they need to take it.

Paracetamol

In order to administer Paracetamol we must have written authorisation from the child's parent/carer. If we do not gain written authorisation, we will be unable to administer the medication.

The school can supply the paracetamol, but any other medication must be supplied by the parent/carer with the student's name clearly printed on the box.

The information provided will be kept confidentially in school.

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Email: school.transport@centralbedfordshire.gov.uk

How to contact us.

**Oak Bank School
Sandy Lane
Leighton Buzzard
Bedfordshire
LU7 3BE**

Telephone: 01525 374559

Email: schooloffice@oakbank.beds.sch.uk

In the first instance please contact the school by the details above, which is the main school office.

If you would like to speak to your child's Keyworker or a specific teacher, please ask the office staff.

If you would like to come into school to see to speak to a member of staff, please make an appointment with the school office.

Out of school hours there is an answer machine on the above number.

Teacher to Parent Call

The school uses Teacher to Parent Call to make first day responses or to send relevant information and messages to you; these will come to your mobile phone via text message. If we have your email address we will also send this information via email.

Information about the school can also be found on our School website page and Facebook.



Oak Bank School

Oak Bank School is situated in Leighton Buzzard; we work with students who have an EHCP or Statement of Special Educational Needs for Social, Emotional and Mental Health needs (SEMH). Our primary function is to focus on the process of teaching and learning, ensuring that lessons are enjoyable and of the highest quality by having high standards and expectations of achievement for all.

Our aim is to provide each of our students with an education for life, by valuing and respecting them as individuals, developing their self-esteem and encouraging their individual abilities to their full potential in a caring, supportive and structured environment.



A: Sandy Lane, Leighton Buzzard,
Bedfordshire, LU7 3BE

T: 01525 374 559

F: 01525 850 482

E: schooloffice@oakbank.cbeds.co.uk

W: www.oakbankschool.co.uk