



CONTACT US

Mile Oak Primary School
Graham Avenue
Portslade
Brighton and Hove
BN41 2WN

01273 294880

office@mileoak.brighton-hove.sch.uk

MILE OAK PRIMARY SCHOOL

THINK BIG

Courage
Pride
Respect
Ambition



CONTENTS



- Page 2 - Contents
- Page 3 - Headteacher's Welcome
- Page 4 - Our School Values
- Page 5 - Our School Pledge
- Page 6 - Our Outdoor Environment
- Page 7 - Our House System
- Page 8 - Our School Council
- Page 9 - Term Dates
- Page 10 - Preparing for School
- Page 11 - Uniform
- Page 12 - Starting School
- Page 13 - The School Day
- Page 15 - Breakfast Club
- Page 16 - After School Club
- Page 17 - School Lunches
- Page 18 - Collection from School
- Page 19 - After School Activities
- Page 20 - Reception Topics
- Page 21 - Safeguarding
- Page 22 - Inclusivity
- Page 23 - Attendance
- Page 24 - Cool Milk
- Page 25 - Assessment
- Page 26 - Mile Oak Governors
- Page 27 - Friends of Mile Oak (FOMO)
- Page 28 - Consent Form List
- Page 29 - What I Wish I Had known

NEW STARTER BOOKLET

We hope that this booklet gives you a taste of life at Mile Oak Primary School. It will help you to feel prepared for your child's first day at school and may become a booklet you want to return to time and again for reference.



WELCOME

Welcome to your new school.

This is the start of your exciting journey at Mile Oak Primary, a school where we think and dream big.

All of the children, parents and staff are incredibly proud of our school and we cannot wait for you to join us and become part of our school.

We are a community school and we all work hard to make this a unique and special school to be a part of.

Our dedicated reception team nurture each child so that they have the highest aspirations for themselves. This works alongside a learning programme that inspires children to be inquisitive, independent learners for life.

The whole school team supports our children to reach their full potential academically, creatively, socially and emotionally.

We believe that school is a continual and developing partnership between home and school which is centered around the well-being and progress of children. We love to have parent volunteers in school to read with our children and support in school.

As a senior leadership team, we have an open door policy and will always prioritise meeting and talking with our families.

At Mile Oak we truly believe that we are helping to grow citizens of the future who we are proud to represent us within our community.

Mr. Luke Lording
Headteacher

THINK BIG

Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. We unlock their potential through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and skills necessary to take an active and fulfilling role in society.

OUR SCHOOL VALUES



Ambition

I have the energy, desire and determination to achieve success



Respect

I embrace difference and consider the feelings, wishes and rights of others while cherishing the environment



Pride

I am passionate about my school - I always try my best and celebrate my own and others' achievements



Courage

I relish being challenged and demonstrate resilience when making brave choices in my life



OUR PLEDGE

We pledge that every child will leave Mile Oak having;

- experienced an enriched curriculum
 - enjoyed their journey through our school
 - achieved and celebrated success
 - embraced a healthy lifestyle
 - had their individuality nurtured and celebrated
 - an understanding of their responsibility as an engaged citizen
- Our children leave Mile Oak THINKING BIG!



OUR OUTDOOR ENVIRONMENT

Mile Oak is lucky to have extensive school grounds, in which we have developed a number of different areas to enrich children's learning and provide them with opportunities beyond the classroom.

With a dedicated Eco/Healthy School co-coordinator, we pride ourselves on our approach to raising children's awareness of our local and global environmental responsibilities.

In addition to our playgrounds and large, secure school field, the school has:

- A central garden area with raised growing beds and a greenhouse
- An enclosed school orchard of heritage apples and plums.
- A pond with raised dipping platform and wildlife area.
- A paved "quiet retreat" area with picnic benches, table tennis tables and a variety of "big games" to play.
- A Forest School site with fire circle and camp areas.
- An array of solar panels installed, which as well as saving over 32 tonnes of carbon emissions annually, enable us to fund a number of other eco initiatives.

Every year, we participate in many events including:

- The National 'Let's Get Cooking' scheme and run a popular weekly Cooking club for children, introducing them to healthy menus and the virtues of cooking "from scratch".
- Regular 'Walk to School' and 'Bike it' initiatives where we encourage children to walk, bike or scoot to school.
- Growing our own range of vegetables, which the children either cook and eat at school or take home to share with their families.



SCIENCE BUS

Parked with a commanding view of the South Downs National Park our award winning Science bus is ready to welcome children on board to explore the world of science.

“

Our wonderful school grounds are an important and celebrated part of our learning environment

OUR HOUSE SYSTEM

All children and staff are incredibly proud to belong to one of our four school houses which are all named after local castles:

Arundel



Bodiam



Bramber



Lewes



All children and staff receive a badge which represents their house colour to develop the sense of community throughout the school.

The house system provides the opportunity for children to work together across different year groups, increases community spirit, enables peer mentoring programmes, boosts the existing rewards system, encourages more students to get involved in competitions and develops leadership opportunities for students as they progress through the school.

House Captains and Vice Captains are Year 6 pupils, voted for by the House at the start of the year. They help to organise the House and run the House meetings.

In addition to the captains and vice captains, children have leadership opportunities within their houses through applying for the roles of:

- Sports Leaders
- Healthy Schools Leaders
- Science Ambassadors
- Reading Buddies
- Maths Mentors
- Playground Buddies

Children are given the opportunity to represent their house in a wide range of activities including; house debates, inter-house sports competitions, maths challenges, after school workshops, science fairs, musical events and lots more.

The vast selection of events reflects our intention to make our house system holistic and engaging; we aim to nurture and celebrate every child.

Another important focus of the house system is raising money for charity; children take part in a charity event every year. All money raised is donated to a charity selected by the house.

We are incredibly proud of our house system and aim to make every member of our community feel a sense of belonging and pride every time they enter through our school gates.

Each week, children collect house points for demonstrating any of our four school values. These are counted up ready for our weekly Celebration Assembly. During the assembly the winning house for that week is announced. This weekly winning house is rewarded by being able to wear their own clothes on the following Monday.

Scores are collated throughout the term and the winning house for the term get a house party on the field!

Winners for the year get their house names engraved onto the highly prized House Cup along with a surprise celebration!

School Council

We pride ourselves on providing meaningful opportunities to gain pupil voice on all matters of school life.

In addition to the regular collation of pupil voice surveys, our very active school council, formed with children from year 1 to year 6, meets every other week.

Every year, each class votes to choose two children from their class to represent them.

The School Council Vision Statement is as follows:

- We work together as a team to 'Think Big' by discussing ideas and making decisions
- We ensure everyone feels comfortable, happy and safe at school
- We are approachable and listen to others
- We work hard to make our school community a better place for everyone

The members of the council take their roles very seriously and, as a result of their hard work, have orchestrated and coordinated many positive changes within our school, including:

- Play time improvements
- Charitable events and donations
- The development of curriculum subjects
- A new Relationships and Sex Education programme
- The appointment of key staff members within the school

The school council is overseen by the headteacher and deputy headteacher and is chaired by a year 6 pupil.





TERM DATES 2020-2021

Autumn -2020

Term starts on Friday 4 September
Half term is from Monday 26 October to Friday 30 October
Term ends on Friday 18 December

Spring -2021

Term starts on Monday 4 January
Half term is from Monday 15 February to Friday 19 February
Term ends on Thursday 1 April

Summer - 2021

Term starts on Monday 19 April
Half term is from Tuesday 1 June to Friday 4 June
Term ends on Friday 23 July

Wednesday 2nd September and Thursday 3rd September are INSET days. There will be 3 more INSET days, when the school will be closed. You will be notified when these have been set.

IMPORTANT DATES

In September you will receive a list of all the important dates and events for the school year.

Am I ready for school?



Tips for parents

When your child starts primary school there are a number of skills that they should ideally have mastered. Use this sheet as a guide to help track their progress.

Self-care

- I know when to wash my hands
- I can wipe my nose
- I can ask for help if I don't feel well

Speaking & literacy

- I am interested in reading stories & looking at picture books
- I am able to talk about myself, my needs & feelings
- I am practising recognising my name when it's written down

Getting dressed & undressed on my own

- I can button & unbutton my clothes
- I can put my own shoes & socks on
- I can put my coat on & use a zip

Interest in the world & new activities

- I enjoy learning about the world around me
- I am interested in exploring new activities or environments
- I like asking questions

Eating

- I can use a knife & fork
- I can open my packed lunch on my own
- I am confident at opening wrappers & packaging

Writing skills

- I like tracing patterns & colouring in
- I enjoy experimenting with different shaped scribbles
- I am practising holding a pencil

Going to the toilet

- I can go to the toilet on my own, wipe myself properly & flush
- I can wash & dry my hands without any help

Independence

- I am happy to be away from my mummy, daddy or my main carer
- I am happy to tidy my belongings & look after my things
- I am feeling confident about starting school

Listening & understanding

- I am able to sit still and listen for a short while
- I can follow instructions
- I understand the need to follow rules

Sharing & turn taking

- I can share toys & take turns
- I can play games with others
- I can interact with other children

Counting skills

- I enjoy practising counting objects
- I like saying number rhymes & playing counting games
- I can recognise some numbers when they are written down

Routines

- I have practised putting on my uniform & getting ready to leave on time
- I have a good bedtime routine so I'm not feeling tired for school
- I'm learning to eat at the times I will on school days



ITEM	COLOUR	SIZE	PRICE
Sweatshirt (with embroidered logo)	Bottle Green	3/4 5/6 yrs	£9.00
		7/8 9/10 yrs	£9.00
		11/12 yrs	£9.00
		XS	£ 10.00
		Adults S-M-L-XL	£ 12.00
Fleece (with embroidered logo)	Bottle Green	3/4, 5/6, 7/8, 9/10, 11/12, 12/13	£ 14.00
		Small Adult	£ 21.00
Polo Shirt	White	24, 26, 28, 30, 32	£ 4.00
Polo Shirt	White with school logo	24, 26, 28, 30, 32	£ 6.00
P.E. T Shirt	House colour:	3/4, 5/6, 7/8, 9/10, 11/12	£ 2.50
	Arundel Red Bramber Blue Bodiam Green Lewes Yellow		
P.E. Shorts	Black	3/4, 5/6, 7/8, 9/10, 11/12, 13	£ 3.50 - £4.00
P.E. Bag	Green (with school logo)	N/A	£ 3.50
Book Bag	Green (with school logo)	N/A	£ 4.00
Trousers/skirt	Grey or black	Available in most supermarkets/uniform shops	
Summer Dress	Bottle Green and White Check	Available in most supermarkets/uniform shops	



UNIFORM

If Any item listed above can be ordered through our uniform suppliers Klassy Kids. You are able to order by telephone on 01273 723395, email klassykids@hotmail.com or via their website at <https://klassykidsschoolwear.com> All orders are delivered to the school free of charge. We also hold a uniform shop at regular intervals at the school.



STARTING SCHOOL

Do reassure your children about school; talk to them about their teacher, about the activities they will be doing, about the friends they will make and above all about the happy times they will have.

Please go onto the school website to watch a tour of the reception environment and see some of the key adults in school introducing themselves.

Make sure they know the routines for coming into school in the morning, using the toilets, changing shoes, wearing aprons for messy activities etc. Assure them that you will be able to bring them into school and settle them for the first day.

After that, we hope that quite soon you will be able to leave them - children often settle more quickly once parents have left. If your child is unduly distressed at school, we will of course make contact with you.

During their first few weeks in school we understand that children may feel comforted by bringing a soft toy to help settle them. Ideally this would be small and kept in their pocket during lesson time.

“

I've always loved the first day of school better than the last day of school. Firsts are best because they are beginnings.

(Jenny Han)



THE SCHOOL DAY

Before School

The Infant playground is supervised from 8.45am. When children first enter the Reception Class, parents are invited to come into the playground with them in the morning and wait while they line up and meet their teacher. We expect this arrangement to last for the first half term. After that time, we encourage parents to leave their children at the Infant gate to develop independence. Senior members of staff are on duty at this gate from 8.45am.

After School

At the end of the school day, parents are asked to wait in the Infant Playground where children will be dismissed by their teacher. It is at this time that parents can speak briefly with class teachers to arrange appointments.

We ask that you please inform us of any changes to end of day arrangements for picking up your child so we can ensure their safety at all times. The School Office is open from 8.30 am – 4.30 pm each day and you can contact us via email at any time.

SAFETY

Parents dropping off or collecting children in cars are asked to please not stop or park near the school gates where they might block children's view of the traffic or where they could cause congestion. We thank you for your assistance in ensuring that children are safe as they come to and leave school.

“

We pride ourselves in providing the opportunities required to help little minds start to Think BIG!

THE SCHOOL DAY

A typical day in reception:

8.55am - Welcome to the day

9.10am - Carpet Time

9.30am - Free Flow Activity Time

10.30am - Snack Time

10.45am - Free Flow Activity Time

11.40am - Phonics Time

12.10pm - Lunch Time

1.10pm - Carpet Time

1.30pm - Free Flow Activity Time

2.30pm - Story Time

3.05pm - Home Time

What is Free Flow?

Free flow is child-initiated learning where children can choose from the wide range of activities set up in the indoor and outdoor learning environments.

Early years practitioners work with small groups of children or individually to interact with, teach and assess children during this time.



BREAKFAST CLUB

Mile Oak Primary School has a very well attended Breakfast Club which is held every school day from 7.45 a.m. until 8.55 a.m. in the Infant Hall. This is run by our own staff, who know the children.

The inclusive cost per day is £2.50 and £2.00 per additional child. Children should arrive from 7.45 a.m.

Children do not need to attend every day but do need to book in advance. Bookings and payment should be made through 'ParentPay'. Children need to be registered before they attend their first session. Registration forms are available from the School Office. Information on ingredients is available to view if your child suffers from an allergy.

Children may choose any items from our healthy menu options which include wholemeal bread, bagels and pitta bread, with various toppings, fruit juice, milk, cereals and a selection of fruit and vegetables.

Children will, in addition, have access to a variety of play equipment and activities and may also take part in organised sporting activities from 8.15 onwards if they choose to do so.

The Breakfast Club is a service set up by the school to support parents and children. Charges are used to cover salary and additional expenses.



AFTER SCHOOL CLUB

Energy Kidz would like to extend a warm welcome to all new families and are excited to invite you to join us at our fun packed wraparound care facility at your school for the new year ahead.

Energy Kidz Ofsted registered clubs offer fun and affordable childcare delivered in a safe and supervised environment. Our qualified staff are DBS checked to an enhanced level, first aid qualified and are experienced in and passionate about the activities we offer.

We pride ourselves in delivering a fun and happy place for children to take part in activities, arts and crafts, sports, or just chill out and enjoy the variety of toys and games available. All our clubs follow the playwork principles and offer lots of free play and free choice activities. A healthy snack is provided at all our clubs.

For further details including timings and pricing please visit your individual school page at: <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/>. Here you can select your county and find your venue to access your school page.

In order to book you will need to create an online account where you will need to give a few details about yourself and enter a password that you wish to use for your online account. Once you have submitted this you will receive an email which will enable to now register your child/ren's details and make a booking. The system is very flexible and (subject to availability) you can book for individual sessions or for the whole of the School Year.

To create an account and book now please visit: <https://bookings.energy-kidz.co.uk/Identity/Account/Login>

If you require any assistance with your booking please contact our support team via email at info@energy-kidz.co.uk.



ONE

TWO

THREE

AVAILABLE EVERY DAY...

SCHOOL LUNCHES

MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY

4 Nov, 25 Nov, 16 Dec, 20 Jan,
10 Feb, 9 Mar, 30 Mar

11 Nov, 2 Dec, 6 Jan, 27 Jan
24 Feb, 16 Mar

18 Nov, 9 Dec, 13 Jan, 3 Feb
2 Mar, 23 Mar

Cheese & Tomato Pizza
5 Bean Chilli with 50:50 Rice
Jacket Potato filling Tuna Mayonnaise
Peas & Carrots
Chocolate & Beetroot Cake

**Sausage Roll with
Homemade Jacket Wedges**
Veggie Mince Bolognese
Jacket Potato filling Baked Beans

Sweetcorn & Broccoli
**Wholemeal Peach Crumble with
Custard**

**Roast Chicken
with Roast Potatoes & Gravy**
Lentil & Vegetable Roast
with Roast Potatoes

Jacket Potato filling Cheese
Cabbage & Carrots
Yoghurt & Fruit Station

Spaghetti Bolognese
Linda McCartney Veggie Sausages
with Mashed Potatoes & Gravy
Jacket Potato filling Tuna Mayonnaise
Sweetcorn & Green Beans
Apple Flapjack

**MSC Fishfingers with Chips
& Homemade Tomato Sauce**
Spley Bean Burger
with Chips & Homemade Tomato Sauce

Jacket Potato filling Cheese
Baked Beans &/or Peas
Vanilla Shortbread with Fruity Friday

Macaroni Cheese
Veggie Mince Shepherds Pie
**Jacket Potato filling Tuna Mayonnaise
& Sweetcorn**
Peas & Carrots
Carrot & Courgette Cake

**Farm Assured Beef Burger in a Bun
with Tomato Relish & Homemade
Jacket Wedges**
Vegetable Pasta Bake
Jacket Potato filling Cheese
Sweetcorn & Coleslaw
Apple Pie with Custard

**Roast Turkey
with Roast Potatoes & Gravy**
Quorn Fillet
with Roast Potatoes & Gravy

Jacket Potato filling Baked Beans
Carrots & Cabbage
Jelly with Ice Cream

**Sweet & Sour Chicken with 50:50 Rice
Cheese & Tomato Pizza**
Jacket Potato filling Tuna Mayonnaise
Broccoli & Sweetcorn
Cinnamon Cookie

**MSC Breaded Fish with Chips
& Homemade Tomato Sauce**
Veggie Sausage in a Roll with Chips
& Homemade Tomato Sauce

Jacket Potato filling Cheese
Baked Beans &/or Peas
Chocolate Shortbread
with Fruity Friday

**Pork Sausages
with Mashed Potato & Gravy**
Lentil & Sweet Potato Curry
with 50:50 Rice
Jacket Potato filling Tuna Mayonnaise
Sliced Carrots & Peas
Pinwheel Cookie

**Breast of Chicken served
with BBQ Sauce & 50:50 Rice**
Macaroni Cheese

Jacket Potato filling Baked Beans
Red Cabbage Slaw & Sweetcorn
Jelly with Mandarins

**Roast Gammon or Chicken
with Roast Potatoes & Gravy**
Creamy Vegetable Pie
with Roast Potatoes

Jacket Potato filling Cheese
Cauliflower & Carrots
Peaches & Ice Cream

**Chicken & Vegetable Gravy Pie
with New Potatoes**
Quorn Burger in a Bun
with Homemade Potato Wedges

Jacket Potato filling Tuna Mayonnaise
Sweetcorn & Broccoli
Fairtrade Banana Loaf & Custard

**MSC Salmon Fish Fingers with
Chips & Homemade Tomato Sauce**
Spanish Omelette with Chips
& Homemade Tomato Sauce

Jacket Potato filling Cheese
Baked Beans & / or Peas
Oaty Cookie with Fruity Friday

Bread
freshly baked on site daily

Daily salad selection
there will be a selection of salad
items available daily

**Fresh Fruit &
Organic Yoghurt**
available daily

**WE USE LOCALLY
SOURCED INGREDIENTS
WHEN AVAILABLE
AND IN SEASON**

All our menus are
nutritionally analysed to
ensure they meet and in
most cases exceed
The School Food Standards
We hope your child enjoys
our new menus.

Menus could be subject to
local change, please check
your child's school for any
bespoke changes.

V Vegetarian option

O Oily fish

Marine Stewardship
Council details
Web: www.msc.org
Chain of Custody
Registration Code
MSC-C-54995

At Mile Primary School, we offer delicious hot school lunches for free to all Reception and Key Stage 1 pupils.

Each day the kitchen offers a choice of two meals, one usually meat based and a second vegetarian option. All menu options come with a range of vegetable sides and a 'help yourself' salad bar plus a low-sugar dessert. The menus run on a three weekly rota, as seen in the example menu.

At the start of Reception we encourage all children to try school dinners. Teaching staff accompany the children to dinner for the first few weeks to ensure they are settled.

Once your child reaches Key Stage 2, school lunches then come at a cost of £2.20 each unless you are eligible for free school meals.

Please visit <https://www.brighton-hove.gov.uk/content/children-and-education/schools/free-school-meals> to see if you are eligible.

If your child still finds it hard to choose something to eat, you have the option of sending them in with a healthy packed lunch.

Milk and Snacks

Every child is provided with a piece of fresh fruit at break time. Every child under the age of 5 qualifies for free school milk. Once children reach their fifth birthday, parents can choose to pay for their child to continue receiving it. See the milk section of this booklet for further information.



COLLECTION FROM SCHOOL

We take the safety of our pupils extremely seriously so, at home time, there are a few safety procedures we would like you to follow to ensure a safe exit from school.

When collecting your child from school, walk to the infant playground gate and into the playground. You are then asked to wait behind the cones so that the pupils are not crowded and it is easy for your child's teacher to make visual contact with each parent/carer. Your children will be brought out into the playground at a safe distance from the other adults and will remain with their teacher until safely handed over to the grown up who is collecting them.

At this time, you are welcome to have a brief discussion with your child's class teacher and teachers may want to discuss your child's day with you. If you need to have a longer discussion with teaching staff, please make an appointment at the front office for a mutually convenient time.

“

Today was good. Today was fun.
Tomorrow is another one!
Dr. Seuss



AFTER SCHOOL ACTIVITIES

As part of our extended schools provision, we offer a range of after school activities for both key stage 1 and 2 pupils.

The full list of clubs will be sent to you via SchoolPing at the start of each term so that you can select the clubs your child would like to participate in.

We provide some of these clubs for free of charge and charge a nominal fee for others to further enrich children's school experience.

We currently offer:

- Eco Club
- Girls' Cricket
- Sewing
- Cooking
- Football
- Art
- Choir
- Computing

If clubs become over-subscribed we operate a waiting list system.

When collecting your child from the school activities, you are asked to wait outside the school's main office and your child will brought to you there.

CLUBS

Extra-curricular activities help students to learn about themselves while developing and using their skills and knowledge in different contexts

RECEPTION TOPICS

We are so proud of the way that our chosen reception topics excite and motivate our children in their first year of school. We have found that using topics on concepts the children are familiar with provides them with so much confidence in their reception year. Below is an overview of the topics covered across the year.



Year 2019-20	Autumn		SPRING		SUMMER	
	1	2	1	2	1	2
	Super Me!	Let's Celebrate!	Once Upon a Time	Where Am I?	Dig!	We Do Like to Be Beside the Seaside!
Understanding the World- The World Science/Geography	<ul style="list-style-type: none"> • Comments and asks questions about aspects of their familiar world such as the place where they live or the natural world. • Can talk about some of the things they have observed such as plants, animals, natural and found objects. • Talks about why things happen and how things work. • Developing an understanding of growth, decay and changes over time. • Shows care and concern for living things and the environment. 	<ul style="list-style-type: none"> • Comments and asks questions about aspects of their familiar world such as the place where they live or the natural world. • Can talk about some of the things they have observed such as plants, animals, natural and found objects. • Talks about why things happen and how things work. • Developing an understanding of growth, decay and changes over time. • Shows care and concern for living things and the environment. 	<ul style="list-style-type: none"> • Looks closely at similarities, differences, patterns and change 	<ul style="list-style-type: none"> • Looks closely at similarities, differences, patterns and change 	<ul style="list-style-type: none"> • Children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one another. They make observations of animals and plants and explain why some things occur, and talk about changes 	<ul style="list-style-type: none"> • Children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one another. They make observations of animals and plants and explain why some things occur, and talk about changes

SAFEGUARDING



‘Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them..’ (EYFS framework 2012)

At Mile Oak Primary School, our first concern is your child’s welfare. The school has a commitment to the welfare and protection of all children in our care. All staff and volunteers receive annual safeguarding training.

At times, our designated safeguarding team work with other agencies to help us support our children and families.

Please see our Safeguarding Policy for full information as to how we meet the legal welfare requirements as stated within the Statutory Framework for Early Years Foundation Stage 2017 which can be found on our school website.

We strive to protect children’s physical and emotional wellbeing and an important aspect of this is helping children to learn about keeping safe. We provide children with choices to help them develop this important life skill. We encourage children to take risks and highlight the importance of keeping themselves safe by teaching them how to recognise and avoid hazards and also who to seek help from, should they need it.

We have a wealth of nurturing provision available to support children at times of need, including:

- A nurture provision
- Counselling support
- 2 highly trained learning mentors
- Buddy systems
- Safe spaces

INCLUSIVITY

At Mile Oak, we passionately believe in creating an inclusive school experience for all children.

We are committed to meeting the needs of all pupils, ensuring that they make progress from their own individual starting points. We value all children and are committed to our whole school vision of “Think Big”.

The mission statement of our school affirms our commitment to valuing the individuality of children. We provide all children with every opportunity to achieve the highest of standards. We do this by respecting and taking account of pupils’ varied life experiences and needs.

Our school promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background and that pupils have a common curriculum experience.



ATTENDANCE

By law, all children of compulsory school age must receive a suitable full-time education. Parents and carers have a legal responsibility to ensure their child attends school regularly and on time. We ask that you support us in our aims for attendance and punctuality to exceed the national target of 96%.

If your child is absent from school, we ask that you telephone the school 24 hours Absence Line (01273 294883) before 9.15 am each day of their absence. Schools are encouraged to monitor attendance and punctuality very carefully and the school liaises closely with Brighton and Hove Local Authority.

Children who are physically sick overnight should be kept at home the next day to recover. Cases of contagious illness should be reported to the school as soon as a diagnosis is made.

Should your child become ill or have an accident at school, we will always telephone you so you may collect them. It is important to keep us informed of any change in your contact details as soon as they occur.

Routine medical and dental appointments should be made during the school holidays or after school. However, we are aware that some appointments are unavoidable, so if your child has an appointment during the school day we ask that you give us as much notice as possible and provide proof of the appointment. Where possible your child should attend school before the appointment and return immediately after. Please report to the School Office before the appointment to sign your child out of school and staff will arrange for your child to be collected from their class.

The school is unable to authorise absences for holidays, birthday outings etc. unless there are exceptional circumstances. Brighton & Hove LA policy is that any absence has a detrimental effect on a child's education and penalty notices will be issued for any unauthorised holiday taken during term time. Please see our website for more information: www.mileoakschool.co.uk/attendance.

Miss School Miss Out

Did you know?

29,000
pupils

In Brighton & Hove we have 29,000 pupils in our schools

190

There are 190 school days in each academic year

15
= 2 weeks

If you're 15 minutes late every day you lose two weeks of learning by the end of the school year



Two school days missed each month during your school life adds up to one whole year of school lost



90% attendance may look impressive but it means missing 19 days of education a year

4...5

Our data shows pupils with more than 95% attendance achieve GCSE results at least one grade higher



It's the law! Parents and carers can be fined and even sent to prison if children do not attend school*



You can go to school with nits, conjunctivitis or a headache. Find out more: www.brighton-hove.gov.uk/sicknessguidance



When you're older, colleges and employers can ask to see your school attendance record



If you don't want to go to school, tell someone what's wrong so you can get the help and support you need



Every school has someone to help you build your confidence to come to school and help tackle any concerns

COOL MILK

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s,* and for over-5s it is available at a termly subsidised price of £15.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit www.coolmilk.com/why-milk-is-great.

How to register if your child is under five:

Visit: www.coolmilk.com or complete a registration form available from the school office

Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment.

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248.

* Milk for under-5s is provided free of charge, fully funded by the Department of Health. Milk for over-5s is subsidised by the Rural Payments Agency and the E.U.



ASSESSMENT

At Mile Oak Primary School, we use assessment to maximise your child's learning experience so that they become confident learners who THINK BIG.

In reception, we assess our pupils using the 'Development Matters' guidance which usually starts in nursery. The areas that are taught and assessed through whole class, small group and 1 to 1 teaching and observations are:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive art and design



The indoor and outdoor reception environment and activities are specifically designed to ensure your child achieves their potential within these areas. By the end of their time in reception, they will be assessed against the Early Learning Goals.

From Year 1, your child will be following the National Curriculum. Pupils are continually assessed by their teachers to ensure lessons are planned to meet the needs of all children.

At the end of Year 2, the pupils will go through their first Statutory Assessment Tests (SATs) where they will receive a grade measured against age related expectations.

From Year 3, your child will then be working towards their Key Stage 2 SATs that take place in Year 6. They will still be continually assessed through observation, feedback in lessons and termly summative assessments.

Throughout the year, you will have opportunities to discuss your child's progress and achievements at parent/teacher consultation evenings and through regular communication with the class teacher.

In July, you will receive a personalised written report from your child's teacher informing you of their end of year assessments and their yearly achievements across all areas of school life.

MILE OAK GOVERNORS

Governors are responsible for seeing that the school is properly managed and is providing appropriately for the needs of the children. In order to fulfil this function, we need to be fully informed of the organisation and curriculum of the school and the extent and use of the resources made available by the Local Authority. Governors make regular visits to the school and attend Local Authority training sessions in order to equip them to fulfil their duties more efficiently.

The Governors meet, as a full board, once a half term to discuss matters relating to the school. Sub-committees covering teaching and learning, personnel, premises, health & safety and financial matters also meet once a half term. At Mile Oak we wish to foster a happy and supportive relationship, working in partnership with staff and parents to provide the most effective education for the children. Governors are kept fully informed of all matters relating to the running of the school and are frequent visitors.

Further details about the Governing body are on the school website. Parents who wish to seek advice on matters concerning the school or who wish to have matters raised at meetings can contact the Clerk to Governors via the school office. Governors at the school are appointed to serve for a period of four years, and we welcome parents who wish to become governors. We also work closely with the school's parent's organisation, Friends of Mile Oak.

We hope your child will be very happy at our school, and we look forward to meeting you at some of the many school events during the year.

Rosalind Turner, Chair of Mile Oak Governors.



WHAT ARE GOVERNORS?

The school has a Governing Body consisting of the headteacher and representatives from the Local Authority, the local community, staff and parents. The Governors work in partnership with the Senior Leadership Team to ensure the school operates effectively and delivers a quality education in line with the school vision, values and pledge.

FOMO (Friends of Mile Oak)

FOMO is Mile Oak Primary School's very active and supportive Parent/Teacher Association. Our aim is to continue to raise funds for both big projects, and smaller extra items requested by the school's staff which further enrich the opportunities that the school provides for the children.

Our current big target is to raise enough money to help the school to purchase new equipment for the field, including a large sun shade.

Previously donated funds have helped towards:

- Creating the Junior playground "Retreat" area
- A new projector for the Infant hall
- Science Week
- Maths resources
- House Point Resources

Events we currently organise include:

Summer Fair

Discos

Quiz Night

Fireworks night

We are always eager for new parents to sign up to support FOMO. All contributions are valued - big or small. Likewise, we would love for you to join one of our lively, regular meetings where we discuss and plan new ways in which we can support the school community.

Please contact the school office, if you would like to join us or speak to one of use further.





CHECKLIST OF FORMS AND RESPONSES

Below is a list of forms that you will receive. Please complete the forms as soon as possible after you receive them so that we can ensure that all of your child's information is up to date.

Item	Completed
Authority to collect	
Breakfast Club Registration	
E-Safety	
Fruit and Veg scheme	
Intimate Care	
Annual Trip Consent	
Photograph Consent	

PAPERLESS FORMS

You will receive all consent forms via our communication app SchoolPing. This is free to download and you will receive an invite from us with log in details and instructions on how to download and use the app.



WHAT I WISH I'D KNOWN

Dragonfly Parent - March 2020

I always thought that my daughter is shy, too little to stay at school all day and not capable to take part in multi skills after-school club. How much I was wrong!

My daughter will never ever eat a whole meal at home, however, at school she eats school dinners and likes it.

How quickly, she learnt phonics-letter sounds, she became a proper reader within a few months.

How much she loves school and how much her friends and her teacher are important to her.

Ladybird Parent - March 2020

I wish I hadn't worried so much about leaving my son. He loves school so much and I can't believe how much he has learnt and how independent he is becoming.

Dragonfly Parent - April 2020

They do make friends! I was so concerned about my daughter making friends - especially as she knew nobody from nursery as we had only just moved here. The teachers were amazing at settling her and ensuring she made friends quickly.

“

**Let us remember: One book,
one pen, one child, and one
teacher can change the
world.**

Malala Yousafzai