

## HEAD OF SCHOOL'S LETTER

Dear Parent/Carer

### ***Learning today for our tomorrow***

Welcome to our prospectus. We hope you find the information useful and enjoy finding out more about our School and College.

Here at Oakfield we work very hard on ensuring a smooth transition between primary school & secondary school.

This is a magnificent school we are warm and friendly and your young person will be looked after, happy and safe.

The tremendous opportunities offered at Oakfield allow learners to:

- Enjoy their learning and celebrate achievements.
- Develop as caring and responsible members of the community.
- Make good progress in all aspects of their life.
- Develop their confidence and self-esteem.

There will be high expectations for your child in terms of academic, social and personal achievements.

We understand the enormous responsibility of preparing young people for their future life. We are committed to lifelong learning and work hard to encourage the young people to engage with and enjoy learning and new experiences.

Learners enjoy coming to Oakfield and show a sense of pride in their own and the success of others. All learners are encouraged to contribute to the life of the school and our community.

All of us at Oakfield are looking forward to working in partnership with you, sharing in your child's success and celebrating their achievements.

If you require any further details or clarification in relation to anything in this prospectus please do not hesitate to contact us at school.

Mrs Sue Allen  
Head of School

## MISSION STATEMENT

Our mission statement tells you what Oakfield is all about, our aspirations for the future and our commitment to working towards providing the best we can for all learners.

It forms the basis for the development of all our policies and our day to day working.

### **“Learning Today for Our Tomorrow”**

At Oakfield we are committed to ensuring that our school/ college is a place where;

- Everyone feels safe and cared for.
- We enjoy our learning.
- Everyone works together.
- We try our best in everything we do.
- We set ourselves challenges and high standards.
- We learn today for our tomorrow.

# Oakfield Curriculum Promise

At Oakfield we deliver an individualised high quality, creative curriculum that allow learners to achieve the impossible.

## INTENT

Our Ethos 'Learning to day for our Tomorrow' drives our curriculum vision and commitment. Our aim is to provide opportunities for learners to develop the skills, knowledge and understanding for their future life, learning or work. At Oakfield we have high aspirations that challenge learners academically, socially and morally in order to "Make to Ordinary Extra Ordinary". Our irresistible curriculum is based on a personalised approach to learning. We set aspirational challenging targets across all subjects within our broad, accessible and personalised curriculum. Learners develop a positive attitude to learning, good communication skills, problem solving skills, ability to work as a team and develop their independence and self-confidence as a result. Learners transition from Oakfield with the qualifications, experience, attitude and skills to prepare them for "their tomorrow".

## IMPLEMENTATION

Oakfield's curriculum is comprehensive and relevant, promoting rich cultural and community experiences. There is a broad range of stimulating learning opportunities. It is designed to meet the needs of all learners academically, socially and morally. This includes classroom-based learning, outside learning opportunities, educational visits and trips. Evidence based teaching and learning is embedded throughout the school. The creativity and enthusiasm of teachers allow learners to develop their confidence, enjoyment and motivation to learn. Learners are able to make exceptional progress due to our curriculum design, as it is based on and adapted using assessment data and pathways. The Key Stage 3 curriculum offers learners the opportunity to develop their skills and abilities creatively and academically. At Key Stage 4 the curriculum is personalised for the individual within the options chosen with the learners. The curriculum is flexible, responsive and meets the needs of the individual learners. Accreditation is focused on preparing learners for work, life and independence. The sixth form curriculum is innovative and promotes workplace, life and independence skills with English and Maths as a golden thread throughout. The curriculum map highlights that all learners have access to a full range of subjects and opportunities. The enrichment programme provides opportunities to enhance and support learners to develop their skills in a more independent and creative way.

## **ADMISSIONS**

All learners are referred to Oakfield by the Local Authority and have an Education Health Care Plan.

## **VISITS TO THE SCHOOL**

Visits to the school are welcome by appointment. This enables us to make sure visits meet individual needs and questions. Oakfield holds an open evening each year, details of which are available on our website.

## **WHAT YOU WILL FIND AT OAKFIELD**

At Oakfield we provide an engaging and challenging curriculum, which motivates and supports our learners, enabling them to make outstanding progress and achieve the highest standards possible, both socially and academically.

The curriculum is designed to develop resilience, creativity, learning and thinking skills through a range of subject areas.

Learners follow the National Curriculum at Key Stage 3 and study a range of subjects including, Maths, English, Science, Computing and PSHE. They also have the opportunity to follow programmes of study in Humanities, Expressive Arts and Sports and Work Related.

At Key Stage 4 learners are engaged in personalised programmes that include Maths, English and Science. These are combined with other qualifications such as GCSE and Vocational qualifications in a variety of subjects, where appropriate.

For those learners who transfer to Oakfield College - post 16 provision, there is an irresistible choice of courses ranging from health and social care to motor vehicle. Learners study functional skills and a selection of employability qualifications.

In addition, learners benefit from enrichment activities and programmes which aim to support and enhance social skills and independent living. As part of this provision Oakfield also operates Independent Travel and Community programmes these are available to all learners.

## UNIFORM

At Oakfield we pride ourselves on our high standards of uniform and appearance. As well as ensuring that our learners look smart the guidance set out below also ensures that we keep our learners safe and prevent unnecessary accidents.

### **The school uniform is:**

Black Blazer with Logo

School Tie with logo (School ties are available to purchase in school)

Black skirt or Black Trousers

Black V-neck Jumper

White long or short sleeved Shirt/Blouse

Black outdoor shoes (No trainers)

Outdoor coats should be warm and waterproof.

### **PE Kit**

Black PE T-shirt with Logo

Black shorts

Trainers

### **Optional items**

Black sweatshirt for PE

Black Fleece for PE

A clean towel is also required for after PE. Learners are not allowed to bring aerosols into school but may bring roll on deodorant.

### **Uniform can be purchased from:**

#### **JayMax Uniforms**

1 Gas Street, Leigh, Lancs, WN7 4PD

Tel: 01942 682984

Email: [Contact@jaymaxuniforms.com](mailto:Contact@jaymaxuniforms.com)

#### **AC Sports**

789 Ormskirk Road, Pemberton, Wigan, WN5 8HE

Tel: 01942 216537

Email: [info@acsports.co.uk](mailto:info@acsports.co.uk)

#### **Slaters Uniform Suppliers**

Eckersley Mill, Swan Meadow Rd, Wigan WN3 5BE

Tel: 01942 244426

Email: [sales@termtex.co.uk](mailto:sales@termtex.co.uk)

#### **Jewellery**

No jewellery is to be worn apart from a watch and small stud earrings.

#### **Hairstyles**

Hairstyles must be neat and tidy. Long hair will need to be tied back for activities such as PE, Food Tech, DT and Science.

Hairsprays, gels, make up and nail varnish are not allowed.

Extreme haircuts, i.e. tramlines are not acceptable.

***If any parents have any questions or issues in relation to uniform they are welcome to contact the relevant Pastoral Manager who can give advice.***

## **VALUABLES**

Any valuable items such as iPads and game consoles are not allowed in school and Oakfield cannot be held responsible for any items such as these, which may get damaged or lost.

Any items such as these will be confiscated and must be collected by parents personally.

At Oakfield we recognise the value of learners having a mobile phone, particularly those who travel independently. All mobile phones on the school site must be kept switched off and in bags at all times.

College learners are allowed to keep hold of their mobile phones these must be switched off during study time and only used at break or lunch time. Any learner who persists in using their mobile phone will have this privilege withdrawn.

## **QUALIFICATIONS**

All learners at Oakfield have the opportunity to achieve qualifications, based on their individual ability. A full list of courses and qualifications which may be offered is available on the website.

## **ACCESS TO DOCUMENTATION**

Most policies can be found on our website. Any that are not available can be requested by contacting the school office.

Details of how to make a freedom of information request can be found on our website.

## ORGANISATION

### Pastoral Support

At Oakfield the pastoral system is organised through Pastoral Managers who work with the support and guidance of the Senior Leadership Team.

Pastoral Managers play a key role in making sure that there is good communication between Oakfield and home.

We are committed to making sure that parents/carers are kept up to date with their child's progress and achievements both academically and socially.

Our Key focus is upon celebrating success and this is supported by our reward system this including "Excellence Awards".

At Oakfield we expect high standards of behaviour ensuring that Oakfield is a safe place where everyone has the right to learn. As a community we all sign up to our Respect Charter which is our code of conduct and is part of our Respect (Anti-bullying) Policy (shown below).



**At Oakfield we all have the right to:**

### **Respect and Kindness**

We respect each other through words and actions

### **Be Safe**

We help each other through what we say and do

### **Express Ourselves**

We treat each other fairly and equally

### **Celebrate Achievement**

We celebrate what we can do and help each other to achieve



A copy of the Respect Charter is included in each learner's planner.

A home school agreement sets out what we are committed to do as a school and college and ask parents to sign up to supporting their child.

## LEARNER – PARENT – SCHOOL – AGREEMENT YEAR COMMENCING SEPTEMBER 20\_\_

In September 20\_\_ ..... will be in Form .....

The Form Tutor will be .....

This agreement may be changed during the academic year only if everyone involved agrees. If anyone wishes to change the agreement they should contact the Headteacher who will discuss the concerns, and if appropriate, arrange a meeting to review the agreement.

I ..... agree to

- Do my best in school/college
- Respect the rights of others
- Respect the school/college's property
- Work hard to achieve my targets

Signed ..... Learner Date .....

I, as a parent of ..... agree to

- Make sure that ..... attends school/college regularly
- Contact the school/college if I am concerned about ..... 's behaviour or progress
- Support the actions and programmes that I agree with the school/college
- Encourage ..... to achieve his/her targets

Signed ..... Parent Date .....

## **CAREERS INFORMATION, ADVICE & GUIDANCE**

All learners in Key Stage 3 and Key Stage 4 participate in a range of careers curriculum activities. All learners have access to support from external guidance professionals. Learners from Key Stage 4 have the opportunity to take part in our work experience programme.

Information, advice and guidance form part of the PSHE and World of Work programmes at Key Stage 5. Parents are welcome to contact Oakfield at any time if they wish to discuss any aspect of their child's transitions or future provision.

All learners in Key Stage 5 have opportunities to engage in extended work experience placements and have regular support from college staff and external advisors in relation to transition to further education or employment.

## **SUPPORTED INTERSHIPS**

Oakfield offers a supported internship programme at Key Stage 5. This allows learners to develop the skills and knowledge needed for the workplace. A supported work placement is offered to the interns as part of this programme.

## **SUPPORT SERVICES**

Oakfield works in partnership with a range of professional agencies in order to support our learners. These include Physiotherapists, Speech and Language Therapist, Occupational Therapists, Educational Psychology and Careers Professionals.

## **FORM TIME**

Learners at Oakfield do a 'start well/feel well' programme during form times. This consist of individual and whole class reading opportunities, social and communication interaction groups and one to one coaching and mentoring conversations. This develops confidences and raises aspirations.

## **TOGETHER TRUST**

Our Occupational Therapist (OT) works across the school with all staff to support learners' academic learning, behaviour & independence skills. Specialist areas of provision include:

- Sensory Assessment
- Sensory Motor Programmes
- Sensory Strategies
- Functional Skills Assessment
- Handwriting Programmes

The functional, sensory and regulatory needs of learners are reviewed throughout the academic year and support plans & interventions are implemented where required.

Our Occupational Therapist is also a Sensory Integration Practitioner, a member of the British Association of Occupational Therapists (BAOT), and is registered with the Health and Care Professions Council.

Our Speech and Language Therapist works across the school with all staff to support learners' communication interaction. Support programmes included: Oral Motor Development, PECs, ACC and Talking Partners.

Speech and Language Strategies are reviewed throughout the academic year and support plans and interventions are implemented when required.

## **ATTENDANCE**

As you will appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only affect your child's education, they make it harder for them to catch up on work missed, and it can also affect their social life within school.

## **EXTENDED ACTIVITIES/ENRICHMENT**

Oakfield also operates an After School Club on a weekly basis for all learners. There are many enrichment opportunities at Oakfield, all year groups attend offsite visits to bring learning to life.

An independent travel programme runs for all learners. Oakfield has an Independent Travel Coordinator who work closely with learners and parents creating and delivering individual programmes which are intended to develop confidence and independence.

Oakfield offers a range of residential for learners throughout their time at the School & College. Promoting independence, resilience and teamwork.

Learners participate in regional sporting events and have been successful on cross county, indoor rowing and football.

Music lessons are offered to learners in school and college through Wigan Music Service.

## **STUDENT LEADERSHIP**

### Student Council

Oakfield has an active Student Council which plays an important role in our development and decision making processes.

### Eco Council

At Oakfield our dynamic Eco Council work to make the environment more sustainable.

### Digital Guardians

Oakfield Digital Guardians look after all aspects of E-Safety at Oakfield. The team includes learners, Governors and staff.

All groups meet on a half termly basis.

## CONSIDERATION OF COMPLAINTS

At Oakfield we are proud of our positive partnership with parents. We wish to ensure that parents feel they can approach us directly with any concerns or problems so that we can resolve issues quickly.

If anyone is concerned that an issue has not been resolved satisfactorily then the Head of School will liaise with the Governing Body and/or Local Authority.

***Whilst every effort has been made to ensure that this prospectus is accurate Oakfield reserves the right to make any future changes to procedures and courses.***

***You may also access this information and up to date events and news via our web site at [www.oakfield.wigan.sch.uk](http://www.oakfield.wigan.sch.uk)***



## Holiday List 2022-2023

<b>Autumn Term 2022</b>	
Start	<b>Wednesday 7<sup>th</sup> September</b>
Finish	<b>Friday 21<sup>st</sup> October</b>

**Half Term Holiday**                      **Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October**

<b>Autumn Term 2022</b>	
Start	<b>Monday 31<sup>st</sup> October</b>
Finish	<b>Friday 16<sup>th</sup> December</b>

**Christmas Holiday**                      **Monday 19<sup>th</sup> December – Monday 2<sup>nd</sup> January**

<b>Spring Term 2023</b>	
Start	<b>Tuesday 3<sup>rd</sup> January</b>
Finish	<b>Friday 17<sup>th</sup> February</b>

**Half Term Holiday**                      **Monday 20<sup>th</sup> February – Friday 24<sup>th</sup> February**

<b>Spring Term 2023</b>	
Start	<b>Monday 27<sup>th</sup> February</b>
Finish	<b>Friday 31<sup>st</sup> March</b>

**Easter Holiday**                              **Monday 3<sup>rd</sup> April – Friday 14<sup>th</sup> April**

<b>Summer Term 2023</b>	
Start	<b>Tuesday 18<sup>th</sup> April</b>
Finish	<b>Friday 28<sup>th</sup> April</b>

**Bank Holiday**                                **Monday 1<sup>st</sup> May**

<b>Summer Term 2023</b>	
Start	<b>Tuesday 2<sup>nd</sup> May</b>
Finish	<b>Friday 26<sup>th</sup> May</b>

**Half Term Holiday**                      **Monday 29<sup>th</sup> May – Friday 2<sup>nd</sup> June**

<b>Summer Term 2023</b>	
Start	<b>Monday 5<sup>th</sup> June</b>
Finish	<b>Friday 21<sup>st</sup> July</b>

### **Inset Days**

5<sup>th</sup> September  
6<sup>th</sup> September  
17<sup>th</sup> April

**PLEASE NOTE THAT ON STAFF INSET DAYS THE SCHOOL WILL BE CLOSED TO STUDENTS**