

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 that is warm and friendly where 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.

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, BTEC's 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.

In the school year 2020-21 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

AC Sports

789 Ormskirk Road, Pemberton, Wigan, WN5 8HE
Tel: 01942 216537
Email: info@acsports.co.uk

Slaters Uniform Suppliers

Eckersley Mill, Swan Meadow Rd, Wigan WN3 5BE
Tel: 01942 244426
Email: 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 at the school site must be handed in at the start of the school day and collected and signed out at the end of the day.

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 college learner who persists in using their mobile phone will have this privilege withdrawn.

EXAMINATIONS

All learners at Oakfield have the opportunity to achieve qualifications, based on their individual ability. A full list of courses and public examinations which may be offered is available on the web site at the start of the academic year.

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

FORM TIME

Learners at Oakfield are vertically grouped for form time. This means that there are a mix of year groups that make up each form class. The purpose of this system is to create a 'buddying or mentoring' ethos, develop confidence and raise aspirations. The form tutor is a key point of daily contact.

HOMEWORK / FLIPPED LEARNING

Homework is set for all learners. If parents have any issues in relation to homework they are encouraged to contact the relevant Pastoral Manager.

CAREERS INFORMATION, ADVICE & GUIDANCE

All learners in Key Stage 3 and Key Stage 4 participate in a range of careers curriculum activities. All learners from Year 8 upwards 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.

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.

THERAPIES

Oakfield offers a range of therapies. These include Rebound Therapy, Pet Therapy, on site Speech and Language and Occupational Therapy.

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.

I would like to share with you some statistics suggested by DFE research:

'90% attendance means that a pupil is missing lessons equivalent to one half day a week. This then equates to four whole weeks a year. If a pupil continued to do this between Year 7 and Year 11, they will have missed half of a school year.'



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.

CURRICULUM

At Oakfield College we aim to cater for individual needs and interests and therefore we review our courses each year.

These are some of the courses which we currently offer:

- Health and Social Care
- Construction
- Performing Arts
- Media
- Digital Imaging

As well as an irresistible curriculum college learners have extensive opportunity to contribute to the Oakfield community, this includes: charity and fund raising events, social events, i.e. concerts and sporting activities. All College learners take part in the Duke of Edinburgh Award Scheme.

CAREERS INFORMATION, ADVICE AND GUIDANCE

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 INTERNSHIPS

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.

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



Holiday List 2020-2021

Autumn Term 2020	
Start	Thursday 3 September
Finish	Friday 23 October

37 days

Half Term Holiday **Monday 26 October to Friday 30 October**

Autumn Term 2020	
Start	Monday 2 November
Finish	Friday 18 December

35 days

Christmas Holiday **Monday 21 December to Monday 4 January**

Spring Term 2021	
Start	Tuesday 5 January
Finish	Friday 12 February

29 days

Half Term Holiday **Monday 15 February to Friday 19 February**

Spring Term 2021	
Start	Monday 22 February
Finish	Tuesday 30 March

27 days

Easter Holiday **Thursday 1 April to Friday 16 April**

Summer Term 2021	
Start	Monday 19 April
Finish	Friday 30 April

10 days

Bank Holiday **Monday 3rd May**

Summer Term 2021	
Start	Tuesday 4 May
Finish	Friday 28 May

19 days

Half Term Holiday **Monday 31 May to Friday 4 June**

Summer Term 2021	
Start	Monday 7 June
Finish	Wednesday 21 July

33 days

Inset Days

Tuesday 1st September 2020

Wednesday 2nd September 2020

Wednesday 31st March 2021

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