



# Oak Field School & Sports College

## Propectus2016/2017

Wigman Road, Bilborough, Nottingham NG8 3HW

Head Teacher: Mr. David S. Stewart OBE BA (Hons) M.Ed. (Oxon) D.Litt.h.c. DL

T: 0115 9153265 F: 0115 9153264 Physio T: 0115 8835485 Health T: 0115

8835487 e:admin@oakfield.nottingham.sch.uk w:www.oakfieldsportscollege.org.uk



**“This is an Outstanding School. There is a strong emphasis on what students can do”**

OFSTED 2014

# Mission Statement

Oak Field School and Sports College is committed to the advancement of inclusive education for all its pupils, through the development of active and creative minds. It supports a broad, balanced, engaging and rich curriculum in core and foundation subjects, such as liberal arts, humanities, physical education and the development of functional and life skills, including Work Related Learning.

*“Life itself is the groundwork of education and training”*  
(Pestalozzi)

Oak Field promotes respect for diversity, promoting our pupils as global citizens. We encourage a sense of compassion and understanding of others, and a deep respect for human worth and dignity. We recognise and respect every member of the school community’s ethnicity, cultural and religious values and sexual orientation. We stress the importance of personal development of each child and young person, with reference to their learning, social emotional, physical, spiritual and moral education.

The School sees itself as at the heart of education within the City, working closely with other agencies in the City and County to ensure the very best outcomes for the pupils and their families. Its commitment to research and training ensures a healthy relationship with its local Universities and the Redhill Teaching School Alliance.

The School is committed to the tenets of the Every Child Matters Agenda.

**“Students behave excellently and feel very safe in the supportive environment of this school”**

OFSTED 2014



# Our School

The Oak Field School is a City co-educational day school for children aged 3-19 years with special educational needs, in particular severe and profound learning difficulties and/or physical difficulties.

## Number on Roll

1st September 2016: 154

## Head Teacher

Mr. David S. Stewart O.B.E. BA (Hons) M. Ed D Litth.c. DL

## Oak Field School is divided into 3 phases

Early Years & Key Stage 1 3 classes including 2 units for early years

7-13 8classes

14-19 7 classes

*'Parents are very pleased with how open, informative and settled staff are and really value the care and support they give to their children'*

OFSTED 2014

## Parent Governors

Parents have an important part to play in the actual running of the school through the School's Governing Body. This is where parents and other people from the local community get together with teachers to decide what is taught, set standards of behaviour, interview and select staff and decide how the school budget is spent.



## Oak Field School's Governing Body

Ms S Bustard	Chair	LA
Prof D Brown		Co-opted
Mr P Russ		Co-opted
Vacancy		Co-opted
Vacancy		Co-opted
Mrs P Lewis		Co-opted
Mrs V Wright		Co-opted
Mrs G Clifton		Co-opted
Mr A Beck		Co-opted
Mrs N. Rose		Parent
Mrs R Howard		Parent
Ms J Hollingworth		Parent
Mr D Stewart OBE DL		Head Teacher
Maxine Payne		Staff
Mr M Riley/Miss L Wyatt (joint position)		Associate
Mrs C Cunningham		Associate

*'Governors are very diligent and  
supportive'*

OFSTED 2014



## Admission arrangements

Oak Field School caters for children with Physical Disabilities, Severe Learning Difficulties and those with Profound and Multiple Learning Difficulties. Admission to the Oak Field School is through a Statement, which is issued by the Education Authority after a child has been assessed under Section Five on the 1981 Education Act. The age at which pupils are admitted varies and is dependent on the individual needs of each child. The catchment area is defined by the Authority as the City of Nottingham and the District of Broxtowe.

## School discipline

At Oak Field School we want to make sure that everyone is happy. We aim to provide opportunities for pupils to widen their experiences and learning, to enable them to work and play together, to discover new things, to make things and last but by no means least, to behave well towards each other, their teachers and their parents at home, school and within the wider community. At Oak Field School we like to work alongside parents and carers to encourage children to develop as fully as possible. We are particularly concerned with good behaviour. We believe that good behaviour needs to be carefully developed. It is too important to be left to chance. We think that everyone learns best when they are clear about what they are supposed to do and when they are consistently encouraged to do it. The School maintains an anti-bullying policy.

## School dress

There is no school uniform, but school fleeces, sweatshirts, polo shirts and T-shirts with the school logo are available at the school. It is recommended that children wear clothing with simple fastenings that can be dealt with easily. Shorts, t-shirts and plimsolls are required for PE and movement sessions. All clothes must be named clearly. The wearing of jewellery that could be easily lost is discouraged, and the school cannot take responsibility for items such as personal stereos.

## Security

All visitors and parents must report to Reception to sign in and receive a visitor badge. All main doors with access into school are fitted with keypads.



# Our school

## Session times

School starts at 8.55am and finishes at 3.40pm with 1 ¼ lunch break. Pupils have a 10 minute milk break in the classroom each morning. There is a 30-minute whole school assembly once a week on Friday mornings and departments may hold department assemblies during the week. Registration is completed during the first few minutes of the day. The pupils are fully supervised throughout the lunch break consistently encouraged towards independence.

## Transport arrangements

By arrangement, transport to and from school can be provided for the children by the Local Authority where appropriate. Children are transported by minibus, coach and ambulance. Increasingly the students and families are encouraged to use their own or public transport. If the older pupils are capable of using public transport bus passes are provided. When students reach 16, arrangements are made for them to acquire public transport passes from the appropriate local authority, to assist in training towards greater independence.

The Transport Officer who deals with the students living in the City is Mr Rob Collier who can be contacted on (0115) 8761778 The Transport Officer who deals with the students living in the County is Linda Blaney who can be contacted on (0115) 9773493

## Public transport

Nottingham City Transport Pink Line, Number 28 Bus from Upper Parliament in the City Centre is a frequent service into Bilborough. The bus stops opposite the school at the bus stop named Glaisdale Drive. Please contact the school for further details.

The Y28 also covers this route.

## Parking

Limited parking is available on the school premises between 9.30am and 2.45pm. Before 9.30am and after 2.45pm the site must be clear for buses and ambulances. Parking is also available in the staff car park situated opposite the school entrance. Please notify the office if you have parked on the school premises.



## Working with parents

Parents are welcome to visit the school at any time, but it is advisable to make an appointment first. Parents visit the school prior to a child's admission usually with a Support Teacher. Preschool children may be admitted on a part time basis and parents are welcome to attend sessions in the first instance. Regular parents workshops are held for parents of children already in school and parents have individual invitations to discuss their child's progress and future educational aims with the Head Teacher and class teacher annually. Admission to Oak Field School is arranged by the Authority. Whenever visiting school, please remember to report to the Reception or Main Office.

## Keeping in touch with parents

**a)** Parent Workshops – these are held regularly to keep parents up to date with their child's individual programme and to discuss any problems. Parents are encouraged to meet together to offer support.

**b)** Home/School diaries and newsletters are used to keep parents informed and are particularly useful for those parents whose child is unable to speak. Parents are encouraged to follow the school homework policy.

**c)** Parents are welcome to visit the school at any time to discuss the progress of their child or any difficulties they may be encountering. We also welcome parents to help with swimming, PE, toy library, equipment making etc.

**d)** 'The Friends of Oak Field' is a social and fund raising body consisting of parents, staff and friends of the school. They work tirelessly to support the work of the school. Parents are urged to support them. They can be contacted at the school.

There is a Family Support Worker, Lindsey Sharpe, who is responsible for parental involvement. She is available to give extra support to parents when it is needed. Other staff are always willing to help.

The School maintains an anti-bullying policy



# Awards



**Specialist Sports College**

**Ability Nottingham**



**OfSTED**

Our most recent inspection took place in March 2014. OfSTED classed our school as *Outstanding*

**Healthy Schools Standard**

The school has achieved Healthy School status at the Gold Standard



**International School Award**

The school has held the International Award since 1999

**e-Twinning**



**Artsmark Gold Award**

The School has been awarded the Artsmark Gold award by the Arts Council of England

**Quality Mark**



**Youth Sports Trust**

Gold Partner

**Career Mark**



**The Teaching Awards**



# Subjects

## Areas of the curriculum include the following:

Communication and Language  
Pre-Reading and Reading Skills  
Pre-Writing and Writing Skills  
Pre-Number and Number Skills  
Technology – Information Technology,  
Design Technology  
Housecraft – Domestic and Cookery  
Skills  
Art  
Music  
Environmental Studies  
Religious Studies  
Personal and Social Education

Humanities – History and Geography  
Physical Education  
Swimming  
French  
Science  
Social Skills – Community Living  
Sexuality Education and Relationship  
Education  
Outdoor Education and Pursuits  
Dance  
Drama  
The Sensory Curriculum

The wide range of ability of the pupils and students means that the curriculum is delivered in any appropriate manner in accordance with individual needs. We endeavour to ensure an enriching curriculum and parents are invited to attend meetings in regard to curriculum. We aim to pursue a spiral curriculum constantly reinforcing learning and extending knowledge. Age appropriateness is fundamental to our teaching in an all age school.

***“Students benefit from extremely broad opportunities and experiences”***

OFSTED 2014



# Subjects

## The Arts

The Arts within Oak Field School holds a central position in the curriculum. It allows students to work creatively and independently often setting their own standards and criteria. The Arts is understood to include fine arts – painting, drawing, printing, sculpture, textiles etc. – music, dance, drama and the creative use of language. These subjects are a valuable means of expression for many students, sometimes allowing them the highest form of expression that they achieve. This is not only worthwhile in its own right but can provide a basis for development in other subjects. Often through the Arts students actively learn about other subjects: English, Maths, Humanities. Involvement in Arts subjects allows students the opportunity to visit galleries, visit the theatre and participate in out-of-school workshops and activities.

**The School holds the Artsmark Gold Award**

## Sex Education

**'One of the school's strengths is in sex education for students with physical or learning difficulties'**  
OFSTED 2014

As part of the School's health and relationship education, there is a comprehensive sex education programme. This is organised to be age appropriate and sensitive to the needs of individual pupils, after consultation with parents. The Governors oversee the work in this area by parents, teaching staff, and community representatives. Parents are welcome to discuss any aspects of the programme and there are regular information and discussion meetings for parents.

The curriculum promotes healthy living and endeavours to give skills to improve self-protection. For further information please see the Sex and Relationship Policy. Parents have the right to withdraw their child from Sex Education although at KS3 & 4 there are elements that are statutory. As a school we would recommend that all children and young people undertake this education as part of life skills and personal safety



## Religious Affiliations

The School is not affiliated with any particular religious denomination.

## Religious Education

- a) This is in accordance with the Local Education Authority agreed syllabus
- b) The School will make arrangements for parents to exercise their right of withdrawal of their children from religious worship or instruction
- c) There is a multi-faith aspect for assemblies and moral education

## Residentials

Oak Field School provides a range of residential experiences for Outdoor Pursuits and Environmental Education for all pupils throughout the school year. Trips to local and national places of interest and theatre visits are offered as evening activities on a regular basis.



# Subjects

## P.E./Sport

Physical Education plays an important role in the School's curriculum. The School's policy is to ensure that all students receive a broad and balanced physical education programme which is relevant to the individual student's physical, mental, sensory and emotional state. The whole school follows the guidelines set out in the National Curriculum to encompass the following basic activities:-

Gymnastics  
Dance  
Games

Athletics  
Outdoor and Adventurous Pursuits  
Swimming

Close liaison with the Leisure Services, Sports for the Disabled and Nottingham Outdoor Education ensures that students are able to partake in a wider variety of sporting activities. These are held either as one day events or six week courses and have included such activities as:

Fencing  
Karate  
Boccia  
Basketball  
Mini Lacrosse

Short Tennis  
Athletics  
Sailing  
Canoeing  
Orienteering

There is a hydro pool for those with physical needs or younger pupils. Other pupils access Harvey Haddon for weekly swimming sessions.



# Work-Related & Enterprise Learning (WRL)

Oak Field has a reputation for providing a high quality and stereotype-breaking Work Related and Enterprise Learning. Students take part in, and work towards, real work placement opportunities with local employers and school colleagues. The school believes it's really important for young people with disabilities to know that they are valued and can make a valuable contribution to their community.

Students throughout the school experience and explore work-related learning, from early Design and Technology projects and visits to places of work, to participating in and developing our live student run business, The Welcome Cup Café. A Work Related Learning Trainer is employed specifically to support students in gaining confidence and skills with local businesses and opportunities.

Local college link courses help students understand their options for the future and develop their independence. The school's 'Futures' Personal Advisor works closely with all students aged 14-19, supporting them in their progression through school and beyond.



# The School

## The organisation of education

The Oak Field School has three main teaching groups, all including classes for pupils with profound disabilities.

1. Early Years and Key Stage 1
2. 7 – 14 (Key Stages 2 and 3)
3. 14 – 19 (Key Stage 4 and Sixth Form)

'The Early Years Foundation Stage is Outstanding because staff understand these children's needs very well'

OFSTED 2014

## Early Years & Key Stage 1

The EYFS & Key Stage One consists of 3 classes catering for pupils in the Foundation Stage and Key Stage 1 (Years 1&2). Pupils are placed in the class which best supports their access to learning e.g. physical management and development, independence skills, curriculum delivery style and pace of learning, rather than chronological age. The Foundation Curriculum and individual pupil assessment at the end of the Foundation Stage informs learning for pupils as they transition in to Key Stage 1.

All pupils receive a broad, balanced and rich curriculum where learning is encouraged through active involvement. The Early Years focus for learning is primarily on the three key areas of Communication, Physical Development and Personal, Social and Emotional Development - establishing the early building blocks of skills, knowledge and understanding in these areas. Pupils are supported to apply their learning progress in these areas to functional independence in their daily life as well as to make progress in the more formal aspects of English, Maths, Understanding the World and Expressive Arts.

Pupils are offered an enriched curriculum that includes trips to the theatre and in-school theatre and dance performances, donkey therapy and visits to local community facilities.



# The School

Colleagues from Physiotherapy, Occupational Therapy and Speech and Language Therapy Teams and classroom staff work closely together to ensure individual pupils' therapeutic needs are met and pupils who meet the health criteria for therapy caseloads receive regular input from therapists.

A home /school diary keeps parents in touch with activities of the week and day-to-day information about their child. Regular events are organised across the year for parents to come into school and share learning activities with their child. Class teachers invite parents into sessions to share particular aspects of their child's learning with them and welcome parents booking appointments to discuss their child's progress and care.

## Phase 7 – 14 Key Stages 2 & 3

Students access a varied, stimulating and balanced curriculum using half termly topic themes to inspire their learning. The themes are delivered in key areas broadly based around English, Maths, Science and Technology, Creative Arts, Humanities/Cultural Studies and Physical Development, many students also access MFL (French). There is a focus on personal development both in terms of life skills and social interaction for students across the phase. Communication and pupil voice also play a vital role in the students' learning. Encouraging students to express their views, wants and needs and for this to be valued at every level is very important.

The curriculum is also enhanced through trips accessing local community facilities, theatre groups coming in to school and visits to local theatres, sporting activities and residential trips.

Students are generally grouped in key stage groups, and the groupings are reviewed annually. There is also flexibility across the phase to group students with similar approaches to learning. There are opportunities for inclusive practice across groups within the school, and with students from mainstream schools in clubs and lunchtime activities.



'Activities are very practical and prepare all the students extremely well for life and learning, both now and in the future'

OFSTED 2014

## 14-19 Key Stage 4 & 6<sup>th</sup> Form

### 6<sup>th</sup> Form Curriculum

Many 6<sup>th</sup> Form students enjoy the increased opportunity to negotiate their own personalised learning within targeted areas of the curriculum. Student and staff teamwork which supports them to pursue their individual enthusiasms and interests. Popular lessons are Men's and Women's Groups (Health, Sex and Relationships groups), Performing Arts, Computing and Enterprise projects. Equally, practical English, maths challenge students to become more independent in their understanding and skills.

Within 6<sup>th</sup> Form, students can add units to their ASDAN Personal Progress and ASDAN Personal and Social Development qualifications (gained in KS4). Additionally 6<sup>th</sup> Form study OCR Performing Arts, Arts Award, OCR Entry Level PE and Art, Student First Aid and Level 2 Food Safety.

Where appropriate students can also study on the pre-vocational and vocational college link course. These have included Animal Care, Hair and Beauty and Catering and Hospitality. These are led in work places or training environments. This year's course, Catering and Hospitality is at Trent Bridge Cricket Ground in their professional catering and hosting facilities.

Reflecting our Sports College designation and our passion for being healthy, PE and Sports are regular timetabled activities for 6<sup>th</sup> Form. Students with physical disabilities can expect to swim each week and take part in regular physical skill, posture and muscle development sessions led by education and physiotherapy team members.



# The School

Learning disabled students use the fitness gym, swim at Harvey Haddon Sports Village, and take part in a minimum of 3 physical education or sports sessions each week. Health and wellbeing is a very important concern for young people with disabilities, school encourages students to be active and healthy.

## Work Experience

*The School 'Leaders use their very positive partnerships with a wide range of organisations' OFSTED 2014*

As the students move through the 14-19 phase there is an increasing focus on work-related and enterprise learning.

6<sup>th</sup> Form specifically focuses on high quality work experience and opportunities to contribute to the community. 6<sup>th</sup> Formers are supported by a dedicated Work Related Learning Trainer who help students access work placements with an exciting range of local and national employers. The Welcome Cup Café (a successful student-led, publicly used café that is supported by nationally recognised suppliers), Work Skills lessons, Performing Arts, mini-enterprise and work experience placements with school and on-site colleagues are also popular opportunities with 6<sup>th</sup> Form students.

## Transition

Students at Oak Field School attract dedicated support from the Futures Targeted Transition Team in the form of Personal Advisors regarding further education, training and employment. Students also have equal access to the Disabled Children's Team Transition Social Workers who support with making employment, training, care and leisure effective. The school works with a wide range of community partners, businesses and ex students and their families to arrange transition events for students approaching their final years of school.

## Social

Students enjoy a range of social activities, for example 6th Form and Old Students visit to Goose Fair, residential visits to Ampleforth, Derbyshire and the Lake District, nights out in Nottingham, clubs, gallery visits, theatre trips, evening parties and the annual leavers' celebrations.



# The School

**'Leaders use their very positive partnerships with a wide range of organisations'**

OFSTED 2014

## Community Based Learning

Community Based Learning is an essential element of the Sixth Form Department. A range of opportunities to increase student awareness of the facilities and services within the local community are provided throughout the week, either as part of a modular accredited course or as a discreet activity.

Each student undertakes activities within the community most appropriate to him or her. This might include carrying out tasks within the local community or City of Nottingham, using public transport facilities, visiting public access buildings such as leisure centres, the library, museums, local health centres, other schools and accessing local shopping facilities within the community.

A large number of students are able to take advantage of our broad Work Experience Scheme placements in both the school and the community.

Thus, the Department offers a wide and diverse curriculum aimed specially at meeting the needs of the students and recognises that the students are no longer children but young adults.



**'Achievement is Outstanding because activities are highly imaginative, engaging and suitable'**

OFSTED 2014

## **Classes for planned dependent living**

Classes for Planned Dependent Living provide a highly specialised education designed to take into account learning, visual, hearing and physical needs and related medical conditions. Classes have a high staff-pupil ratio and teachers, teaching assistants and pupil assistants have expertise in a large number of specialised methods and approaches to teaching.

After skilled observation each child is assessed precisely to enable individual programmes to be devised to ensure an appropriate and relevant education. The timetable can be adjusted to take into account individual needs due to medical conditions and there is a facility for tired or sick pupils to rest. Since many of the pupils have difficulties with communication due to hearing, speech and visual disabilities, there are a wide range of 'object and sensory' referenced communication approaches used and the most appropriate is chosen for each pupil. There is also an emphasis on the sensory curriculum in that the senses of taste, sight, smell, touch and learning are developed not only to help pupils understand the environment but also often to compensate for sensory impairment. For pupils with a visual impairment there is a large resource of equipment including light systems, fibre optics, starboards and a light room and solar visualisation area. Similarly, for pupils with a hearing impairment, a resource including sound monitors, sound operated walls and a range of sound effects is available.

Education staff in these classes work alongside health staff and ongoing team work takes place with nurses, physiotherapists, occupational therapists and speech therapists. Physiotherapy is integrated into the curriculum for all the students and for specialist approaches such as motor learning, physiotherapists not only advise but also join in teaching sessions. The expertise of staff, therapy input and specialised equipment means the classes for Planned Dependent Living can provide a relevant education for students with learning difficulties and any other sensory or physical disabilities.



## Other Agencies

**'Teamwork with health specialists is particularly strong and effective'**

OFSTED 2014

### **Health Staff School Contact Tel. No. 0115-9299501**

Health services are commissioned by Nottingham City Clinical commissioning group and provided by County Health Partnership to provide a comprehensive Health support network for pupils attending Oak field school.

The Health Team supporting Oak Field School is part of the Integrated Community Children and Young People's Healthcare service.

The Health team is a multi-disciplinary team consisting of Physiotherapists, Occupational Therapists, Qualified Nurses and Speech and Language therapists and these are supported by trained support staff. The aim of the service is to enable children to have their Health needs met wherever they are, in age appropriate and child and young people friendly environments.

The Health team aspire to provide children and young people attending Oak field school with the most effective and quality based services. The team work with the children and young people and their families in school and also within their own homes.

The Health team work with families and carers and colleagues to facilitate "The Team Around the Child " providing an integrated support network for children referred to the services to maximise functional and quality of life outcomes for all the children and young people attending Oakfield school.

The team are committed to the integration and alignment of services to provide improving health and education and social outcomes to our young people from referral through to proactive planning for transition to adult services or discharge.

Children and young people who are referred to the Health team are assessed by Qualified members of the team and a personalised Care plan / Therapy plan is developed and implemented with partnership discussion and working practises to ensure an effective delivery of the plans are maintained.

Review of the delivery of Health services to our Children and young people are an integral part of our ethos.



## Other Agencies Supporting the School

1. The school has contact with an Education Welfare Officer who is often able to help with a wide variety of problems.
2. The school has access to educational psychologists. Any pupil experiencing emotional problems may be referred to the educational psychologists after consultation with parents if it is thought that this could be helpful. Our school psychologist is Russell Hounslow.
3. The Disabled Persons Act workers maintain regular working contact with the school.



## Other Agencies

### The Care of Children

Pastoral Care is fundamental to the work with children and is the responsibility of each Head of Department in close consultation with the Head Teacher. If you have any cause for concern please ring the Head Teacher. Health problems of any kind as well as medication information should be referred to the Head Teacher as “in loco parentis”. On a daily basis most health care will be carried out by health staff, but the Head Teacher is ultimately responsible.

Dinners are provided on the school premises with a cafeteria service for senior pupils with multi choice. Asian meals and dietary needs can be provided.

**Child Protection Governor:** Mrs Glenys Clifton

**Child Protection Teacher:** Kathleen Cross

**Child Looked After Teacher:** Kathleen Cross

### Specialised provision & support available to the school

Pupils with English as a second language are supported in a variety of ways.

Educational Psychologists visit to support children and staff with special behavioural techniques and give advice to parents.



# Activities

**‘Opportunities and experiences organised by the school have an excellent impact on the lives of current and previous students’**

OFSTED 2014

## **Old students association**

The School has a thriving Old Students Association which has its own age appropriate programme of activities on offer throughout the year. This includes residential weekends, discos and Barn Dances, restaurant visits and fund raising activities. Students of 16+ are also members of the Association and are invited to join in these activities. This network provides an invaluable link for ongoing support for both ex-students and families alike.

In conjunction with Fun Days in Nottinghamshire a drama group ‘Nottingham Theatre of Citizens’ and a dance class are held on a weekly basis at College Street, Arts Centre.



# Charging & Remission Policies

## General Principles

The Nottingham Education Committee is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. The Committee's schools are resourced accordingly. It is not expected, therefore, that schools will charge for activities which have been wholly funded by the Education Committee.

The Education Committee recognises, however, the significant contribution schools make to the range of experiences offered to their pupils in organising activities which take place wholly or mainly outside normal school hours. The Committee accepts that in these special circumstances it may be necessary for a school to seek voluntary financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

In arranging activities for which a voluntary parental contribution may be sought, the Education Committee expects its schools to bear in mind whether the contribution is reasonable and will be within the scope of the majority of parents of pupils at the schools. The Education Committee expects its schools to operate within the law and not charge for those activities for which, legally, no charge may be made. Within these legal constraints, however, the Committee recognises that each school Governing Body is responsible for its own charging and remissions policy. The Committee would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The Education Committee would also wish to remind school governing bodies that pupils may be assisted, at their discretion, from the school General Allowance or other funds at their disposal.

## Charging Policy

Where an activity is paid for from funds at the disposal of governing bodies, the decision to charge for that activity and how much is the responsibility of governing bodies. Costs relating to the remissions for children of families in receipt of Income Support or Family Credit for activities provided from funds at the disposal of governing bodies, have been included in the ASB. In recognition of its commitment to free education, the Education



Committee does not normally charge pupils or parents for any school based activity which it directly organises, except in the circumstances described below.

## Examination Fees

The Education Committee will expect parents to pay for the public examination entry of pupils at its schools who are being entered for a public examination at the request of the parents and where the examination is one for which the pupil has not been prepared at the school or if the examination is not one which is prescribed in regulations made by the Secretary of State for Education.

If a pupil fails, without reasonable cause, to complete the examination requirements of any public examination, prescribed or otherwise, for which the Education Committee has paid, or is liable to pay, an entry fee, the Committee will seek to recover the fee involved from the pupil's parents.

The Education Committee will, however, fully remit those examination fees payable by a parent when a pupil fails to complete the requirements of a public examination if the Director of Education is satisfied that the cause of the pupil's failure to complete the examination requirements was reasonable. The Director of Education has been given the discretion to determine each such case on its individual merits. As a general guide, the payment of examination fees would only be remitted if a pupil was prevented from completing the examination requirements because of illness or some other very exceptional circumstances.

## School Governing Body Responsibilities

The responsibility for charging for other activities for which charges are permitted under the Education Act 1996 rests with each individual school governing body, although the Education Committee would expect that in determining their charging policies school governors will be mindful of the general principles set out in this document and in the Education Committee's Entitlement Curriculum.



# Charging & Remission Policies

## Maintained Performing Ensembles

The Education Committee from time to time provides courses, rehearsals and other appropriate activities for those registered pupils at its schools who are members of the various music ensembles maintained by the Committee. A range of similar activities is organised for registered pupils who participate in various performance activities organised by the Education Committee. Pupils participate in these activities on a voluntary basis and the Education Committee reserves the right to make appropriate charges in the following circumstances:-

## Residential Activities held during School Hours

Participants must obtain permission to be absent from school from the school governing body or nominated representative. Charges may be made at the discretion of the Education Committee for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each participant. Any remission arrangements for activities of this type will be at the discretion of the Director of Education, except in the case of participants whose parents are in receipt of Income Support or Family Credit in respect of whom the Education Committee will remit any charges in full.

## Sports Clothing

The Education Committee's Clothing and Footwear Scheme provided for income related assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for assistance under the terms of the scheme. Only pupils who live in Nottingham are entitled to assistance under this scheme.

## Remission Policy

The Education Committee has determined the following policies which particular or wholly remit certain charges which may be payable by pupils and their parents. Eligibility for assistance under the remission policy set out below is, unless otherwise indicated, restricted to pupils attending educational establishments maintained by the Nottingham Education Committee and in certain cases is only available to those pupils who actually live in Nottingham.



## Activities held outside School Hours

Charges may be made at the discretion of the Education Committee for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of participants in the activity. The cost of other participants in the visit will not be included in the charge. The charge may, however, include an appropriate element for the following, as appropriate:-

- 1 travel costs
- 2 board and lodging costs
- 3 non teaching staff costs
- 4 materials, instruments and other equipment
- 5 entrance fees to places of interest
- 6 insurance costs
- 7 the expenses only of any participating teachers contracted to provide the activity

Any remission arrangements for such activities will be at the discretion of the Director of Education.

## Environmental Education

The Education Committee provides a range of both day and residential environmental education centres for the use of schools. Residential and camping opportunities are made available on a charged basis. Day centre provision is provided at no cost to visiting schools. Financial assistance to schools wishing to take pupils in receipt of free school meals is provided by remission of accommodation fees at the residential centres and assistance with travel costs at the day centres in respect of those pupils. Appropriate advice is provided to schools in relation to charging policies for school visits within the requirements of the 1996 Education Act.



# Attendance

## September 2015 – July 2016

The number of unauthorised absences in the year as a percentage of the total number of possible attendances in that year. Years 1-14: 0.3%

Of 162 pupils, 24 of these had unauthorised absence of one or more days at some point during the year.

The number of pupils' authorised absences in the period September 2015 – July 2016 equates to 10.6% of absence. The majority of this time was for medical appointments or illness.

Taking into account the authorised absence for long term illness and medical appointments due to the nature of the students the attendance was 98.1%

## September 2015 – July 2016

Number of Students completed GCSE Expressive Arts Course August 2016	9
Number of Students Awarded Arts Award Bronze in August 2016	15
Number of Students Awarded Arts Award Discover in August 2016	31



ASDAN Personal Progress Entry Level Certificate	24
ASDAN Personal Progress Entry Level Award	6
Number of Registered Pupils at or near the end of KS1	8
Number Exempted from Assessment under Section 18 or 19 of 1988 Act KS1	8
Number of Registered Pupils at or near the end of KS2	11
Number Exempted from Assessment under Section 18 or 19 of 1988 Act KS2	11
Number of Registered Pupils at or near end of KS3	9
Number Exempted from Assessment under Section 18 or 19 of the 1988 Act KS3	9
Number of Registered Pupils at or near end of KS4	9
Number Exempted from Assessment under Section 18 or 19 of the 1988 Act KS4	9



# Oak Field School & Sports College Propectus 2016/17

Wigman Road, Bilborough,  
Nottingham NG8 3HW  
Head Teacher: Mr. David S. Stewart OBE  
BA (Hons) M.Ed. (Oxon) D.Litt.h.c. DL

T: 0115 9153265 F: 0115 9153264  
Physio T: 0115 8835485 Health T: 0115  
8835487 e:admin@oakfield.nottingham.sch.uk  
w:www.oakfieldsportscollege.org.uk

