

OAKFIELD PRIMARY SCHOOL

'Opportunity to Achieve'



School Prospectus



2024-2025





Welcome | Croeso



A Message from
Mr. Harris

Headteacher



'Opportunity to Achieve'

All parents want an excellent education for their children, but they also want them to be happy and to feel safe and secure. At Oakfield, we believe we can offer all these things. We pride ourselves on the broad, balanced and full education we provide, and the high standard of teaching and learning.

We have a very simple set of core aims:

- We will help each of our children achieve the highest standards possible
- We will assist our children in becoming 'well-rounded' and caring individuals in preparation of both high school and adult life
- We will achieve these in a collaborative manner, where staff and families work closely together, with the individual child at the heart of every decision made

We enjoy working closely together with families and the wider community in order to develop a positive and meaningful partnership. We aim to build on these relationships by developing a special bond and promoting the values of trust and respect. We believe that this will enable each of us to be fully aware of the contribution we can make to the development of the whole school. We are extremely fortunate in having a hugely committed staff who form a strong, caring and forward thinking team. The staff of the school ensure that they create an atmosphere of richness, interest and challenge. Both children and staff are encouraged to set and strive for high standards. It is essential to provide each of our children with the opportunity to develop spiritually, intellectually, physically and socially. This will help us continue to develop a caring ethos where staff and children can experience tolerance, justice and a sense of self worth, ultimately leading to children who respect themselves, others and their environment.

Our website & Twitter feed contain contributions from all of our classes. It should enable parents and families to gauge the school's high standards and the variety of activities which support the school's aim of providing a balanced education for all its pupils. If you would like to find out more, request an admission form or make an appointment to view our school, then please feel free to call me on 02920 799396. If you would like a place for your child in our school please apply directly to the county: [Primary school admissions](#)

With very best wishes,

Mr. D. Harris
Headteacher

OUR MISSION & VISION

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396



MISSION STATEMENT

In Oakfield, we aim:

- To create a welcome, caring environment in which all pupils are happy, self confident and well motivated;
- To encourage our children to take pride in themselves, their school and their environment;
- To help our children develop lively and enquiring minds' assuring them at all times equality of opportunity so that they may achieve their full potential;
- To encourage positive attitudes and good working relationships between all members of the school community;
- To provide access to a curriculum, relevant to the particular needs of children of all abilities and backgrounds, within a stimulating, enriching environment and
- To maintain and develop our partnership with parents and the local community.

VISION STATEMENT

'Opportunity to Achieve'



Keeping in Touch @ Oakfield Primary School

You can stay up to date with all news by reading our regular Class Dojo updates, Headteacher Newsletters ([Newsletters | Oakfield Primary School](#)), push notifications (The School App) and 'Tweet's'.

Don't forget to also visit our website too!

Staff also share their year group's 'Curriculum News' every term and this gives everyone a very clear idea of how learning will look:

[Nursery | Oakfield Primary School](#)
[Reception | Oakfield Primary School](#)
[Year 1 | Oakfield Primary School](#)
[Year 2 | Oakfield Primary School](#)
[Year 3 | Oakfield Primary School](#)
[Year 4 | Oakfield Primary School](#)
[Year 5 | Oakfield Primary School](#)
[Year 6 | Oakfield Primary School](#)

We are always planning a range of exciting activities for everyone to look forward to, bringing learning to life! Please do not hesitate to contact the office, or your child's class teacher (Class Dojo) if you require more information on anything else.



Oakfield Values

Every 2 weeks, we share and promote one of our special Oakfield Values. We encourage parents/carers to talk about these values at home with children.



Right of the Fortnight

We are proud to say that we are a Silver Rights Respecting School. Every fortnight, we will share and promote an article from the UNCR.



Article
28



ClassDojo

ANDROID



APPLE IOS



SCHOOL SESSION TIMES

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396



Nursery

Morning Nursery

9:00 am - 11:30 am

Preparation Time

11:30 am - 12:45 pm

Little People (Wrap Around Care)

09:00 am - 12:45 pm

Afternoon Nursery

12:45 pm - 3:15 pm

Reception

Morning Session

08:55 am - 12:00 pm

Lunch Preparation Time

12:00 pm - 1:15 pm

Afternoon Session

1:15 pm - 3:15 pm

Years 1,2,3

Session 1 and 2

08:55 am - 12:00 pm

Lunch Preparation Time

12:00 pm - 1:15 pm

Session 3 & 4

1:15 pm - 3:15 pm

Years 4,5,6

Session 1 and 2

08:55 am - 12:15 pm

Lunch Preparation Time

12:15 pm - 1:00 pm

Session 3 & 4

1:15 pm - 3:15 pm

Breakfast Club - 08:15 am - 08:45 am

Wellbeing Break times are taken according to class/phase timetables.



Senior Management Team

Area	Staff
Headteacher	Mr.D Harris
Deputy Headteacher (ALNCo)	Mrs. N Mears
Assistant Headteacher	Mrs. S Hoskins
Teaching and Learning Responsibility	Mrs. O Prewett-Evans (PS3) Miss A Rafferty (PS2) Mrs A Doyle (PS1)



Operational Teams

Area	Staff
Administration Team	Mrs. K Williams Mrs. M Garland Mrs. A Hiscocks
Catering Team	S Phoenix K Lester J Nunn K Inson M King J Edgeworth K Higgins M Griffiths
Facilities Team	T Coles S James P Roberts S Penni A Cummings C Kennedy-Azu M ?
Little People (Wrap Around Care)	D Thomas C Harrs L Harris N Partridge

Who's Who?

Scan the QR code to meet our Oakfield family:

[Meet the Oakfield Team](#)



OUR LEARNING FAMILIES

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

'Acorns' to Anchor



Class	Teaching Staff	Learning Mentors	Learning Coaches	
Nursery	Mrs. O Prewett-Evans (Autumn)	F Edwards	M Mirzwa H Parkinson O Morris	S Burnett Senior Learning Mentor
	Mrs. M Wheeler	J Sandy		A Stephens C Stewart C Pugsley PPA
Reception	Mrs. A Doyle Learning Family Leader	C Abutan	E King	J Jones Senior Learning Mentor
	Mr. S Johnson	D Griffiths		

Who's Who?

Scan the QR code to meet our Oakfield family:

[Meet the Oakfield Team](#)



OUR LEARNING FAMILIES

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

'Roots' to Grow



Class	Teaching Staff	Learning Mentors	Learning Coaches	
Year 1	Mr. P Davies	N Dodiya	T Lewis	A Stephens C Stewart C Pugsley PPA
	Miss S James		P Luka	
Year 2	Miss A Rafferty Learning Family Leader	L Hegarty	C Howells	K Joyner Interventions Support
	Miss R Shepstone	J Massey	B Kola A Ettiba	
Year 3	Mrs. H Thomas Mrs. C Pugsley	J Hayden	A Hesp	
	Mr. N Morgan Mrs. S Hoskins		T Griffiths J Partridge	

Who's Who?

Scan the QR code to meet our Oakfield family:

[Meet the Oakfield Team](#)



OUR LEARNING FAMILIES

'Opportunity to Achieve'

@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

'Wings' to Fly



Class	Teaching Staff	Learning Mentors	Learning Coaches	
Year 4	Miss S Buckland	L Morgan R O'Hanlon	O Ramsey K Kelly	Mrs E James (Maternity) HLTA Nest Leader
	Mrs E Fish Miss C Stewart			S. Price Interventions Support Nest - PM
Year 5	Miss M Poley	C Wilby	K Collins (M/T/ Th)/ B Morton (W/F)	A Stephens C Stewart C Pugsley PPA
	Miss Y Hooper		S Johnson	
Year 6	Miss E Parle	N Evans	D Haynes	O Prewett-EVans Learning Family Leader (Autumn)
	Miss A Patrascu			

Who's Who?

Scan the QR code to meet our Oakfield family:

[Meet the Oakfield Team](#)



MEET THE GOVERNING BODY

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Welcome | Croeso



A Message from
Mrs. Gordon-Smith

Chairperson of the
Governing Body



Dear Parents,

It gives me great pleasure to be writing to you as Chair of the Governing Body of Oakfield Primary School, and on behalf of all of the school's Governors, I wish you and your child a memorable and meaningful experience during your time at the school. The role of a Governing body is not only to provide support to the Head teacher in realising the strategic vision of the school, but also to ensure that the school is the best it can possibly be. We are extremely fortunate at Oakfield to have a team of highly professional and experienced staff whose number one priority is the education of your child. The senior leadership team and staff work tirelessly to ensure that education reform is fully embraced throughout the school, and their work on Additional Learning Needs and the New Curriculum for Wales has really been sector leading. You can be assured that your child really is in very good hands at Oakfield.

The full Governing Body meets once each term and we would be glad to hear any suggestions you may have that are relevant to our responsibilities.

With very best wishes,

Mrs. Joanne Gordon-Smith
Chairperson of the Governing Body



Please click on the link or scan the QR code below to access our most recent Estyn Inspection report: [Inspection report Oakfield Primary School 2020](#)



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

MEET THE GOVERNING BODY

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Committees

Finance and Buildings	Curriculum and Staffing/Pay
Mrs. S Williams (Chair) Mr. S Todd (V.Chair) Mrs A Warman (Parent) Mrs. J Gordon-Smith Pending (Non-Teaching) Cllr. J Williams (LA)	Mrs. J Gordon-Smith (Chair) Mrs. D Thomas (V. Chair) Mrs C Madley (Parent) Mrs. M Mann (Parents) Mr. D Harris (HT) Mrs. C Harris (Community) Mrs. O Prewett-Evans (Teaching) Mrs. L Diggins (Parent)
Clerk to Governing Body: Mrs. A Williams	



Link Governors

Link	Name/Governor
Child Protection & Safeguarding	Mrs. C Harris (Community)
CLA	Mrs. D. Thomas (Community)
ALN	Mrs. O.Prewett-Evans (Teaching)
Attendance	Mrs. J Gordon-Smith (LA)
H&S	Mrs. J Gordon-Smith (LA)
Whistleblowing	Cllr. J Williams (LA)
Well-being	Mrs. L Diggins (Parent)
Equality, Diversity & Inclusion	Cllr. J Williams (LA)

GOVERNING BODY STRUCTURE

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Additional Learning Needs (ALN)	Staff Resolutions/Grievance Appeals
<p>Mrs. J Gordon-Smith (LA) Mrs. S Williams (Community) Mrs. O Prewett-Evans (Teaching)</p> <p>Reserve: Mr. S Todd (Community) Mrs. L Diggins (Parent))</p>	<p>Mrs. S Williams (Chair) Mrs. C Harris (Community) Mr. S Todd (Community)</p> <p>Reserve: Mrs. M Mann (Parent) Cllr. J Williams (LA)</p>
Staff Dismissal & Discipline Committee	Staff Dismissal & Discipline Appeals
<p>Cllr. J Williams (Chair) Mrs. J Gordon-Smith (LA) Mrs. D Thomas (Community)</p> <p>Reserve: Mr. G DeLong-Smith</p>	<p>Mrs. S Williams (Chair) Mrs. C Harris (Community) Mr. S Todd (Community)</p> <p>Reserve: Mrs. Crystal Madley (Parent) Mrs. L Diggins (Parent)</p>
Pupil Discipline & Exclusion Committee	<p>Governor Vacancies: Non-Teaching Staff Governor - Interim Mrs. e James</p> <p>New Parent Governor: Mrs. Angeliki Warman</p>
<p>Mrs. S Williams (Community) Mr. S Todd (Community) Cllr. J Williams (LA)</p> <p>Reserve: Mrs. M Mann (Parent) Mr. G DeLong-Smith</p>	
Complaints	Staff Resolutions/Grievance
<p>Cllr. J Williams (Chair) Mrs. J Gordon-Smith (LA) Mrs. L Diggins (Parent)</p> <p>Reserve: Mrs. S Williams (Community)</p>	<p>Cllr. J Williams (Chair) Mrs. J Gordon-Smith (LA) Mrs. D Thomas (Community)</p> <p>Reserve: Mrs. S Williams (Community) Mrs. L Diggins (Parents)</p>

GOVERNING BODY TIMETABLE

'Opportunity to Achieve'

@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Date	Time	Venue	Type of meeting	School Term Dates
			Full or Sub-Committee	
Tuesday 1st October 2024	4:30pm	Staffroom	Curriculum & Staffing Sub-Committee	Autumn Term 2024 Starts: Monday 2 September 2024 Half term: Monday 28 October 2024 to Friday 1 November 2024 Ends: Friday 20 December 2024
	5.30pm	Staffroom	Buildings & Finance Sub-Committee	
Tuesday 26 th November 2024	4:30pm	Staffroom	Full Governing Body	
Tuesday 28 th January 2025	4:30pm	Staffroom	Curriculum & Staffing Sub-Committee	Spring Term 2025 Starts: Monday 6 January 2025 Half term: Monday 24 February 2025 to Friday 28 February 2025 Ends: Friday 11 April 2025
	5.30pm	Staffroom	Buildings & Finance Sub-Committee	
Tuesday 25 th March 2025	4:30pm	Staffroom	Full Governing Body	
Tuesday 13 th May 2025	4:30pm	Staffroom	Buildings & Finance Sub-Committee	Summer Term 2025 Starts: Monday 28 April 2025 Half term: Monday 26 May 2025 to Friday 30 May 2025 Ends: Monday 21 July 2025
	5.15pm	Staffroom	Full Governing Body Budget setting	
	5:30pm	Staffroom	Curriculum & Staffing Sub-Committee	
Tuesday 24 th June 2025	4.30pm	Staffroom	Full Governing Body	School term dates (cardiff.gov.uk)



Class Organisation

The staffing ratio in the Nursery, Reception and Year 1 and 2 is in line with Welsh Assembly Government guidelines for the Foundation Phase.

Children from Year 1 to 6 are organised into ability groups for Literacy, and Numeracy in their year group. This allows any extra support to be targeted where it is most needed, including those who the school deems to be more able in one or more curriculum areas. Additional grant funding from Welsh Government has enabled the school to considerably enhance curriculum support across all year groups. This has been as a response to the Covid pandemic and need to allow all learners to 'catch up' with their learning. All Pupil Development Grant (PDG) funding and expected use is shared on the school website. Wales Co-operative Centre Limited (primarysite-prod-sorted.s3.amazonaws.com) Subjects within the Foundation Curriculum allow greater flexibility for mixed ability grouping. All the classes are timetabled to receive help from support staff throughout the week and classroom organisation and teaching techniques are flexible and promote independence amongst all learners.

Open Door Policy

Despite the installation of robust security measures for the safety of the children and staff, the school has an 'open door' policy. We welcome parental consultation at any time. If you wish to meet staff at length please see the staff concerned to arrange an appointment. Senior staff are also on duty each morning should any parents need to discuss any matters.

2024-2025

CURRICULUM CORNER

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Curriculum for Wales A Summary



Oakfield Primary School



Please click on the link or scan the QR code below to access our Curriculum for Wales summary:

[Oakfield - Curriculum for Wales - A Summary \(September 2024\)](#)



ATTENDANCE

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Oakopoly

Our OAKOPOLY class counters are on 'GO' ready for another year of excellent attendance! Each week, classes with the highest attendance move on the OAKOPOLY board which is full of treats and prizes such as hot chocolate, breakfast with Mr. Harris and extra break time (to name a few).

Each half term, the class with the best attendance will be rewarded with an extra special treat such as a trip to the cinema!

Our overall attendance target for the year is for all children to achieve over 95% attendance.

If your child is absent for any reason, please contact the school as soon as possible on 02920 799396 or Class Dojo.

The cluster policy on attendance now states that no term time holidays will be authorised this academic year. If, however, you need to consider a term time break then please contact the school office to discuss arrangements. The School Attendance Officer (SAO) will continue to support families and if you have any questions on any attendance matters please do not hesitate to contact the school office for support and advice.



95%



cinewo





Publication Scheme

We try to make the information in our school prospectus as comprehensive as possible. Under the Freedom of Information Act 2001 however, you may also, if you wish, request information in the following areas:

- Governor's Documents - information published in the Governors Annual Report and in other governing body documents.
- Pupil and Curriculum - information about policies that relate to pupils and the school curriculum.
 - School Policies - information about policies that relate to the school in general. You can request a copy of the information you want from the school.

To help us process your request quickly please clearly mark correspondence 'PUBLICATIONS SCHEME REQUEST'.

Single copies of information covered by this publication and provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing or pay a large postal charge we will let you know the cost before fulfilling your request.



Child Protection and Safeguarding

Oakfield is committed to safeguarding and promoting the welfare of children and expects all stakeholders to share this commitment. This means that we have a Child Protection Policy and procedures in place. All staff must ensure that they are aware of these procedures. In the event of serious concerns about a child's welfare, physical or emotional, it is the duty of the Designated Safeguarding Officers (DSO) to make a referral to the appropriate agency in order to ensure the protection of the child.

To access our child protection guidance for **parents and carers**, scan the QR code below:





Child Protection and Safeguarding

Oakfield Primary School

Safeguarding Officers

If you are concerned or need advice about a pupil, parent or a member of staff, these people are here to speak to.



Mr D. Harris
Headteacher

If in any doubt speak, to the
Safeguarding Officers
If you are still not satisfied, contact:
Cardiff MASH
02920 536490



Mrs N. Mears
Deputy Headteacher

If DH/NM unavailable, please see:



Mrs. S Hoskins
Assistant Headteacher



Mrs. A Doyle
SMT



Miss A Rafferty
SMT



Mrs. O Prewett-Evans
SMT





Complaints Procedure

The Governing Body of Oakfield Primary School has approved the document setting out the arrangements for Cardiff County Council in respect of the County Complaints Procedure. It is summarised below as follows:

Stage 1

Informal complaint to the Headteacher and staff of the school

Stage 2

Written complaint to the Headteacher when an informal complaint has not been satisfactorily resolved

Stage 3

Written complaint to the Governing Body stating that the complaint has not been satisfied at stages one and two.

Stage 4

County Council Review, if the outcome of stage three has not secured a resolution of the problem.

Stage 5

National Assembly Review



Health and Safety

The Headteacher is the school's Health and Safety Officer. All teaching staff hold First Aid at Work qualification.

All staff have received training for basic First Aid. This qualification is renewed every 3 years. It is important that the school knows of any illnesses, allergies or conditions which may have an affect on your child's capacity to learn (e.g. hearing, sight, asthma, convulsions etc).

The School Nurse attends school to carry out school entrant Health Reviews in the children's Reception year.

Illness and Accidents

Although we do the best we can, there is no comfortable, quiet place for children to rest in school. In cases of illness, parents are contacted by telephone. Staff care for sick children until their parents arrive. In case of emergency a telephone contact number (home and one other) must be provided for every child. Please ensure that you let school know if there are any changes to contact numbers. In the event of accidents, appropriate and necessary treatment is given and parents are contacted. In extreme emergencies children are transported by ambulance to hospital. Please ensure that you contact school if you are going to be delayed in collecting your child from school, so that we can allay fears and worries before they begin.



Prescribed Medicines

Some medication that needs to be taken at lunchtime can be supervised by an adult with the written consent of the parents in exceptional cases. We have a clear policy in school to support any parent/carer who may request that staff administer prescribed medicines. Please contact the office for further details. Lots of children in school suffer with asthma, if your child needs an asthma pump please speak to the class teacher. The teachers cannot give the medication to the child, but they can bring an inhaler to school.

Head Lice

The Prevention and Treatment of Head Lice

HEAD LICE DON'T CARE WHERE THEY LIVE!

Make life difficult for head lice.

Use a fine comb regularly.

Talk to your pharmacist, GP, School Nurse or Health Visitor for advice.

- Many people (adults as well as children) will get head lice at some time in their lives - annoying but true!
- Just like the common cold, you can catch head lice or pass them on before knowing you have them.
- You can tackle the problem by getting advice from your pharmacist and acting on it.
- Not just you, but anyone you are in contact with needs to take action.

UNITE IN UNIFORM

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396



Our Oakfield uniform gives us a real sense of identity and pride in the community. It is very important to us. Please remember that all children will be required to wear uniform every day, including school trips, unless you are otherwise notified.

Buying Uniform

Our supplier makes it easier for parents/carers, so you can now place an order by:

- Using an order form available from school
- Purchasing directly from the shop
86-90 Crwys Road Cathays, Cardiff CF24 4NP
- Ordering online **YC Sports Website-Oakfield**
- Telephone **02920 237968**



Please note that other supermarket or clothes shops also sell uniform in our colours. We don't mind where uniform is purchased, but **we do ask that you label each item of clothing with your child's name.**

Oakfield Uniform Shop

Every September, the school will be offering uniform to any families who wish to 'top up' what they already have. There is **no charge** for items. Please feel free to come to the school hall between 9.30am and 11.00am where staff will be help you select and choose any items you would like. If any families have unused uniform in good condition, please onsider donating it back to school for us to re-use - just place it a bag and give it to your child's class teacher. This will then help us to repeat the uniform giveaway later in the school term!



Please remember that all children in **Years 5 & 6** (upper school) will be able to purchase a black polo shirt & red hooded top.



Consequences of Regular Lateness

If I am ten minutes late 3 times a week in one term (based on a 6 week half term) I have missed in total 180 minutes of my education (3 hours).

- If I did this 3 times a week in every term in the academic year, I would have missed 1080 minutes of my education (18 hours of education or 3 full days).

Missing school means a lack of educational attainment.

Please aim for 100% attendance and good punctuality. It truly does make a difference to life chances.

'Every day is a chance to learn!'



This is our Senedd Oakfield Structure for 2024-25.

Our Ministers (Y6 Pupils) will take on a lead role in ensuring our school is child-centred and always striving to improve!

First Ministers

Rights Knights

Rights Respecting Schools

Right of the Fortnight
Oakfield Values
Class Charters
Child-Friendly Cities and Communities
Pupil Voice

Education Ministers

Learning Squad

Curriculum for Wales

Areas of Learning and Experience
Oakfield Owls
Monitoring

Wellbeing Ministers

Healthy Heroes

Healthy Schools

School Meals/Tuck
Playground Charters
Sio Dojo
House Competitions
After-School Clubs

Cymraeg Ministers

Criw Cymraeg

Cymraeg Campus

Phrase of the Week
Welsh Merits
Welsh Assemblies
Helpwr Heddiw
Eisteddfod
Modern Foreign Languages

STEM Ministers

STEM Stars

Science, Technology, Engineering and Maths

Safer Internet Day
Digital Leading
Equipment Trials/Tests
Enterprise Week
Tutorials

Eco Ministers

Eco Warriors

Eco Schools

School Sustainability
Eco Code/Charter
Recycling Projects
Conservation
Eco Classroom
Road Safety

Our School Senedd class elections take place every year. The children are elected by their peers in a democratic ballot and they meet regularly to help make a difference to what we do in school. They have a huge role to play in making our school an even better place to be.

We are passionate about ensuring that our children are fully engaged with, heard and their views respected. Listening to the voices of our children and young people ensures that their experiences, views and wishes are at the heart of all decisions in school.

All children have regular opportunities to shape their learning and contribute to class teacher planning, make decisions on curriculum learning cycles and share ideas for purchasing resources, for example.



A healthy breakfast is a great start to the day, free of charge to all who attend, and at this time, there is no requirement to book a Breakfast Club place! All children from Year 1 to Year 6 classes are welcome to come along. If you wish for your child to attend Breakfast Club, then they must take a breakfast. Children in our Reception classes will be able to join breakfast club from Monday 2nd October and more details will be sent out nearer this time. This gives our new children time to settle into their new environments. Please use the gate on Ferntree Drive from 8.15am. Children will need to sign into Breakfast Club at the hall doors.



8.15am to 8.40am each day!



Healthy School
Healthy Eating Policy

Our Healthy Heroes work very hard to ensure that we are a Healthy School. We ask that you help us in promoting our 'Healthy Eating Policy' by providing either fruit or a suitable healthy snack, for well-being break times. We do not allow crisps, sweets or chocolate to be eaten at break times.

Nursery to Year 2 children are provided with a healthy snack and parents are requested to pay £1 per week. Class teachers inform parents of further details.

For Year 3-6 children, our Healthy Heroes run our fruit tuck shop where fruit will be on sale for 20p. To support with their budgeting skills they can either bring 20p per day or £1 for the week. Children may have a drink of milk or water during the morning session. If you are sending drinks, please only send water. 'Performance/sports/fizzy' drinks are not permitted in school.

SCHOOL MEALS

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

School meals are provided at a cost of **£2.50 per day (or £12.50 a week)**. Dinner money is collected via the Parent Pay App.

Parents and carers can access the current Primary School menu by logging in to their ParentPay account. Simply visit www.parentpay.com and activate your account via the Account Login area on the homepage of the site. If you have not already received a unique activation username, then please contact the school office. Details of your username and password should be kept safe and secure. More information on school meals can be found by visiting: School Catering Services on cardiff.gov.uk



School Dinners



Pupils whose parents are in receipt of Income Support may be entitled to free school meals. Application forms are available at school.



Children who do not want school dinners may bring a packed lunch to eat. Please make sure you do not give your child an unreasonable amount to eat. In line with the Schools Healthy Eating policy, we do not allow children to bring fizzy drinks or sweets to school.

CAN YOU CLAIM?

FREE SCHOOL MEALS & HELP TO BUY SCHOOL UNIFORM

QUICK & EASY TO APPLY ONLINE

www.cardiff.gov.uk/freeschoolmeals
www.cardiff.gov.uk/pupildevelopmentgran
OR CALL 029 2087 1071

Child Friendly Cardiff
 Syn Dda Blant
 hub
 LUCHELGAIS PRYDDOINAS
 CAPITAL AMBITION
 CARDIFF CARADOL

SOCIAL MEDIA

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Let's help our children prepare for the future and help them to be responsible if using any form of social networking sites, including text messaging and gaming. The minimum recommended age to open an account on Facebook, Twitter, Instagram, TikTok and Snapchat is 13. Primary aged pupils should not be using these social media apps.

We fully recognise the value that YouTube has in today's education, but the YouTube policy recommends account holders need to be 18 years of age. If your child is able to use group chat forums on Playstation or Xbox games, then please monitor their use closely as they use age appropriate games.

We want all of our children to be safe and we ensure that we have regular lessons that cover many aspects of online safety. We all have a part to play in keeping children safe online. Find out how with the NSPCC online safety guides:

[Keeping Children](#)

[Safe Online](#) | [Guides](#) | [NSPCC](#)

NSPCC



Social Media



Gaming



Keeping Children Safe Online

DATES FOR THE DIARY

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

Autumn

Starts: Monday 2 September 2024

Half term: Monday 28 October 2024 to Friday 1 November 2024

Ends: Friday 20 December 2024 :

Spring

Starts: Monday 6 January 2025

Half term: Monday 24 February 2025 to Friday 28 February 2025

Ends: Friday 11 April 2025

Summer

Starts: Monday 28 April 2025

Half term: Monday 26 May 2025 to Friday 30 May 2025

Ends: Monday 22 July 2025

Sept' 24

INSET DAY

Monday 2nd September 2024

WELCOME BACK

Tuesday 3rd September 2024

Oct/Nov' 24

COLORFOTO
TBC

PARENTS' EVENINGS
TBC

INSET DAY

Friday 4th October 2024

Dec' 24

CHRISTMAS CONCERTS
WB TBC December 2024

FINAL DAY OF TERM
Friday 20th December



REMINDERS AND ROUTINES

'Opportunity to Achieve'



@OakfieldCardiff | www.oakfieldprimary.com | Ferntree Drive, St Mellons, Cardiff, CF3 0AA | 02920 799396

NO DOGS ON SITE

No dogs are allowed to be brought onto the school site in the interests of all pupil, parent & staff safety.



NO SMOKING

The school is designated a no-smoking area. This also includes any areas near the school gates. These rules also apply to any electronic forms of cigarette.



PUPILS - NO MOBILE PHONES

Please do not send mobile phones with your child to school. If any children need to make phone calls during the day they will be able to use the school telephones in the main office. School will not be able to accept any responsibility for any items that are lost or damaged.





OAKFIELD PTA

Oakfield has always had an incredibly hard working Parent & Teacher Association (PTA) who assist the school in many different ways.

Due to the pandemic, they have not been able to meet as regularly as we would have liked, but please be rest assured that the PTA play a huge role in the success of the school. It is not exclusive to a few parents or carers because if you have a child at the school you are more than welcome to help.

If you are interested in helping with anything, no matter how large or small, please contact a member of staff for more details, or look at our notice board in the main building.

The PTA help run our wonderful school fayres (Christmas and summer) along with a range of other events, including charity fundraisers. We will let you know the date of meetings of the year when confirmed.

Thank you!



**YOUR
PTA
NEEDS
YOU**



Every school should be a special place, a safe place, a place of learning, a place of nurture and of exploration. A school must demonstrate openness and acceptance, tolerance and forgiveness. Here, values and attitudes are formed and every individual is celebrated as unique.

We at Oakfield Primary School have a responsibility to:

- care for the child's safety and happiness.
- ensure that each child is given the opportunity to achieve his/her full potential educationally, developmentally and spiritually.
 - ensure high standards of work and behaviour
- instil a sense of responsibility and belonging within the community of the school and neighbourhood
- provide a balanced curriculum to meet the individual needs of every child.

Our school is a place:

- where every person has equal value and the chance to grow and develop to their full potential;
 - where teachers, staff, governors and parents are committed to the education and development of the whole person;
 - where all are appreciated & encouraged to show respect to others;
 - where all are welcome; ...so that...
- every child can learn of the richness of the created world, and grasp every opportunity to contribute to it in life;
- every member of staff can be nurtured in their vocation to teach;
 - every achievement can be celebrated and every shortcoming forgiven.



If a child...

If a child lives with criticism, they learn to condemn.

If a child lives with hostility, they learn to fight.

If a child lives with ridicule, they learn to be shy.

If a child lives with shame, they learn to be guilty.

If a child lives with tolerance, they learn to be patient.

If a child lives with encouragement, they learn confidence.

If a child lives with praise, they learn to appreciate.

If a child lives with fairness, they learn justice.

If a child lives with security; they learn to have faith.

If a child lives with approval, they learn to like itself.

If a child lives with acceptance and friendship, they learn to find love in the
world.