

# Oak Heights



# Handbook

# **Oak Heights**

The following Rules and Regulations to be acknowledged by parents and pupil

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## **School Times**

Lessons commence at 8.40am each weekday morning. Please ensure pupils arrive for this time, equipped with the appropriate stationery for the day.

The main door of the school will be open at 8.30am each morning, so please be aware that children arriving early and before 8.30am will not be able to enter the school premises.

The normal school day is timetabled to end at 3:00pm unless children are at the sport's club, in which case they will be finishing later. Extended days will be made known on each child's lesson timetable. Older pupils of the school will also be required to take extra-curricular classes or workshops after school depending on the term they are in.

## **Time Keeping**

Pupils must ensure they are on time for both school and lessons. Children must be seated at the start of each lesson. Any child returning late to class after the lesson has started may be refused entry to the lesson as this can cause disruption.

## **Term dates**

Please visit our website [www.oakheights.co.uk](http://www.oakheights.co.uk) for further details.

## **Homework**

Homework at Oak Heights is fundamental to learning. The format of work set is often based on revision and research.

Homework must be done under all circumstances. Children should make every effort to list homework at front of file to ensure accessible record is kept.

The following rules apply:

1. All homework must be completed before it is due to be handed in.
2. Homework should be performed with care and maximum effort.
3. Homework should be handed in with title and date. Each page should have the student's name stated on it.
4. A letter should accompany incomplete homework from parent/guardian explaining omission. Parents/guardians accept responsibility for ensuring homework is complete.

Failure to comply with the above:

1. In the first instance, children who ignore homework responsibilities will be given warnings to complete their work. Time extensions will apply in certain circumstances. Parents will be notified in each of the following cases.
2. Children may be required to remain after school to complete homework, especially if support is required.
3. Pupils repeatedly missing homework submissions may be required to remain at teaching base to complete work during sports sessions.
4. In cases involving continuous homework omissions, pupils may be required to leave the school.

## **Uniform**

**Strict Code: Children must wear the correct uniform to school.**

### **Daily School Uniform**

Girls and Boys

- Jacket
- Navy trousers. Girls are encouraged to wear trousers due to daily yoga. Trousers must be non-turn-up type.
- White shirt
- Black shoes – Slip-on/lace up. Must be classical type with no logo.
- Black socks
- Maroon Blazer (To be purchased at school or uniform shop SANCO)
- Navy pullover (jumper)
- Tie (to be purchased at school)
- Badge (to be purchased at school).

### **Sports Uniform**

Navy swimming shorts/costume.  
Navy tracksuit bottoms/Shorts

(Following to be purchased at school)

- School PE T-shirt
- Athletic Bag
- Sports shoes. Must be white with non-marking soles.

Repeat offenders breaching uniform code will be sent home.

Those not carrying correct sports attire will not be able to participate in sports. Exceptions apply when notice from parents is provided in explanation.

Please note the following:

Blazer badge must be securely attached.

Top shirt button must be fastened.

Tie must be well adjusted around collar.

Length of tie must reach belt line of trousers.

No clothing, other than jumper, should be worn between shirt and blazer.

Religious Clothing: Turbans must be navy blue. Headscarves must be navy blue.

## **Presentation & Appearance**

Children at Oak Heights will be required to dress in a professional manner.

### **Make-Up**

Noticeable facial make-up is not allowed. Exceptions may apply for acne and severe skin conditions if the application of make-up is not noticeable. Children will be sent home for wearing make-up that breaches the professional dress code. Nails must not be coloured and must be kept short enough to prevent injury during sport.

### **Jewellery**

-For girls only, a single stud earring per ear is allowable. Earrings must be stud type. Any other type will be confiscated or require child to return home.

-No body piercing will be acceptable.

-No decoration bracelets, rings, necklaces, ankle jewellery or any other type of jewellery should be worn.

-Religious jewellery is acceptable but will be checked to determined true compatibility with religious code. If not compatible, jewellery will be confiscated or children sent home.

-Permanent tattoos should not be applied to the body under any circumstance. If non-religious henna tattoos are applied to the body, they will need to be out of sight until they are removed. Religious hand painting and henna application on festive grounds is acceptable.

### **Hair**

Hairstyles must represent a professional look. This means complete shaven heads, or pattern hairstyles will warrant children being sent home until their hair grows back or the pattern is removed. Extreme hair dyeing is also forbidden and may result in children being sent home until the hair colour is rectified.

### **Chewing Gum**

Chewing Gum should not be brought into school. Any child caught chewing gum during school time will be disciplined. Spot checks may apply during school hours to ensure children are not carrying gum.

### **Mobile Phones, gadgets and electronic equipment**

All mobile phones, electronic devices or gadgets are to be handed in at reception before 9.00am. Parents should judge how necessary the phone is before deciding whether to let their child carry the phone. The use of mobile phones during school hours is forbidden. Anyone attempting to use a mobile phone will have it confiscated and the student will be suspended till further notice. If a mobile phone rings during lesson time it will also be confiscated and the student will be suspended till further notice. In emergencies, children may use their phones in the school reception area. Spot checks may apply during school ours to ensure children are not carrying mobile phones, gadgets or electronic equipment.

## **Sports Club**

When attending the sports club, all pupils should be correctly dressed in their Oak Heights sports uniform. They must wear their cap, polo shirt, athletic-jacket and carry their Oak Heights athletic bag, which will contain the rest of their equipment. Repeated failure to adhere to this rule may mean that children will remain behind at the teaching base instead of attending the club.

## Primary Sports

The primary sport at Oak Heights is Swimming. Sports uniform should be worn at all times.

1. Swimming. Pupils will be swimming every week. The school has an outdoor pool and an indoor pool. The following apply:

Compulsory:

1. Plain navy blue shorts for boys.
2. Plain navy blue swimming costume for girls.
3. Hair band, swimming cap or equivalent to tie hair back.
4. Towel

Optional:

1. Goggles
2. Flip-Flop (Sandals) – for use when walking between showers, pool area and changing area.

2. Tennis. Rackets are stored at the club and will be loaned to those pupils who do not have their own. The following apply:

Compulsory: 1. Oak Heights uniform; White polo shirt, tracksuit bottoms, trainers.

Optional:

1. Tennis Racket
2. Tennis Balls

## Secondary Sports

The secondary sports at Oak Heights include all other sports such as Basketball, Football, Circuit training, Athletics, Professional Dance and Table Tennis etc. Secondary sports are fixed each term.

Compulsory: Oak Heights Cap, polo shirt, athletic jacket, tracksuit bottoms or shorts and trainers.

Optional: Related equipment for each rotational sport. E.g. badminton racket for badminton.

## Summary of Compulsory Uniform

ITEM	GIRLS	BOYS	Purchase from
Blazer	Maroon	Maroon	Shop
Trousers	Navy	Navy	Shop
Pullover	Navy	Navy	Shop
Shirt	White	White	Shop
Socks	Black	Black	Shop
Tie	Custom	Custom	School
Tracksuit bottoms/Shorts	Navy	Navy	Shop
Swim wear	Plain Navy Costume	Plain Navy shorts	Shop
Sports polo Shirt	-	-	School
Sports Jacket	-	-	School
Badge	-	-	School
Athletic Bag	-	-	School

Uniforms are available from the Sanco School Uniform Shop (Bell Road, Hounslow, Middlesex). If you wish to buy your items from an alternative supplier please ensure you check the exact type and design of that sold by Sanco, as this uniform shop has agreed to stock all sizes in the Oak Heights design.

### **Extra Curricular Activity**

Extra curricular programs will exist during term time, primarily for the older members of the school. These programs may range from dancing to self-defence classes. Attendance is compulsory and children must be correctly equipped to participate. The school day will naturally be extended for older children at Oak Heights. The extra curricular timetable will usually be dictated at the start of each term.

### **Fees**

Fees for each term must be paid before the last day of the previous term.

A full term's fees in lieu is payable in cases where a child has to leave during term time. Please refer to your contract for further details.

Please provide all cash payments in an envelope stating the pupil's name on the front of the envelope.

If paying by cheque, please ensure you write the pupil's name on the back of the cheque.

Athletics Uniform fees are payable to the school at the start of term. Orders will be placed for the Athletics Uniform when the fees are received.

### **Detailed Policies**

A comprehensive list of detailed school Policies as well as our Child protection policy is available in the school reception and can be viewed on our website [www.oakheights.co.uk](http://www.oakheights.co.uk).

This manual includes details such as the school's complaints procedure and our Anti Bullying policy.

### **Parent Days and Reports**

There are two Open Evenings per year. Subject reports are handed to parents by each teacher. Homework grades and examination grades will be posted on the sheet for parents to see. Each report will be discussed when it is handed to parents.

### **Examinations**

Examinations will take place at the end of each term. A major examination will take place at the end of the year. Children who fail to meet their qualification mark will be required to leave the school. The qualification mark is calculated on the basis of the average percentage achieved in all subjects. The overall qualification mark is 50%.

### **Consultations and Reviews**

During the year each child will need to sit consultations with senior members of staff. During these consultations pupils will be reviewing their progress and performance.

General problems will also be discussed during these sessions. The sessions will offer children a source of counselling should there be a need.

The notice board will list appointment times for children to attend their consultation sessions. All pupils should observe the notice boards regularly and respond to any instructions.

### **Books**

Although the school will loan certain books out to pupils, it is recommended that some be purchased. The purchased books may act as a source of reference material during later study after the pupil has left the school.

Books are available on loan for £50. Orders for the mentioned textbooks should be placed at Oak Heights. Payment can be made to the school. The cost for these books is one-off unless a book is subsequently damaged.

### **Home Computers and the Internet**

Children will not normally be asked to use the Internet to do homework. It is preferred that research is done in a library.

Parents are expected to monitor the use of the Internet to the extent that children do not enter 'Chat Rooms'. The use of programs such as MSN Messenger should also be limited as this has been a proven source of distraction. Parents should seek the advice of the school if they need clarification on this issue.

### **Personal Possessions**

The school does not take responsibility for lost or damaged items. These items include electronic equipment (hand-held, music etc.), mobile phones and expensive jewellery.

### **School Trips & Excursions**

School trips take place during the year and vary from Museum trips, for younger students, to trips abroad for older students. Dates of trips will be made available nearer the time of travel. Trips incorporating long distance travel are listed in the *Term Dates and Holidays* section above. When travelling abroad it is important to ensure that valid passports accompany each member.

### **School Lesson Timetables**

At the beginning of the first term, pupils will be issued with a copy of their lesson timetable. Pupils must use this timetable to ensure they are prepared for their lesson with the correct books, homework, notes and stationery. The timetable will also serve to remind children of sports sessions, where they will need their sports kit.

### **Homework Timetable**

Homework timetables are extremely important for pupils wishing to organise their time properly. With a homework timetable, each student will effectively be able to plan and define his or her study time and free time accordingly. Each child is expected to produce a homework study timetable within six weeks from the start of term. This timetable should accommodate all subjects that have homework attached. If pupils have problems completing their homework, or are returning poorly performed work, they will be expected to submit their timetable for validation.

### **Attendances and Absences**

The school register takes place twice a day, once in the morning and once in the afternoon. If children are absent on either occasion, or both, parents or guardians must submit letters of explanation. These letters must be signed and will go on file to satisfy official governmental regulatory measures. General family holidays should not be taken during term time.

Letters must also be signed and submitted if children are to miss any sport lessons. The letter should give reasons for non-participation.

### **Discipline**

Children are expected to show respect for all members of the school. Bullying does not exist at the school and would lead to pupil expulsion if it were ever discovered. Although the atmosphere can be quite relaxed at the school, the themes of discipline are taken very seriously.

Disciplinary action may be taken against the following:

1. Persistent uniform breaches
2. Continuous omissions of homework
3. Misbehaviour
4. Disrespect towards teachers or other students
5. Inappropriate language
6. Repeated absences and lateness

Before expulsions take place, a pupil will be suspended. During the suspension time, the regulating parties, who may consult parents if appropriate, will make a decision. Once expelled, there is no option to reapply to the school.

### **Detentions**

Children who misbehave or behave disruptively, to the extent that they are asked to leave a class will qualify for detention or suspension. Such demeanour is counter-productive to the school's ethos and extremely damaging to the academic welfare of the other members in the class. Continuous omissions of homework will also warrant detentions.

Lateness / Missing homework: 0 to 1 hour.

Repeatedly missing homework: 1 to 2 hours.

Blatant disregard towards homework responsibilities, generated from continuous omissions of homework: 4 hours to Exclusion. (Four hours may be spread over several days).

Disrupting class to the extent that teacher is unable to continue unless child is asked to leave class: Up to 4 hours or suspension. (Four hours may be spread over two days). In extreme cases expulsion may apply. Decision to expel child will be reviewed during suspension.

Damage to school property: Suspension to expulsion. Parents will be required to pay for damage caused by their child.

Offensiveness, fighting, bullying, rudeness and disrespect: Activity ban for term. Suspension to Expulsion, depending on severity of attitude. Detentions may apply in minor cases.

Disciplinary action also applies on the following grounds:

The presence of drugs, alcohol, cigarettes, artificial stimulants and any material that is used to support the taking of these items, such as a cigarette lighter or pipe, are strictly forbidden on school grounds. Any type of weapon, whether dangerous or not, is also strictly forbidden. Those caught in possession of such items will be suspended. During the suspension time, the case will be reviewed to decide whether expulsion applies.

### **Exam board and papers**

The School currently follows the CIE, **OCR**, **WJEC** and the **Edexcel** Board for GCSE and IGCSE's. This is reviewed every 2 years.



GCSE papers can be downloaded from the following website  
[www.fastpastpapers.com](http://www.fastpastpapers.com)

Our Exam Centre number is 13141

### **Advice to Withdraw a Child from the School**

The school reserves the right to advise parents to withdraw their child from the school. This may apply when a child continuously disrupts their program of study to the extent that the education offered by the school is not utilised. Such advice will be given in recognition of the expenses the parents of the attending child are incurring, and the reduced benefit derived from such expense. Recommendations of withdrawal will also be made if a child imposes a negative influence upon other students in the school.

If a child is to be withdrawn from school for any reason, one term's notice is required. If a child is withdrawn within a term, the following term's fees will be payable. Please refer to the application material for further details on fees.

### **Governors, Trustees and Committee Members**

The School Governor Members, primarily Trustees, are ultimately responsible for overlooking the school and its background operations. They will overlook the senior staff and governors of the school but will not normally affiliate with daily activity and students/parents. They will approve/disapprove major decisions made by the Principal and ensure the standards and quality are maintained to the highest degree. Mr Sukhvinder Dhillon leads the trusteeship. Governors of the school are involved in school operation matters that require opinion and judgement when decisions cannot be made with certainty. Senior staff may consult the Governors for advice before making final decisions. Chairman Mr Jamshed Butt heads the Governors. The school council has an Advisory Committee which is made up of professionals that act to guide and assist senior staff when appropriate. Communication to Governors and Committee members is only acceptable through written correspondence. Letters may be addressed to the school.

### **Contacting the School**

Tel: 020 8577 1827

E-Mail: [enquiries@oakheights.co.uk](mailto:enquiries@oakheights.co.uk)

Child protection officers.

Mr S. Dhillon and Miss Daly

E-Mail: [S.dhillon@oakheights.co.uk](mailto:S.dhillon@oakheights.co.uk) ; [j.daly@oakheights.co.uk](mailto:j.daly@oakheights.co.uk)  
(24hrs)

Tel: 0208 577 1827 (24hrs)

*Full Postal Address:*

Oak Heights School  
3 Red Lion Court  
Alexandra Road  
Hounslow, Middlesex  
TW3 1JS

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