

Frequently Asked Questions

We would like to point out that this guidance is subject to the current government guidance and school policies on social distancing and health and safety during the Coronavirus pandemic.

What time is the school office open from?

The school office opens at 8:30 each morning and closes at 4:30 each afternoon. An answer phone is available should you need to leave a message outside of these times. Alternatively you can email us on office@oldfields.staffs.sch.uk. All staff are generally available before and after school and during lunchtimes, but will obviously be teaching for much of the day. Our office team are Mrs Walker (Administrative Officer/Attendance), Mrs Bromage (Receptionist) and Mrs Ward (Receptionist). The Headteacher's PA is Mrs Hall. She deals with enquiries directed towards the Headteacher and Senior Leadership Team. Our Finance Assistant is Mrs Flanagan. She deals with all money-related matters.

If you wish to contact a particular member of staff via email, we advise you to do this through the office email, in case that member of staff is unavailable or unable to check their emails for any reason. The office email is monitored throughout the day, whereas individual staff are usually teaching all day and therefore unable to check their emails.

What information do I need to tell the school?

We will give you a data collection form. This allows us to gather basic information such as your child's date of birth and address, emergency contact details and your email address. This form also allows us to collect information regarding medical needs, dietary requirements, allergies, religious beliefs and how your child may be travelling to school. This is held on our secure system, SIMS, just as it currently is at your child's first school. We will give you a blank form this year so that we can be sure all data is accurate. In future years, you will receive a print out of the information we hold so that you can check, and if necessary update, it.

If your details change during the year, please contact us so that we can keep our records up-to-date. This is especially important with regard to emergency contact details.

We will also give you a photography/video permissions form which will detail consent for your child's image to be used within school and in publications.

Please return these forms to school at your convenience, either before the summer holidays or on the first day back in September.

My child has particular medical needs. What do I do?

We work with parents to maintain an individual care plan for children with a range of medical needs such as asthma, diabetes and epilepsy. Care plan forms are available should you need to take one tonight to fill in. Again, this can be returned to the school office at your convenience.

My child is ill. What do I do?

Contact the school office before 9:15 on their first day of absence, explaining the reason. This will then be recorded on our system. If your child needs to continue a course of medication on their return to school, please contact the office.

What happens if my child becomes ill or is injured at school?

The office will contact you if we feel your child is too ill to be at school or if we feel they need medical attention. We hope it never happens, but if we need to call for an ambulance, we will do so and contact you immediately. We are unable to say which hospital your child will be taken to as this is dependent on what the paramedics say but our experience is that children are usually either Queen's Hospital, Burton-upon-Trent or the Royal Derby Hospital. If your child has a particular medical condition which means they need to be taken to a certain hospital, please let us know as we will record this on their medical notes and ensure we tell the paramedics this.

I need to drop my child off early so that I can get to work. What should I do?

Our school canteen opens at 8:30 – your child is welcome to purchase breakfast from here during this time.

Alternatively, HappyHours@Oldfields runs a before and after school club with a wide range of activities for your child to participate in. Their leaflets are available separately if you are interested. Children using this service make their way to and from the club independently, but older pupils will be on hand to help Year 5 pupils find their way for the first few weeks.

Where do I park if I need to pick my child up in the car?

Our main school car park is available. A one way system operates around the car park. Parking is limited here, and many of our parents find it more practical to park at Bramshall Road Park and either walk down to pick their child up or allow their child to walk up independently to meet them. We ask you not to use the staff car park by the old house or to part in places designated as pull-ins for school buses. We also ask you to be considerate to local residents and avoid parking in nearby roads.

What happens at the end of school?

At the moment, we are not sure what social distancing measures will be in place in September. As of June 2020, parents are not able to be on site and this may affect our normal end of school arrangements. Nearer the start of term, we will hopefully be able to give you much clearer information. Normally, for the first two weeks, Year 5 form teachers and Mr Parkes will bring children to the KS2 patio and will be available should you wish to speak to them. It may be that we operate a similar system but at the main school gates.

Our aim is to foster independence over time and you will soon find that your child will want to be leaving school independently and meeting you at the gates or another pre-arranged place.

When will I meet my child's form tutor?

This year, you and your child will be able to meet your child's form tutor via a Zoom meeting which we hope to arrange for the final week in June. We then plan to hold Year 5 Settling in Evening just before October half term – an evening to informally meet your child's form tutor and for your child to show off the work they have been doing. A formal parents' evening is planned for March. You will have an opportunity to meet with your child's subject teachers at this time. Again, these arrangements may be affected by government guidance on social distancing and we will advise you of arrangements nearer the time.

Can my child bring a mobile phone to school?

While we don't encourage mobile phones, we appreciate that many parents will want their child to have a mobile phone with them on the way to and from school. Under normal circumstances, we expect mobile phones to be handed in to the office for safekeeping each day. In return, your child will be given a number which they need to remember and tell the office staff in exchange for their phone at the end of the day. However, our policy at the moment is not to collect mobile phones in to reduce potential transmission of coronavirus.

The school can take no responsibility for phones lost if they are not handed in. Other devices, such as games consoles, iPads or other tablet devices, should not be brought into school.

What is the school's policy on the use of social media?

While social media can be wonderful, and many of our staff are avid users, we also appreciate the difficulties social media can cause. Our advice to our pupils is that they should not have any social media account until they are at least 13. We teach e-safety and digital literacy in ICT/Computing, PSHE and across the curriculum. If you have any concerns about the way in which a child is using social media, please contact your child's Progress Manager if you have any concerns.

We teach the children how to behave responsibly when using the internet and social media and we hope our parents will support us in this. Please do not use social media to discuss concerns regarding your child's education – we encourage you to contact us directly to discuss your concerns instead.

We have a school Facebook page and a YouTube channel. We encourage parents to follow us on these platforms for updates on school life including reminders of key dates and images and videos of the school at work.