



# Boundary Oak School

## Welcome Pack

Day pupil - Pre-Prep

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*“Welcome to Boundary  
Oak School; a place for  
your child to learn, grow  
and develop. It’s a special  
community to be part of”*

Hazel Kellett,  
Headmistress



# Welcome



Please find enclosed your Welcome Pack as your child joins us at Boundary Oak School. Please take your time to read through the various documents, ask any questions and return the necessary forms to Jo Ekin our Registrar. You may use the electronic signature or if you prefer, print and return.

## Contents:

- Welcome letter
- Permission for address
- Consent for trips and off-site activities
- Media usage consent
- Fee Refund Scheme
- After School club letter
- Uniform list
- After School Club
- Welcome letter from BOSS
- Medical history
- Extra Music and Drama tuition



Dear New Prep Parent,

You are now in the possession of the Boundary Oak School Welcome Pack – welcome! This pack contains everything you need to know about life at our school. Please take the time to read this letter and the contents enclosed in this pack. Not everything is going to make sense until you have been at the school for a couple of weeks, but we will endeavor to make your entry to our school as smooth as possible. There are some important forms for you to fill out and return; please can you ensure that you have completed these by the first morning of your child's first day.

The school Uniform Shop is open Monday, Wednesday and Friday during term time from 8.15-9.15am. As a new parent, you will most likely need a larger order and so we will arrange a private appointment for you. In this pack you will find the Uniform list stating what you will need.

The weekly Acorn Newsletter is published every Friday afternoon during term time. This is sent to you via e-mail so please ensure that we have your up to date details at all times in the School Office. Our newsletter contains all upcoming events and notices about the school calendar. Please can we implore you to read it each week as there will always be something that you will need to know. The School website [www.boundaryoakschool.co.uk](http://www.boundaryoakschool.co.uk) is a useful tool for up to date information, where you can also find the back copies of the newsletter, the school calendar, term dates, team sheets and more. We also have a school Facebook page, twitter and blog that you may also like to follow for all the latest news. Texts and direct emails from the school office are also sent out.

The school day begins at 8:30am, your child may go to their form rooms anytime from 8:15am. If you require an earlier drop off or breakfast then our breakfast club runs from 7:40am. When dropping off in the mornings please use the drop off system at the front of the main school, or if you need to come in to school please park either in the school playground or nearby. The Year 4 and 5 form rooms are in the Widley Block adjacent to the car park, Years 6 and above are in the Jubilee block located at the back of the school.

The children finish their school day at 4.00pm and are required to go to the Acorn Theatre steps to await collection from a parent. You must ensure that your child has signed out with the teacher on duty. If you are not picking your child up straight after School has finished, Prep children go directly to the dining room for little tea (a snack) and then head straight to Prep club where they complete their homework until 5.30pm. This club generally runs either in the ICT suite adjacent to the school office, the Year 4/5 classrooms in the Widley or in Jubilee block. Children are also welcome to join the boarders for Big Tea (supper) which is held in the dining room and runs from 5.30pm to 6.00pm. There is a small charge for this service and children will need to be collected from the dining room once it has finished.

We endeavor to put you in touch with other parents in your child's class and will automatically add you to the e-mail list (useful for birthdays etc.) Please let me know if you would not like this to happen. We also have a fantastic parent committee (BOSS), which is dedicated to raising money for the school. They host numerous events at the school. If you feel you are able to give some time, it's a great way to meet the other parents and have some fun at the same time. I hope this letter has gone some way to de-mystifying a new start at a new school. If you have any questions or queries please do not hesitate to call the School Office on 01329 280955 or email me at [registrar@boundaryoak.co.uk](mailto:registrar@boundaryoak.co.uk) – we are all here to help!

Yours sincerely  
Mrs Jo Ekin  
*Registrar*  
*Boundary Oak School*



## Address permission

Dear Parent,

We are often asked by parents and relations of pupils in the school for the names, addresses and telephone numbers of other pupils. This is for many reasons, birthday parties, tea parties and sleepovers spring to mind.

We do not give out this information unless you have given us your consent to do so. By completing, tearing off and returning the consent form below, we will know that you are happy to release your details to other families and teachers within the school. We do not release the information to anyone else.

Thank you for your co-operation.

Yours sincerely,

Hazel Kellett  
Headmistress

### Consent for release of address and telephone number

PARENT'S NAME:.....  
(print)

CHILD/REN's NAME & FORM:

.....  
.....  
.....

I consent to my name, address and telephone number being included in the Parents' Record to be made available to other parents.

Signed..... Date:.....

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress.
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand the school can exercise its right to monitor the use of the school's computer systems and learning platform, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- I understand that all my use of the Internet, school's learning platform and other related technologies can therefore be monitored and logged and can be made available to my teacher
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted. I understand that irresponsible use may result in the loss of my network or Internet access.

I agree to follow the E-safety rules and to support the safe and responsible use of ICT at Boundary Oak School.

Pupil Name \_\_\_\_\_

Class \_\_\_\_\_

Pupils Signature \_\_\_\_\_

Date \_\_\_\_\_



## Consent Forms for School Trips and Off-Site Activities

Name of Pupil .....

Please sign and date the form below if you are happy for your child,

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - All visits (including residential trips) which take place during the holidays or a weekend
  - Adventure activities at any time
  - Off-site sporting fixtures outside the school day,
  - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits: .....

.....  
.....

Signed.....

Print Name: .....

Date.....



**MEDICAL HISTORY FORM**  
**PLEASE COMPLETE AND RETURN TO OFFICE**

BOUNDARY OAK SCHOOL Date:.....



NAME: ..... D.O.B.: ...../...../.....

DOCTORS Name and address:.....

.....

.....NAT. HEALTH NO:.....

Emergency Contact Name (not parents).....

Relationship to child.....Telephone:.....

**Medical History – please complete in full:**

1. Have they had: Measles?  ..... German Measles?  .....  
Chickenpox?  ..... Mumps?  .....

2. Do they suffer from any allergies: Asthma?  ..... Eczema?  .....  
Hay Fever  ..... Other? .....

3. Do they have a normal diet? Is there any foodstuff to which they are known to be allergic to? YES / NO  
(If yes, please give details here)

4. Do they currently take regular medication of any kind? (If yes, please give details here) YES / NO

5. Do they have particular advice to follow in an emergency? (If yes, please give details here) YES / NO

6. Is there any drug or medication (e.g. plasters or Penicillin) to which they are known to be allergic YES / NO  
(If yes, please give details here)

8. Do they receive regular treatment from a family doctor or hospital? YES / NO  
(If yes, please give details here)

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9. Is their hearing normal? (If no, please give details) YES / NO

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10. Is their eyesight good? (If no, when were his/her eyes tested?) ..... YES / NO  
Do they wear or need glasses?

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11. Have they had a surgical operation? (If yes, please give details here) YES / NO

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12. Have they had any medical investigations? e.g. x-rays, pathological tests. etc. YES / NO  
(If yes, please give details here)

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13. Have they suffered from any other significant illness or is he/she disabled in any way? YES / NO  
(If yes, please give details here)

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14. Do they sleep walk, have problems sleeping (nightmares/terrors) or regularly wet the bed? YES / NO  
(Please give details here)

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15. Is there any other information you think we should know about your child?

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16. Have they ever suffered from the following?

Blood disorder	YES / NO	Headaches/Migraines	YES / NO
Diabetes	YES / NO	Heart Condition	YES / NO
Blackouts or fainting fits	YES / NO	Digestive Problems	YES / NO
Do they get travelsick?	YES / NO		

(If yes to any of the above, please give details here)

- 
17. **Nursery children only**  
 Do they need help to go to the lavatory? YES / NO  
 Do they have any speech and language problems or problems communicating? YES / NO

(If yes to any of the above, or you have further information about your nursery child, please give details here)

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18. What immunisations has he/she had?

All pupils should have had:	Date of Primary Course	Date of Boosters
Diphtheria	...../...../.....	...../...../.....
Tetanus	...../...../.....	...../...../.....
Poliomyelitis	...../...../.....	...../...../.....
Whooping Cough (pertussis)	...../...../.....	N/A
Mumps/Measles/Rubella (MMR)	...../...../.....	N/A
Measles	...../...../.....	N/A
HIB	...../...../.....	N/A

- 
19. Can they swim 50m? YES / NO  
 Can they go swimming in a public swimming pool? YES / NO  
 (If no to any of the above, please give details of their ability)

- 
20. Are there any occasions in which in an emergency you would **not** wish the participant to receive emergency attention? YES / NO (If yes please explain here)

## ADMINISTERING OF MEDICINES POLICY

- All medicines are kept in a locked cupboard in the office for day pupils. Boarders medicines are kept in sick bay in the Boarding House and are administered by the Boarding staff out of working hours. All treatments are recorded at the time or as soon as is practicable.
- Asthma reliever inhalers are kept either with the child or in the child's classroom with immediate access. An additional "spare" inhaler may be left at school.
- If your child carries an Epipen, please complete the Allergies Alert sheet available from the office. Pupils that are prescribed Epipens (or equivalent) keep their pens with them in their classroom and a spare is kept in the office.
- We request that any prescribed medicine which must be administered during the day is handed to the office staff along with completion of the consent form. These medicines must be in the original packaging with the pharmacy label present.

- The following homely/household medicines are kept in school and may be administrated with your consent. We would be grateful if you could complete the attached consent form.
  - Paracetamol suspension
  - Cough remedy
  - Piriton suspension
  - Anthisan cream/Waspeze (insect bites, nettle rash)
  - E45/ Calamine cream
  - Vaseline
  - Milk of Magnesia

Please note we do not use Ibruprofen per Dfes guidelines.

**CONSENT FOR ADMINISTRATION OF MEDICINES AND FIRST AID AT BOUNDARY OAK SCHOOL:**

I/we have read the medicines policy and consent to (Print name) .....having the following medication if needed.

Paracetamol suspension	YES .. <input type="checkbox"/> .....	NO.... <input type="checkbox"/> .....
Piriton	YES .. <input type="checkbox"/> .....	NO.... <input type="checkbox"/> .....
Miscellaneous items as listed in the policy	YES .. <input type="checkbox"/> .....	NO.... <input type="checkbox"/> .....

I/We also consent to any first aid treatment and administering of medicines above for my/our child in school. I agree to update the school of any changes in my child's medical history and contact details for me/ourselves ASAP.

Signature .....

NOTE: The medical profession takes the view that Parents Consent for medical treatment cannot be delegated. Thus consent forms have no legal status and a doctor will insist on the consent of a parent for treatment. However, it can be a comfort to have general consent in advance from parents and to have an adult who is able to complete some of the forms required by the Medical Authorities.

Should the occasion arise that your son or daughter may need emergency medical treatment and it proves impossible to contact you immediately, it is required by the D.S.S. that we have your written permission to act in loco parentis should we feel that emergency treatment be necessary. The most usual course of action would be to take your son/daughter to a local Emergency Hospital.

I give my permission for Boundary Oak School to act in loco parentis for emergency treatment for my son/daughter including a transfer to hospital. I understand that I will be contacted ASAP.

Name in full.....Signature .....

Date .....



## AFTER SCHOOL CLUB

The After School Club is provided on a daily basis for the EARLY YEARS and PRE-PREP Children (Pre-school to Y3) between 4.00pm and 5.30pm. Regular After School Club can be pre-booked on a daily, weekly or permanent basis by completing the form below. It is essential that we have an approximate idea of the number of children staying to After School Club so that we maintain the correct child/carer ratio. To that end, if you are unexpectedly delayed, it is important that you ring the office so that your child can be added to the list for that day. Boarders in Year 3 automatically attend the after school club for no extra charge.

Refreshments: 'Little Tea' will be given at approximately 4.20pm. and to those children who have not been collected by 5.30pm, 'Big Tea' will be given (for which a charge will be made in addition to the charge for the After School Club) and children will be handed over to the member of staff on Boarding duty.

For the After School Club a charge of £3 for first ½ hour or part thereof, £1 per quarter of an hour (free prior to attending a club).

Charges will be put on your school account.

Up until 5.30pm the children should be collected from After School Club. Thereafter they should be collected from the Dining room until 6.00 p.m.

If you are interested in this facility, please fill in the form below and return to the office.

PLEASE RETURN TO THE SCHOOL OFFICE PRIOR TO END OF TERM

CHILD'S NAME:.....FORM:.....

I wish my child to stay to the After School Club.

(PLEASE CIRCLE CHOICE BELOW)

Monday  Tuesday  Wednesday  Thursday  Friday

Signed:.....Date:.....



## Pre-Prep Uniform List

All items are compulsory unless otherwise stated.

\*Items are only available from the school clothing shop

### BOYS

- \*School waterproof coat
- \*Navy blue school blazer
- \*Navy blue v-necked school jumper
- \*Tie
- White long sleeved shirt (Winter)
- White short sleeved shirt (Summer)
- Grey trousers or shorts
- Grey socks
- Black shoes
- \*School navy baseball cap (summer)
- \*School winter hat/scarf
- \*Bookbag
- \*Sports/Kit bag

### GIRLS

- \*School waterproof coat
- \*Navy blue blazer with school crest
- \*Navy blue cardigan with school crest
- White open neck long sleeved blouse (winter)
- \*Holyrood tartan pinafore dress (winter)
- \*Epsom tartan dress (summer)
- Navy blue tights/long socks (winter)
- Short white socks, plain design (summer)
- Black shoes
- \*School headband or scrunchies
- \*School summer hat
- \*School winter hat/scarf

## **GAMES**

### **Boys**

\*Navy blue tracksuit

\*White polo shirt with school crest

\*Navy football shorts (boys)

White short socks

Either black plimsolls or trainers (predominately white)-indoor use only, non-marking please.

Trainers (predominately white) - outdoor use only.

\*School swimming trunks

\*Swimming hat in house colour

Towel for swimming

### **Extras for Year 3**

\*Navy blue and gold rugby shirt

\*Navy blue and gold games socks

Football boots

School cap or Cricket hat (summer)

### **Girls**

\*Navy blue tracksuit

\*White polo shirt with school crest

\*Navy cycling shorts

White short socks

Either black plimsolls or trainers (predominately white)-indoor use only, non-marking please.

Trainers (predominately white) - outdoor use only.

\*School swimming costume

\*Swimming hat in house colour

Towel for swimming

### **Extra for Year 3**

\*Navy blue Skort

\*White baseball cap for rounders (summer)

\*Navy blue and gold games socks

\*Navy blue netball/games top

\*White base layer

Aprons will be provided by the school

**\*\*Please ensure all uniform and kit is named\*\***  
**(Name Tapes are available to order via School Office)**

Boundary Oak Fleece, School Coats, Legionnaire sunhats, Baseball hats and sports/kit bags are all available from the school clothing shop.



### School Fee Refund Scheme

Would you please indicate your wishes regarding the school refund scheme by completing the tear-off slip below and returning it to the office upon your child's commencement at School. The appropriate premium (at present 1½ % of total fees per term) will be added to your bill each term, should you elect to participate in this scheme.

Yours sincerely

Hazel Kellett  
Headmistress

Please tick box to indicate your requirements:

School Fee Refund Scheme

 Yes No

1st Child's Name:.....

2nd Child's Name:.....

3rd Child's Name:.....

Signature of Parent/Guardian:.....

Please Print Name: .....

Date: .....





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Refreshments: 'Little Tea' will be given at approximately 4.20pm. and to those children who have not been collected by 5.30pm, 'Big Tea' will be given (for which a charge will be made in addition to the charge for the After School Club) and children will be handed over to the member of staff on Boarding duty.

For the After School Club a charge of £3 for first ½ hour or part thereof, £1 per quarter of an hour (free prior to attending a club).

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PLEASE RETURN TO THE SCHOOL OFFICE PRIOR TO END OF TERM

CHILD'S NAME:.....FORM:.....

I wish my child to stay to the After School Club.

(PLEASE CIRCLE CHOICE BELOW)

Monday       Tuesday       Wednesday       Thursday       Friday

Signed:.....Date:.....



Consent for media release - Boundary Oak School Joining Pack

**Release form for media usage**

I, the undersigned, do hereby consent and agree that Boundary Oak School and its employees have the right to take photographs, video or digital recordings of my child as marked in the section below. I give my permission for them to use these in any and all media, including press and online, now or hereafter known for marketing and promotional purposes. I further consent that my child's name and identity may be revealed therein or by descriptive text or commentary.

I release to Boundary Oak School and its employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

I grant permission to use my child's image in the following ways:

- Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Boundary Oak School for a variety of purposes and that these images may be used without further notifying me.
- Deny permission to use my child's image at all.

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to the school office.



## Options Form for Instrumental and Drama Tuition

Dear Parents,

We would like to draw your attention to the wonderful peripatetic music and drama service that we offer at Boundary Oak. We currently have a visiting staff offering tuition to children in Y2 and above across a variety of instruments. Lessons are charged extra at £160 per term.

If you would like your son/daughter to have lessons then please complete this form and return it to the School Office. Please note that children in Y2 and Y3 will need their teacher's permission also.

Yours sincerely,

Emma Fownes  
Head of Music

Name: \_\_\_\_\_

Form: \_\_\_\_\_

Date: \_\_\_\_\_

Please mark the lesson of your choice:

- Piano
- Keyboard
- Drums
- Bass Guitar
- Flute
- Clarinet
- Singing
- Electric/Acoustic Guitar
- Theory of Music
- Drama

Please note that a term's notice is required when terminating lessons and must be sent in writing to the Head of Music.

In choosing an instrument for your child, please remember that we only have a limited number of school instruments and that in most cases parents are asked to provide the instrument.

Music Lessons are held during school lesson time but every endeavour is made to keep to a rolling timetable to avoid the same lesson being missed.