

# Oak Hill C of E Primary School

## Split Site Policy

This policy was written in consultation with staff and governors

Agreed by Governors:

October 2021

Review Date:

September 2022



*The body of Christ, or the people that are the whole of humanity, are a team. The body is not supported by one person, but by all of us. We are one, we are strongest working together in unity. Teamwork is the key to living life in harmony, so that we can do God's will.*  
1 Corinthians 12:14

### **INTRODUCTION**

Oak Hill C. of E. Primary School is a voluntary controlled school formed from the amalgamation of Alderton and Dumbleton Primary Schools in September 1981. Although the two sites are situated some 5 miles apart, the school functions successfully as one.

### **CHILDREN**

The bases are run as an Infant base at Dumbleton where there are Reception, Years 1 and 2 and a Junior base at Alderton where there are Years 3, 4, 5 and 6.

### **TRANSPORT**

There is a bus, which brings children to both bases. Children from Teddington are picked up first. The bus then collects Infant age children and travels to Dumbleton. The bus travels to other villages and returns to Alderton. In the evening the bus commences the journey at Dumbleton and then comes to Alderton before taking pupils to the villages and back to Dumbleton.

All children under the age of eight who live more than 2 miles from their school base travel free of charge on the bus, provided they are in the school catchment area.

All children over the age of eight who live more than three miles from their school base travel free of charge provided they are in our catchment area.

### **HEAD'S ROLE**

The Head's office is based at Alderton but spends some time each week at the Dumbleton base.

### **COMMUNICATION**

This is vital to the success of the split base. The entire staff use Google apps for education to help to keep communication strong across the twin sites. A shared calendar allows staff to see what events are taking place in both Dumbleton and Alderton and Google Drive allows us to share documents.

The school administration office is at Alderton.

There are weekly staff meetings, which are held alternately at both Dumbleton and Alderton. An agenda is published prior to the meetings and minutes are sent out to all staff following the meeting.

Each term there is usually an opportunity for pupils to participate in a whole school day. This enables KS1 and KS2 children to work and play together. The content of these days is varied and may include music, art, poetry, history, Book Day, science/technology, maths and sports day.

### **JOINT ACTS OF WORSHIP**

We have joint assemblies via Zoom on Mondays and Fridays. We also have in person joint assemblies on whole school days. These also include special assemblies when parents may be invited and assemblies when the school meet to celebrate a particular theme.

Special Assemblies include – Harvest Festival  
Christmas Service  
Easter Service  
End of Year Service

### **STAFF LINKS**

Full staff meetings are held weekly. Staff meetings take place at both our Dumbleton and Alderton bases. Inset days and twilight training sessions are shared together. There are termly SEND reviews, when the SENDCO meets with all the staff to discuss pupils on the SEND register. Subject leaders carry out work sampling and lesson observations in both bases.

### **PARENTAL LINKS**

The Friends of Oak Hill School (FOOHS) meet at least once per term. Fund raising events and fun activities are held at both sites to ensure that the whole school blends together. This is very important when the children come from a number of different villages. Parents regularly help at each site. There are termly parent/teacher consultation meetings.

### **GOVERNORS**

The Governing Body is made up of people from the different villages, which the school serves. Governors visit both bases when they are focussing on a specific curriculum area.