OLIVER GOLDSMITH PRIMARY SCHOOL

"Inspiring a love of learning"



SCHOOL PROSPECTUS

Coniston Gardens, Kingsbury, London NW9 0BD
020 8205 6038

admin@olivergoldsmith.brent.sch.uk

www.olivergoldsmith.brent.sch.uk

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Dear Parents/Carers,

We believe that all children are entitled to a quality education. Our aim is to create a happy, safe and stimulating atmosphere, where each child can be helped to reach their potential. Oliver Goldsmith Primary School is a thriving primary school where pupils, parents, staff, governors and the local community work in partnership, achieve high standards and provide a quality education for all pupils.

We want our pupils to look forward to coming to school and to be bursting to talk about their day when they get home. We want them to enjoy learning for a real purpose and to develop their confidence, self-esteem, independence ***and inspire in them a genuine love of learning***. We want them to go out of the classroom as much as possible; learning in the school grounds, in the local area and beyond. We want them to learn from a range of visiting adults and to know how to make guests feel comfortable and welcome. We want them to cook, to garden, to explore, to make things and to experiment. We want them to visit theatres, galleries, museums and libraries. We want our pupils to be global citizens, able to succeed and build a fulfilling life in a sustainable and increasingly international society.

This booklet contains information about our aims, vision and values as well as our curriculum and daily organisation. We hope you will find it both interesting and useful.

If your child joins us at Oliver Goldsmith, we welcome both you and your child to the OGPS family and look forward to your future involvement with the school. We look forward to creating many memorable moments for them and inspire in them a love of learning for life.

Yours sincerely,
Mr James Yaqoob Simmons, Headteacher
Mrs Dean, Deputy Headteacher
Mrs McAndrew, Assistant Headteacher
Mrs Suzie Amui, Assistant Headteacher
…and the entire Oliver Goldsmith Staff Team



GENERAL INFORMATION

Oliver Goldsmith School is a two form entry community primary school maintained by the London Borough of Brent. The school is on a pleasant site with good views over London.

Our school takes its name from the famous writer ***Oliver Goldsmith*** who was born in 1728 and died in 1774. His famous works include a novel ***'The Vicar of Wakefield'***, a poem ***'The Deserted Village'*** and a play ***'She Stoops to Conquer'***. He spent part of his life living in our school district on a hill just outside the village of Hyde, which is now the Springfield Estate.

Our school, which was built in 1937, took the name of Oliver Goldsmith School at its official opening in February 1938. The children transferred to this new building from an old school building called 'The Kingsbury School' situated on Kingsbury Road.

The school admits children aged from 3 to 11. We have a purpose built nursery set in its own outdoor play space. Our large reception classrooms interlink and share an outdoor area in a space at the heart of the school. We have well-resourced classrooms for years 1-6 with some smaller rooms for individual or group sessions.

From Reception to Year 6 there are two mixed ability classes in each year group with 30 children in each class. The school has two large hall spaces, one with a stage. Brent invested in the school and built a brand new dining hall. We have a computing suite and a cooking zone (food technology room). In recent years we have invested a great deal in the school environment, for example, we refurbished our pupil toilets with our School Council selecting the design and colour schemes. We installed new adventure playground climbing equipment for our older children and in the summer of 2026 we extended and enhanced our school library!

The school serves the community in the north of the London Borough of Brent. Our school community fully reflects the local community and is enriched by its diversity. Children from a variety of backgrounds enjoy learning and playing together.

The school helps children to develop the ability to think logically and creatively, observe, enquire and question, discuss rationally and work independently and co-operatively. It aims to ensure that all children develop respect and understanding towards others. In this way we hope to develop the attitudes and skills which they will need to build a successful future.



WHAT DO OTHERS SAY ABOUT US?

OFSTED

Our most recent school inspection took place in November 2023. Here are some of the things they said about us…

*"This school is a **respectful** and **welcoming place** to be. There is a real **sense of community spirit** here. Pupils are **friendly and kind**. They show good manners. Pupils enjoy being taught about cultures and faiths that are different to their own."*
"The curriculum gives pupils experiences that encourage them to aim high for their futures. The school encourages pupils to become global citizens and prepares them well for life in modern Britain."

*"Pupils **behave sensibly** and **enjoy their learning**, both inside and outside the classroom. Pupils know they can share any worries or concerns they may have with a trusted adult or place a note in worry boxes in classrooms. All this allows pupils to flourish. **They are happy and kept safe in this school**."*

*"The school provides an **ambitious curriculum for all pupils**. Pupils with special educational needs and/or disabilities (SEND) have support to access the same curriculum as their peers. **The school provides many opportunities for pupils to experience a wide range of interesting visits and visitors**."*

*"**Parents and carers praise the school for its caring attitude** and for the learning experiences provided for their children."*

*"Reading is treated as a key priority in this school. **Staff strive to develop pupils' love of reading**."*

"Pupils with SEND are identified and get the support and adaptations to teaching and resources that they need, at the right time and in the right way. Pupils with SEND are encouraged to be as independent as possible."

"Personal, social, health and economic education is of a high quality. Pupils are taught to keep themselves away from harm, including when they are online. They are taught about caring for the environment, helping others less fortunate than themselves and encouraged to be responsible. Pupils are introduced to British values and taught why they are important."
"The school's commitment to the creative arts is evident in the high-quality provision in music and art and design."

*"Pupils behave well in lessons and at break times. Pupils' attendance at school is closely measured and the school's records show that it is improving. **There are a variety of music and sports clubs that pupils attend**, as well as opportunities for pupils to take on leadership roles including as members of the school council and playground buddies."*

Oliver Goldsmith Primary School
"Inspiring a love of learning"

OUR VISION

Our vision at Oliver Goldsmith Primary School is to…

- Create a learning environment that develops each child academically, socially, emotionally and physically within an inclusive, secure and happy setting.
- ***Inspire a love of learning*** through a creative curriculum.

OUR VALUES

Inspired to…

- **CARE**
- **CO-OPERATE**
- **COMMUNICATE**
- **CREATE**
- **CELEBRATE**



We are committed to…	
O	Opportunity for all; supporting children with barriers to their learning or with EAL to ensure they reach their full potential.
L	Learners reaching high standards and making excellent progress from their starting points across the curriculum.
I	Investing in skills, understanding, knowledge and attitudes for a successful education and for a successful adult life.
V	Values which are based on tolerance, fairness, honesty, equality, sensitivity and understanding; and opposed to injustice, discrimination and inequality.
E	Encouraging respect and sensitivity towards the feelings, beliefs and rights of others.
R	Reaching out, working co-operatively with others and making a positive contribution to the school and wider community.
G	Growing successful partnerships with parents, children and others to provide the best educational experiences for pupils.
O	Open minds; encouraging lively and enquiring minds and the ability to think independently, to question, to seek information, to discuss rationally, to analyse and solve problems.
L	L earning about the world in which we live and developing our responsibility towards it as citizens of the world.
D	Developing the self-esteem, confidence, assertiveness, sense of value and a positive self-image in all our pupils.
S	Self-discipline and high standards of behaviour.
M	Making memorable moments for our children through enjoyment, motivation and active participation.
I	Independent and resilient learners, who are able to apply themselves to tasks, make decisions and take increased responsibility for their own learning.
T	Thriving spiritual, moral, social and cultural dimensions of our pupils' lives.
H	High quality teaching and learning with wide ranging opportunities across a creative and relevant curriculum.

Our motto is ***"Inspiring a love of learning"*** and we keep this at the heart of all we do

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THE OGPS CURRICULUM

EARLY YEARS FOUNDATION STAGE CURRICULUM (EYFS)

All the activities that take place in the Nursery and Reception are designed to encourage the children's early learning in three key areas.

The prime areas of learning are:

- Communication & language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Teaching is often done through play, where the child learns about subjects and other people through games.

Play, exploration, observation and physical activities are the foundation of learning in nursery and reception. Children learn both from their own self-directed play as well as adult directed activities. Children have access to a wide range of activities and experience both in the classroom and outdoors.

These activities help children to develop early literacy and mathematical skills and their understanding of the world. We encourage the acquisition of physical skills such as using scissors, pencils and dealing with clothes. Children learn how to play together, to relate to each other and adults, to share, listen and co-operate.

Our main aim for the foundation stage is that children should be confident learners.



YEARS 1 - 6

The curriculum includes all the subjects of the National Curriculum but much more. Our curriculum is broad and balanced and includes history, geography, design technology, music, art, physical education, personal, social, health education, French and religious education.

The curriculum is planned so that children have a chance to acquire knowledge, understand the processes and develop skills involved in all the curriculum areas. We focus on achieving high standards in the core subjects as well as providing a broad and balanced learning experience.

The curriculum is developed and managed by our deputy headteacher alongside our middle leader members of the Leadership Team and Wider Leadership Team; they are responsible for driving improvements and standards in each area.

You find out more details of our curriculum on our school website…

https://www.olivergoldsmith.brent.sch.uk/pages/curriculum-to-inspire

LANGUAGES – ENGLISH & MFL (FRENCH)

We recognise the importance of children's spoken language and encourage the children to tell stories, repeat rhymes, ask questions, share opinions and take part in discussions. We use drama to encourage children to build their confidence in speaking and listening. We value literature and the children learn to read using many books and a combination of teaching strategies. Children are taught to write in a variety of styles, to use the conventions of spelling and punctuation accurately and to develop a fluent 'joined up' handwriting style. By the end of primary school, we work towards all children being able to speak, read and write with confidence, fluency, enjoyment and understanding.

Children are taught French from EYFS through to year six. Our aim is to encourage children to feel positive about French, to develop confidence and willingness to use the language and to learn basic conversational vocabulary. We hope that this will give them a positive attitude towards the further learning of languages.







MATHEMATICS

At Oliver Goldsmith Primary School believe that the skills of numeracy and wider mathematical understanding are key life skills that all children need to develop, in order to understand the world in which we live. We aim to provide a mathematics education that will enable our children to investigate, communicate and manipulate information in a powerful way that will aid the development of their logical and creative thinking.

Our aims are:

- To give all children equal access to the mathematics curriculum.
- To provide a stimulating and challenging mathematics environment where children can enjoy lessons by developing their collaborative skills as well as independent skills.
- To develop children's understanding of and confidence in using mathematical vocabulary.
- To develop 'mathematical stamina' in children so that they solve problems confidently.
- To develop the curriculum to ensure that maths is accessed through a range of subjects and contexts.
- To help children adopt a 'mental maths' attitude so their first line of thinking is: 'Can I do this in my head?'
- To develop a range of calculation methods and be able to select the most appropriate method for the calculation.
- To develop reasoning skills so that children can discuss their mathematical thinking and support their point of view with evidence.
- To support childrens' understanding of mathematical concepts using a range of practical resources.

We firmly believe that making mistakes is part of the learning process and we celebrate these in class as ways of discovering and correcting misconceptions. Our goal is to develop an environment which supports questioning and investigation across a range of mathematical experiences in order that our children develop a positive and confident attitude towards their mathematics.



SCIENCE





At OGPS, we aim to develop a confident boldness to science as an interesting and appealing subject in which all children gain success and enjoyment. Through science we provide the foundation where children make sense of the world that they live in. Children are encouraged to foster and develop their natural curiosities and wonder about the increasing number of scientific and technological advancements of the modern world we live in, however also understanding the core concepts that have come from great scientific discoveries. Pupils use science to explain what is occurring, predict how things will behave, analyse causes and adapt to the ever-changing world around them.

COMPUTING



We are fortunate to have a computing suite, a 3D printer as well as a range of mobile technology to support computing in the curriculum.

At OGPS we aim to:

- Have a thematic approach with Computing that weaves both knowledge and skills into the learning leading to meaningful and purposeful outcomes.
- Develop computational understanding through systematic direct teaching of appropriate learning objectives.
- Encourage teambuilding and leadership skills such as: independence, collaboration, resilience, valuation and leadership opportunities.
- Develop computational understanding with opportunities for our pupils to apply their skills through problem solving.
- Ensure that Computing involves an element of 'physical doing' including learning outside of the Computer suite.
- Incorporate a wide range of STEM and art into the Computing teaching and learning.

PE & SPORTS



PE & Sports include games, dance, swimming, gymnastics and competitive sports. Children have two hours of scheduled PE lessons each week with swimming lessons taking place in Year 5.

We aim want to promote healthy lifestyles which enable children to be physically, mentally and socially strong and robust.

A variety of sports clubs and activities run during and after school to encourage a healthy, active lifestyle.

Our provision does change each term, so please contact the office for up to date information.

PSHE & PUPIL WELLBEING



At OGPS, we teach Personal, Social, Health Education and Relationships and Health Education as a whole-school approach to underpin children's development as people and because we believe that this also supports their learning capacity.

We have active Junior Traffic Ambassadors (JTAs) working hard to make our streets safer for our children. We are also part of the Walk to School Week initiative which we take part in every year, hoping to encourage children to walk to school increasing their fitness levels, overall well-being and to alleviate traffic in and around the school.

We also have a team of children who provide own peer support, they are called 'Oliver's Allies' and act as buddies in the playground.

Our school has an active School Council, run by the children for the children to ensure they have the opportunity to make their 'pupil voice' a positive force for change in the school.

HUMANITIES (History, Geography & Religious Education)



We want our pupils to acquire fundamental skills and knowledge in these subjects. Pupils will feel confident and proud of their identity and celebrate the cultural diversity of our school and local community. Through study and activities the aims are:

- Give a broad and balanced curriculum.
- Explore our own identities, values and beliefs.
- Develop critical and creative thinking skills and habits.
- Foster children's understanding of themselves and their relation to the natural world, places and each other.
- Learn about democracy, sustainability and global citizenship.
- Develop a wide knowledge base, curiosity and understanding of people and places. Which will inspire learning into their adult years.

THE ARTS (Art & Design, Music & Design Technology)

Oliver Goldsmith has a long and proud history of promoting, championing and celebrating 'The Arts'. We have an active and successful choir; we also hold an annual school musical in the spring term and a Performing Arts Concert in the summer term. All these offer the children a chance to display and celebrate their passion and competency across the Arts. We hold ARTS MARK GOLD!

In art and design, children learn to work with a variety of media, try out tools and techniques and practice a range of skills. They are taught about colour, pattern and texture, line and tone, shape, form and space. They also learn about artists and begin to develop an appreciation of art.

In design and technology we encourage the children to use their imagination and ideas to plan creatively, design, make and evaluate their own artefacts. We have created a dedicated cooking zone with four small kitchen areas so that pupils can learn vital cooking skills.

In music, children are taught music by our specialist music teacher. They have opportunities to listen to and appraise a range of music. They learn to sing, play and compose. There are opportunities for children to learn to play various musical instruments. All children are taught to play the recorder, trumpet and the ukulele at different stages across key stage two music lessons. In partnership with Brent Music Service it is also possible for children to learn to play cello, violin, brass, guitar, tabla or harmonium. Many of our children join Brent Music Ensembles which rehearse and perform out of school hours. We have a rich musical history!



INCLUSION

Inclusion is an integral part of the way we work at Oliver Goldsmith Primary School. We are fully committed to ensuring that all we do reflects our inclusive ethos.

We believe that all children are entitled to an education that meets their individual needs. We strive to minimise barriers to learning and narrow gaps in learning which might prevent children succeeding and fulfilling their potential.

Each year we carry out an audit to identify children who have special needs. We use various strategies to support these children including high quality provision within the classroom, support sessions in small teaching groups for English and maths and specialist reading interventions for individual children. Learning Support Assistants work with some children following speech and language programmes and give class based support. We also receive support from various agencies such as the educational psychology service, SALT (Speech and language service), BOAT (Brent Outreach Autism Team) and OH (occupational health).

Children on the SEND register are regularly reviewed to check on their progress. Parents have opportunities to discuss their child's progress with the support teacher as well as the class teacher. We take measures to ensure that children with special educational needs can take part as fully as possible in all aspects of school life.

Children with English as an additional language receive additional support to ensure they become fluent, confident speakers. We celebrate our ethnic and cultural diversity with our festival assemblies and celebrate our similarities and our differences together.

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EDUCATIONAL VISITS & EXTENDED CURRICULUM

ACTIVITIES

Educational visits are a way of giving children direct experience of some of the ideas they are developing in their schoolwork and providing a different perspective on their learning. We believe that the learning experience provided by these visits is of major benefit to the children and consequently teachers seek to include educational visits in their curriculum planning when appropriate.

We also provide many curriculum enrichment activities in school including workshops, theatre groups, concerts and exhibitions. Every year we have Learning Adventures during which time many special activities take place. All classes in the school are involved in these.

We aim to provide two residential school journeys during your child's primary school years. In year five, children can stay at an outdoor education centre following a programme of environmental education. In year six children can stay at an adventure centre where they follow a varied programme of outdoor physical activities. Residential trips depend upon enough children signing up to take part so are not always guaranteed to run.

After school and lunchtime activities are also provided for children. These include football, cricket, dance, drama, art and choir. These do change termly and family receive information each term on what is on offer.

ASSEMBLIES & COLLECTIVE WORSHIP

Our school has a "determination" from the Brent Standing Advisory Council on Religious Education (SACRE) which allows us to provide acts of collective worship following the Brent recommended approach. This means that our assemblies are suitable for all children.





They are not distinctive of any faith background but explore universal values such as fairness, friendship, justice and forgiveness. Sometimes stories from different religions are told. We also use assemblies to celebrate the achievements of children in the school. Each year group takes a special assembly to share information about key religions from our school community. Over time, children lead and learn about all major faiths and parents are invited to join us for these special occasions.

CHILDREN'S BEHAVIOUR

All adults at this school expect a good standard of behaviour from children at all times. Parents have a responsibility to help children in these expected behaviours. We have four key school rules that apply to everything we do;

Our Caring Rule
I will treat all people with respect, and look after property and equipment.

Our Speaking and Listening Rule
I will speak politely and truthfully and listen to what other people have to say.
Our Moving Rule
I will move calmly, quietly and sensibly around the school.
Our Learning Rule
We respect our own and everyone else's right to learn without interruption.

All children have the right to feel safe and happy and with this comes the responsibility to make others feel safe and happy. Bullying and incidents involving the use of racist, sexist, homophobic language are dealt with quickly.

We believe that we all owe it to each other to be considerate, polite, respectful and fair and hope that by our example and your own example, we may encourage this throughout our school community.

YOUR CHILD'S PROGRESS

For your child to make the best possible progress at school, he/she needs to be secure, confident and happy. Parents and school must work together to achieve this. We believe it is important for you to be given information about what your child will be learning, how you can help and what progress your child is making.

At the beginning of each term we send home a 'Learning Journey Bulletin' to help parents know more about what children are focusing on in school. Once each term parents are invited to talk to the teacher and see their child's work at parents' evenings. A full written report is also sent out near the end of the school year. Should you wish to speak to a class teacher, Assistant Headteacher, Deputy Headteacher or the Headteacher at any other time, we will always arrange this.

It is also important that you keep us informed of any circumstances at home that may affect your child's progress or behaviour at school. If we know that a child is upset or unsettled in any way, we will all try to help.

PARENTAL INVOLVEMENT

There are many activities in school that are easier for us with your help. These activities might include:

- Accompanying classes on educational visits.
- Helping with team practices or other extra-curricular activities.
- Helping with activities in the classroom such as educational games, sewing or cooking.
- Talking to the class about something you have some expertise in.
- Supporting school events such as assemblies or sports days.
- Becoming an active member of the FFG 'Friends & Family of Goldsmith' who fundraise for the school.

If you think you can help in any other way, please talk to the class teacher.

FRIENDS AND FAMILY OF OLIVER GOLDSMITH (FFG)

The school has a group who organise fund raising events, such as discos, summer fairs, raffles, cake sales etc. All parents and families are invited to be members of the group and help is always needed at the events they organise. We are always looking for more parents to take a lead in running events. If you can help, please contact the school office.

SCHOOL ORGANISATION

BOARD OF GOVERNORS

Oliver Goldsmith Primary School, in common with all community schools has a Board of Governors which has responsibility for exercising oversight of the conduct and curriculum of the school. In consultation with the Headteacher, governors help in interviewing and selecting staff, setting the budget and deciding on aspects of the curriculum and organisation.

The full board and additional committee meetings meet a number of times each year. Parents elect their own representatives to the board who serve a term of four years. All parents are eligible to stand for election when a vacancy arises.

SCHOOL UNIFORM





Dating back to 2020 we have always done what we can to reduce financial pressures on families. Back in 2020 we reduced the number of branded items of clothing with the school badge and changed some colours so that parents can access cheaper clothing from a range of suppliers. Governors last reviewed the policy in July 2026 to ensure it met the new DfE statutory guidance for school uniforms.

The school has a uniform and its colours are royal blue, grey and white. All pupils are expected to wear **full school uniform** for three days per week which includes **black footwear.** Two days per week children come to school dressed for PE which includes their usual school jumper.

You can find the uniform policy on our website…
https://www.olivergoldsmith.brent.sch.uk/pages/school-life/school-uniform

THE SCHOOL DAY

We have two gated entrances to the school, one on Coniston Gardens, the other on Kingsbury Road. The school gates open at 8.35am. We operate a soft start to the day. Children can enter **from 8.35am** when the gates and doors are opened.

All children **MUST** be in class for the register at **8.45am**. The doors are closed at 8.45am so any child arriving after this time is recorded as late. School finishes at **3.15p.m.** Parents should wait in the school playground for their children; the gates open at 3.15pm.

ATTENDANCE AND PUNCTUALITY

It is important that your child attends school regularly to have the best chance of making good educational progress. If your child is absent from school you must inform the school of the reason either by letter, telephone or in person. If you know in advance that your child is going to be absent from school, please communicate with the class teacher.

Leave of absence applications must be completed in advance. In line with our governors' policy, absence in term time will not be authorised unless the circumstances are deemed exceptional. Requests for leave during term time for holidays will always be declined.

It is important that children arrive at school on time to create positive habits. It can be very embarrassing for children when they are late, plus they miss out on vital information and learning at the start of the day.

We work very closely with our linked Attendance Support Officer from the local authority. In the event of poor attendance or persistent lateness you will be contacted by the school and asked to meet with a senior leader and the Attendance Support Officer to discuss how together we can improve the situation. Please ensure that attendance is regular and punctual.

WRAP AROUND CARE: BREAKFAST & AFTER SCHOOL CLUB

Our breakfast club and after school club Is run by **SchoolFriend Clubs**; this is the same company who have run our after school club provision for many years.

To book a place for your child/children you need to first register with the company through their website. Once registered, you can then book places for the days that you need. **You will need to book by 8pm the day before you need a space AND you MUST pay for provision IN ADVANCE.**

Breakfast club opens at 7.30am until 8.35am when the children are escorted to school. After-school club runs from 3.15pm 5.55pm. Details of charges for the after-school club are available by contacting them or you can visit their website www.schoolfriendsclub.com for further information.

Tel: 0844 272 7158
Email: office@schoolfriendclub.com

HEALTH AND WELFARE

Key members of staff are qualified first aiders and will administer first aid for minor accidents in school. They will look after children who become ill at school until family members are contacted. Please make sure that we always have an up to date contact number so that we can reach you if your child is ill or has an accident.

We can only administer medicines in school which have been prescribed by a Doctor. If your child requires medication our welfare officer can administer it providing you sign a form giving authorisation. For example, occasionally,

children may be prescribed a course of antibiotics and be fit to return to school before the course is finished. The welfare officer can administer this if an authorisation form is signed. Medicines must be clearly labelled with your child's name, class and dosage and be kept with the welfare officer. We do not give non-prescribed medicines to children.

Allergy Awareness – Benedict's Law

At Oliver Goldsmith Primary, we are committed to providing a safe, inclusive, and welcoming environment for all our students, including those with severe allergies and at risk of anaphylaxis. While it is impossible to guarantee a completely allergen-free environment, we do all we can to minimise risks.

- **Individual Healthcare Plans (IHPs):** We work closely with parents and healthcare professionals to implement tailored IHPs and Allergy Action Plans for every student with a diagnosed allergy. This is also the same for Asthma.

- **Staff Training:** Staff receive annual training on allergy awareness and emergency response, which includes how to administer Adrenaline Auto-Injectors (AAIs) where necessary.
- **Emergency Medication:** The school keeps student-prescribed emergency medications in accessible, unlocked locations. We also have "spare" emergency adrenaline auto-injectors on-site as an additional safety measure.

- **Catering & Activities:** Our catering team works to ensure strict allergen compliance across school meals. Risk assessments for allergens are conducted for off-site trips, curriculum provision such as cooking and other special events as necessary.

- **Parental Responsibility:** We remind parents that they should notify the school immediately of any allergy diagnoses and provide prescribed, in-date emergency medications.

We ask all parents, students, and visitors to support our community by remaining vigilant. To safeguard vulnerable members of our community we discourage the sharing of food. Our full **Allergy Safety Policy** is available on our website; it aligns with the DfE's statutory requirements.

PERSONAL PROPERTY

The school does not accept responsibility for personal property or money lost on the school premises. If children need to bring money to school, such as for a school event or fair, this should be given to an adult straight away and not left in the cloakroom or children's trays.

Children should not bring toys or games to school as these often cause issues, especially with younger children. If the item is important to your child, please keep it safe at home.

We are a smart phone free school. Where children walk to and from school unaccompanied in Year 5 or Year 6, with permission, they are able to bring in a mobile phone but this must be a brick style phone – **please see our mobile**

phone policy for more details. Mobile phones are collected in and kept secure during the day; they are returned to children at 3.15pm.

Younger children do not need to bring a school bag at all, just their book bag. Please do not send children to school with expensive coats or school bags and make sure that all personal property is labelled.

LUNCH TIME

ALL children from Reception to Year 6 receive a **FREE** hot school meal every day due to the offer extended by the London Mayor.



Our current catering provider is The Lunchtime Company. Each day there are three menu choices for the children; menus run on a three-week rotation basis.
Key Information;

- All our meat is halal; we do not serve beef or pork.
- We have vegetarian options.
- The vegetarian option is suitable for children from our Swaminarayan community.
- The menu is egg free as far as possible.
- The Lunchtime Company accommodate dietary requirements, please contact us.
- Children have fresh bread daily.
- Children have access to a salad bar and a choice of healthy desserts.

If you prefer, you may give your child a packed lunch to bring to school. Packed lunch boxes should be clearly labelled. Please do not send in cold take aways such as fried chicken, sweets, chocolates, fizzy drinks or drinks in glass bottles. We ask that you send a healthy balanced packed lunch; if you send crisps, baked are better than fried!

Our catering suppliers do not use nuts in meals **and we ask that parents DO NOT send in nuts as part of packed lunches; we do have children with nut allergies.** Thank you for your understanding and support in keeping our children safe and well.

ADMISSIONS

RECEPTION TO YEAR 6

If you would like your child to be admitted to Oliver Goldsmith Primary School you need to make an application to the London Borough of Brent Schools Admissions Service. Applications for admission for all Brent community schools are coordinated centrally and places are allocated strictly according to Brent admissions criteria. Children are admitted into the Reception Class on the September after their fourth birthday. Parents have the right to appeal to the Local Education Authority if their child is not offered a place.

Once offered a place from the London Borough of Brent you will be sent an Oliver Goldsmith Admission form. This should be completed and returned to us promptly.

Children can be admitted to the school throughout the year if there are places available. The maximum number of children that we will take into any class is 30, unless a successful appeal increases this number.

NURSERY ADMISSIONS

If you would like your child to be admitted to the Nursery, you need to fill in an Oliver Goldsmith Nursery Application form and show your child's birth certificate and proof of address.

Children are admitted into Nursery in the September after their third birthday. We offer funded places for 15 hour and 30 hour provision. The deadline for applications for admission to our nursery to start in September is 15th January.

Please note that attendance in our Nursery **does not** guarantee admission into a reception class the following year

If you want to know more, please contact our school administrator.

IF YOU WANT TO KNOW MORE…

I hope you found our prospectus helpful. There is even more information on the school website. You can find it at the address below.

www.olivergoldsmith.brent.sch.uk

