



*Great expectations for all through
courage, respect and grace*



Parents' Handbook

Dear Parents

It is hoped this Parents' Handbook will provide you with most of the day to day information you may require in connection with your child's attendance at Oakley Church of England Junior School.

When your child has started here, you will be kept up-to-date with information via emails and regular school newsletters which are issued most Fridays via email. The newsletter is also available to view on the school website. The school website also provides quick and easy access to much information, including:

- news and events (including copies of newsletters)
- term and diary dates
- useful forms to download
- most relevant policies
- useful links
- celebration of children's achievements
- termly curriculum topics

Visit: www.oakleyjuniorschool.co.uk

If you have any other queries or concerns, please contact the school office on the number given below.

Yours sincerely

Sarah Hill
Headteacher

OAKLEY CHURCH OF ENGLAND JUNIOR SCHOOL

Oakley Lane

Oakley

Basingstoke

RG23 7JZ

Telephone: **01256 780433**

Mrs Sarah Hill : Headteacher

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THE SCHOOL DAY

SCHOOL HOURS

Morning session 8.55am – 12.00 noon

Afternoon session 1.00pm – 3.25pm

The **school day starts at 8.55 am** and you are requested to ensure that children are brought to school on time to minimise disruption in the classroom. Doors are open at 8.40am and we encourage all children to be in their classrooms at this time.

BRINGING AND COLLECTING YOUR CHILD FROM SCHOOL

For legal and safety reasons **the school cannot accept responsibility for children before 8.45am or after 3.35pm**

We request that your child isn't onsite prior to 8.45am unless attending a club.

Outside these times, the responsibility for children rests with parents.

Parents are not permitted to use the drive between 8.30am - 9.15 am and 3.00pm - 4.45pm and only in emergencies during the school day. The school's drive will be closed to all unauthorised vehicles during this time. A 5mph speed limit operates at all times. Children should not walk on the grass bank that borders the drive.

All children crossing Oakley Lane, including cyclists, should use the crossing patrol if available. If a crossing patrol is not available, during this period it becomes the responsibility of the parents to ensure safe crossing of their child. The School and Hampshire County Council have no legal requirement to provide a crossing patrol and no staff are legally allowed to undertake this task. When the crossing patrol is available, it will operate from 8.25am - 9.10am and 3.10pm – 3.50pm daily. (No cover operates at lunch time)

Parents are asked to park considerably well away from the sight lines of the school crossing patrol. Parking is available in the marked spaces outside the school gates. The police request that drivers reverse cars into parking spaces. It is an offence to park on the bus stop or to obstruct the crossing patrol. Please do not wait in the lay-by if all the places are full. Drivers are requested to use the lay-by one way system when leaving the car park to avoid congestion.

Park and Stride

We are aware that some of you have to come by car and we would like to encourage an initiative that gives you and your child the opportunity to walk a small way to school.

The 'Park and Stride' scheme allows you to park a short distance from the school in designated areas and then walk a safe route to the school. Please see the map at the back of this booklet showing Oakley divided into 5, 10 and 15 minute walking zones.

There are 2 roads where there is suitable space for parking, 'Kennet Way' and 'The Drive.'

*Inconsiderate parking creates dangers for our children and annoys local residents.
We ask all parents to only use cars if absolutely necessary.*

Going home arrangements

It is obviously important that children are aware of their going home arrangements before they are left at school in the morning. Where there is an unavoidable change to these arrangements, please endeavour to phone the school before the end of the lunchtime break (12.00-1.00pm) so that we can ensure the message is passed on.

Children who believe they are to be collected from school and are not met should go to the school office where arrangements will be made for them to return home safely.

School Transport

School transport may be available to children living within the school's designated catchment area and living in excess of the current acceptable walking distance. Please visit <https://www.hants.gov.uk/educationandlearning/schooltransport> for further details.

HEALTH AND SAFETY

Children must not leave the premises during scheduled school hours without prior arrangement. The boundaries around the school are made clear to the children. The unmarked "out of bounds" areas include: the Infant School, the drive, car parks, bicycle shed and various other parts of the grounds depending on the weather.

HEALTH AND MEDICAL ARRANGEMENTS

If your child is unwell, please do not send them to school. It is important to remember that contagious illness can spread rapidly in a school. If your child has been suffering from sickness and/ or diarrhoea, then they **must not** return to school until clear of symptoms for **48 hours**.

If your child becomes unwell during the school day, we will attempt to contact you as children are normally more comfortable at home. In the event of a minor injury, your child will be treated in school but, if a more serious injury occurs, the school will take whatever action it feels necessary and notify you as soon as possible. In the cases of children bumping their heads, when it is deemed not serious enough to contact you immediately, a note will be sent home to inform you of the injury and an email will be sent.

On admission, you are asked to complete a form giving details concerning your child and information on how you can be contacted in an emergency. Please ensure that if this information changes, you keep us informed by contacting the school office.

Medicines

The school will ensure all children with medical needs will be supported during their time at Oakley CE Junior School. A copy of the policy 'Supporting pupils at school with medical conditions' is available to view on the school website.

All medication must be signed in / out of the office by the parent / carer. The medication must be in the original bottle clearly labelled with the child's name. A parental agreement form must be

completed before any medication can be administered by the school. Non-prescription medication and prescribed medicine should not be carried by children.

Children who need inhalers are monitored by the school and their inhalers are kept in their classroom. If your child uses their inhaler during school hours, a letter will be sent home informing you of this usage each week.

Homely dosage of Calpol or Piriton

We keep a supply of each in school and occasionally it may be appropriate to administer a homely dose of Calpol or Piriton. Before any dosage is given the consent form must have been completed and we would always contact you by telephone beforehand.

Headlice

As a precaution, we ask you to check your child's hair regularly. Should you discover headlice, please treat the hair appropriately before returning your child to school. (Guidance on treatment can be obtained by visiting [http:// www.nhs.uk/Conditions/Head-lice/Pages/Treatment.aspx](http://www.nhs.uk/Conditions/Head-lice/Pages/Treatment.aspx).) If your child is found to have headlice whilst in school, we will contact you asking you to treat your child that evening.

CHANGE OF ADDRESS AND CONTACT DETAILS

Please keep us fully informed of any changes to address, telephone numbers and email address as it is important that we are able to contact you in case of an emergency. It is important for us to have both home and work numbers and it is also useful if you have family or friends who can be contacted if you are unobtainable.

CHILD PROTECTION

In order to promote the safety and protection of all children, the school shall refer any concerns about the well being of its pupils to the Children's Services Department.

Oakley Church of England Junior School is committed to safeguarding and promoting the welfare of children.

We aim to achieve this as follows:

- we ensure that all our staff recruitment and selection practices reflect our commitment to safeguarding children and comply with Hampshire County Council guidelines. All new appointees are subject to Criminal Records Bureau checks along with other relevant employment checks and child protection is incorporated into induction training
- for adults working with children that are not employed by the school or LA, we adhere to Hampshire County Council guidelines in respect of police and other relevant checks and safeguarding procedures
- we expect all adults to comply with the school's policies and procedures on child protection and safeguarding

ATTENDANCE

If your child is unable to attend school, it would be appreciated if you could contact the school to advise the reason for their absence, preferably by telephone, on that day before 9.15am. If no such phone call is received, parents will be contacted. If any parent has concerns about this issue, please contact the Headteacher.

Should you need to withdraw your child during school hours for personal or medical reasons, please notify the school by letter or telephone. A child's verbal message may be inaccurate and for obvious reasons is unacceptable.

In the interests of safety, children are not permitted to leave the school premises without supervision, so please collect them from the school reception. Children arriving late and leaving during the school day are required to sign in and out at reception.

Holidays during term time

From September 2015, all schools have been required to work with Hampshire County Council to take legal action if:

- Your child has unauthorised absence for 10 or more sessions.
- Your child is continually late to school and this lateness is unauthorised for 10 or more sessions.
- Your child has any unauthorised absence during any formal examinations, assessment or testing.

(Each school day is two sessions)

Further advice and guidance for parents / carers can be found on the HCC website

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

The school normally offers an extensive programme of activities with numerous sporting, music and other activities taking place throughout the year.

The choice of club varies from term to term and year to year. Clubs offered over the last few years include:

Netball, Lego, Athletics, Karate, Tae Kwon Do, Art, Magazine Club, Sing Star, Performing Arts, Choir, Gardening, Football, Rounders and Cricket.

Each term, you will be sent an online form with information about after school clubs and details of how to pay. All after school clubs must be paid in advance.

There will be no charge for clubs that run during the lunch period.

All after school clubs will finish at 4.30pm and it is the responsibility of parents to ensure the safety of their child on their journey home if the club takes place after school. We accept that on occasion, you may run into difficulties, if so please let us know at the earliest opportunity. Persistently (more than twice in a half term) not collecting your child within 10 minutes of the finish time may result in a charge of £10 per half hour.

Competitions, Matches and Performances

Numerous opportunities are available for children. If your child is selected to participate, you will be issued with details and a consent form to sign and return.

You are welcome to attend inter-school sports matches and competitions as the children really enjoy this support.

In addition, we often need assistance with transport, so volunteers of help with cars are always appreciated.

House System

The pupils are divided into four 'houses'; Stirling (blue), Arundel (red), Harlech (yellow) and Donegal (green). The house system is generally used for one-off activities, such as sports events and other competitions, although house points can be gained for polite manners and effort.

SCHOOL UNIFORM

School Uniform is one way in which a sense of pride and identity is encouraged. We recommend that the school colours of red and grey are worn and, judging from the appearance of children in school, most parents support this philosophy.

Items on the uniform list may be purchased from Skoolkit, Basingstoke, any chain store or hand made. Logo sweatshirts, polo-shirts and T-Shirts are only available from Skoolkit.

Nearly New Uniform Shop

There is a wide range of nearly new uniform available. Please contact via email juniornearlynew@gmail.com or OJSA Facebook page for details. Donations of good quality items are always appreciated and can be left at the school office.

Uniform:

Cherry red sweatshirt or cardigan, white shirt/blouse, grey trousers/skirt (denim jeans not allowed) sensible smart black shoes. Summer alternative - grey shorts, red/white gingham dress

PE Kit:

For all PE lessons, pupils must wear a red t-shirt, red shadow stripe or cotton sports shorts, red football socks and trainers. Suitable footwear such as football boots are required for activities on the field especially in the winter months. PE lessons in the hall are done in bare feet.

Jewellery and Valuables

The school cannot accept liability for loss or damage to jewellery or valuables and it is best if these items are not brought into school.

All uniform should be clearly named.

Lost Property

Over a period of a term, we often accumulate a great deal of unlabelled clothing. You are welcome to come and look for anything which may belong to your child. However, at the end of each term, we have no choice but to clear away and remove articles of clothing which have been left in lost property for some time. Children will be informed where lost property is stored and it will be displayed at regular intervals.

LUNCH TIME

Lunch break is between 12.00 noon and 1.00pm. Supervisory assistants provide supervision during the lunch break. Children may either have a meal prepared in the on-site kitchen or bring a packed lunch or go home. (Packed lunches should not include fizzy drinks or sweets and we are a completely nut free school).

Cooked meals are provided with a daily choice of menu. The cost for a school meal from June 2023 is £3.00.

Outstanding Meal Payments

If your child's school dinner money account gets low, a reminder will be sent to parents by email. Following Hampshire County Council regulations, cooked meals will be withdrawn after five days of non-payment. Should your child forget or mislay his/her packed lunch, we will attempt to contact parents. If this is not possible, cooked lunch will be provided and parents will be asked to meet the cost.

Free School Meals

Free school meals are available to children whose parents are in receipt of Universal Credit, Income Support or on income based Jobseeker's Allowance. Details are available from the school office or by visiting <https://www.cloudforedu.org.uk/ofsm/hants/>.

PAYMENTS TO SCHOOL

You are requested to follow the procedures below when sending payments into school (eg dinner money, music tuition, trips, etc.)

Online payments are available and preferred. A letter with your user name, password and instructions will be sent home during your child's first weeks at school. Your child will still be able to order a lunch during this period. Lunches are ordered each day by your child during registration. **Please do not worry about payments until you have received your online username and password.**

If you wish to pay by cheque, please make these payable to Hampshire County Council. Cheques should be sent in a clearly marked, sealed envelope and should be handed by your child to the class teacher at registration on a **Monday** or **Friday** only please. Cash payments over £10 must be made at the school office on a **Monday** or **Friday** only please.

CURRICULUM

Throughout the school, we provide a broad and balanced curriculum for all our pupils. Children are encouraged to work both individually and in groups to foster their initiative and creativity as well as their organisational and co-operative skills. Our curriculum aims to develop our pupil's confidence, curiosity and care so that they explore, aspire and achieve.

A list of the curriculum topics covered each term can be found on the school website

<http://oakleyjuniorschool.co.uk/curriculum/>

GENERAL BEHAVIOUR

The staff have high expectations of the kind of behaviour which is acceptable in school. Pupils are encouraged to be polite, caring and respectful of others and their property. We expect parents to support the school in achieving these high expectations. While parents are encouraged to discuss any concerns with the class teacher, the Headteacher is always willing to meet parents. Parents should feel free to consult teachers on any matter which might be of concern.

Please see our Behaviour Policy on the school website for more details.

Under all circumstances, staff will exercise the kind of control over pupils that would be exercised by caring, responsible parents. On rare occasions however, in cases of a more serious nature, the staff may contact the parents so that they can meet and discuss a joint course of action to be taken with a particular pupil. As parents, you are also very welcome to speak to any member of staff about a problem which you may identify. We believe that only by working in partnership can any serious problems be overcome.

RELIGIOUS EDUCATION

Religious Education in school is in accordance with the Hampshire Agreed Syllabus, which is non-denominational in character and in which the Diocese played a full part. The aim of the syllabus is to foster in pupils a reflective approach to living and to enable and enrich this process through the study of living faiths. We acknowledge the fact that religious traditions in Great Britain are in the main Christian and take into account the other principal religions represented in the country.

Parents have the right to withdraw their child from Religious Education and alternative provision will be made for these pupils

COLLECTIVE WORSHIP

As Oakley was founded by the Church of England, our assemblies and daily acts of collective worship have a strong Christian content. The subject of assemblies is wide and varied, and may include the involvement of our children and the wider community. Bible stories may be regularly included. Regular assemblies are held to celebrate individual and collective achievements. Individual classes organise their own assemblies to which parents are invited.

Parents have the right to withdraw their child from Collective Worship and alternative provision will be made for these pupils

SEX AND RELATIONSHIPS EDUCATION

Sex education is included within a carefully planned programme as part of the broad spectrum of personal and social education. It is considered to be a commitment shared by home and school in the context of moral considerations and the value of family life. Human reproduction is taught as part of a topic in Year 6. Parents have the right to withdraw their child from sex education

CHARGING FOR ACTIVITIES

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, visits and residential experiences can make towards children's personal and social education. Set out below is the school's policy with regard to charging for these activities, which is in line with current DFE legislation.

CHARGES

Charges will be made for the following activities:

- Board and Lodging for residential visits e.g. Stubbington
- Transport and all costs associated with educational visits out of school hours
- Music Tuition
- Any materials, books, instruments or equipment where the child/parent wishes to own them. This may include activities in school where the child would like to take home the finished product, e.g. food technology or buggies.
- Transport and materials for club activities
- Loss or misuse of school property

VOLUNTARY CONTRIBUTIONS

In line with current legislation, the school requests voluntary contributions from parents to help meet costs of the following:

- Transport and all costs associated with residential visits (except board and lodging which is chargeable)
- Transport and all costs associated with educational visits during school hours
- Educational activities
- Consumable items

Parents facing difficulty in meeting requests for voluntary contributions are invited to speak with the Headteacher.

MUSIC

Charges will be made for group music tuition. In the 2023/2024 school year this will be £249 per year for all instruments (except recorder); recorder tuition will be £75.00

REMISSIONS

Charges

Remission of charges, in whole or in part, will be made to families who can show that they are in receipt of qualifying benefits (details from the office).

SCHOOL VISITS

Day visits are offered throughout the school to support the curriculum and a residential visit is currently offered to Year 6 children. Additionally, music and drama groups visit school to enhance the curriculum in a number of areas.

In all offsite activities, the safety of the children is paramount. For each visit, a risk assessment is carried out and individual cases will be treated accordingly. There will be some situations where it may be decided a trip is unsuitable for some children.

Parents will be asked to sign a permission form for local visits around the village during their time at the school when they join.

HOME/SCHOOL LIAISON

We firmly believe education is a three way partnership between child, parents and school. For this partnership to be maintained, it is essential for all three to work together.

The School has an “open door” policy to parents. You are welcome at any time and teachers actively encourage parental help in the classroom. If you are able to help in any way, (reading and art and craft are just a few examples), please contact your child’s teacher. All adults that regularly help in school will be subject to a police check to ensure the safety of the children. An “open door” policy does have disadvantages in that the person you wish to see may not always be available. Before and after school, teachers may be involved in meetings, clubs or classroom preparation. However, every effort will be made to accommodate you. If you wish to talk at length, it is probably best to make a mutually agreed appointment with your child’s teacher.

Parents’ evenings take place in the Autumn and Spring terms after 3.25pm. Appointments will be made through an online booking system. If you are unable to attend at the given times, other times will be offered. Written reports are issued to parents during the summer term.

HOME LEARNING OPPORTUNITIES / ONLINE LEARNING

If children work hard at school, enjoy a range of recreational activities at home then get a good night's sleep, they will come back in the morning ready and keen to work. However, we do set a limited amount of homework which includes encouraging children to read as much as possible, learnt times tables, undertake a maths task, learn spellings and complete small tasks in connection with topic work. Reading to parents, being read to by parents and discussion about literature are extremely worthwhile educational activities. Work is set on our online learning platform. A password and instructions on how to access the site will be issued to the children and explained via a letter to parents after the children have started.

MUSIC TUITION

Group instrumental teaching is offered annually to children. Hampshire Music Service provides the tuition and present options include:

Woodwind (Flute, Clarinet, Saxophone) Keyboard, Strings (Violin, Cello, Double Bass)
Brass, Guitar (*all subject to demand*)

A commitment by parents is required for their child to be able to undertake the learning of an instrument from the following September. Parents are required to provide the instrument, music and tuition costs. Tuition costs are currently £249 per year. Recorder club may be available according to demand. Recorder tuition costs are approximately £75 per year.

Instruments and sheet music are to be provided by parents unless agreed otherwise with the school. If you have indicated that you wish to borrow an instrument, it is now possible to hire instruments from Hampshire Music Service. Please visit <http://www3.hants.gov.uk/education/hms> for more information.

The commitment for music tuition is for the whole amount.

Please think carefully about the commitment of paying for music tuition. The school has to make a financial commitment each year to Hampshire Music Service. Therefore, we cannot agree to refund any paid monies or to give a discount if your child no longer wishes to carry on at any time during the year.

Although there are 39 potential teaching weeks, it is inevitable that some lessons will be missed. We therefore ask parents to pay for the equivalent of approximately 33 lessons and the school subsidizes the rest.

OAKLEY JUNIOR SCHOOL ASSOCIATION (OJSA)

The OJSA is an extremely active and supportive parent/staff association. The OJSA organise many activities throughout the year and raise money for the children. The association also provides important links between home, school and community. All parents are welcome to join the OJSA. If you are interested in joining, please contact the school office for further details or visit <http://oakleyjuniorschool.co.uk/o-j-s-a-2/> on the school website.

INSURANCE

It is the responsibility of parents to ensure valuable articles have insurance cover, e.g. musical instruments. etc.

Loss or damage of any child's possession is not insured by school

(Further information regarding the County's Insurance Policy can be found on the Hampshire website.)

COMPLAINTS

Our aim is to offer your child the best education possible. Occasionally, there may be misunderstandings or problems that need to be resolved. Most complaints can be sorted out quickly by speaking to your child's class teacher or the Headteacher. If you feel you have been unable to resolve the matter, you can refer to the school's Complaints Policy for guidance and what you can do next. A copy of this document is available from the school office or by visiting <http://oakleyjuniorschool.co.uk/school-policies/> on the school website.

ACCESS TO DOCUMENTARY INFORMATION

National Curriculum Guidelines, the school's overview of the curriculum and school policy documents are held in school. As parents, you are most welcome to come in and read them. Some prior notification would be helpful if you wish to view a document.

Privacy Notice – General Data Protection Regulation

The Data Protection Officer for Oakley Church of England Junior School is the School Business Manager, Tracey Wood. We collect information from you and may receive information about your child from their previous school or Hampshire County Council. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on progress

- Provide appropriate pastoral care
- Assess how well our school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We follow the Hampshire Children's Trust policy on Information Sharing & Confidentiality which can be viewed at http://www3.hants.gov.uk/information_sharing_policy_2009_-_trust_version.pdf

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

We also have local arrangements in place where the school exchanges information with appropriate agencies.

If you want to see a copy of the information we hold and share about you, please contact the school office.

THE STAFF (from September 2023)

Headteacher: Mrs Sarah Hill

SEND Co-ordinator: Mrs Hannah Shrewsbury

Teaching Staff:

Mrs Sarah Badham
Mrs Lisa Bracken
Mrs Sophie Chan
Mrs Sarah Garside
Mrs Piia Langfeld
Mrs Sue Newell
Mrs Rebecca Podevin
Mrs Amy Prentice
Miss Alisha Rahman
Mrs Amy Semple
Miss Keren Silcox (Maternity Leave)
Mrs Naomi Swarder

Learning Support Assistants:

Mrs Lindsay Bristow
Mrs Joanne De Vos (HLTA)
Mrs Jo Jesshope
Mrs Sarah McCaffery (ELSA)
Mrs Julie Moore (ELSA & HTLA)
Mrs Beth Percy
Mrs Lara Smallman
Mrs Stacey Theodore
Mrs Emma Saint

School Office

Mrs Tracey Wood – Business Manager / Data Protection Officer
Mrs Donna Greenwood – Administration Officer
Mrs Natalie Bettsworth – Administration Assistant

Site:

Mr Roy Lilly - Caretaker

Midday Supervisors

Mrs Danielle Cuthbert
Mrs Jo De Vos
Mrs Sarah McCaffery
Mrs Debbie Shadwell
Mrs Emma Saint
Mrs Karen Stokes (Supervisor)

GOVERNING BODY

Name	Category	Term of Office End Date	Governor Responsibility	Pecuniary /Business Interest	Details of Other Education Establishments they Govern
David Sims	LA Governor	02/09/2025	<ul style="list-style-type: none"> Chair of Governors 	None	None
Richard Cripps	Foundation Governor	04/12/2026	<ul style="list-style-type: none"> Member of Curriculum and Standards Committee SEND Governor 	None	None
Revd Ben Kautzer	Foundation Governor	-	<ul style="list-style-type: none"> Head of Appeals Committee 	None	None
Vacancy	Parent Governor				
Vacancy	Parent Governor				
Janet Cullinane	Co-Opted Governor	14/09/2025	<ul style="list-style-type: none"> Resources Committee Chair Safeguarding Governor 	None	None
Claire Rosevear	Co-Opted Governor	21/11/2025	<ul style="list-style-type: none"> Vice Chair Chair of Curriculum and Standards Committee Pupil Premium Governor 	None	None
Allan Gillings	Co-Opted Governor	31/08/2026	<ul style="list-style-type: none"> Member of Resources Committee Governor Training Health and Safety Governor 	None	None
Janet Green	Co-Opted Governor	20/11/2026	<ul style="list-style-type: none"> Member of the Curriculum & Standards Committee 	None	None
Sarah Hill	Headteacher			None	None
Amy Richards	Staff Governor	13/03/2026	<ul style="list-style-type: none"> Member of Curriculum and Standards Committee 	None	None
Tracey Wood	Clerk & Business Manager		<ul style="list-style-type: none"> Clerk Resources 	None	None

