



# Oaklands School

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## HEADMISTRESS

MRS CHERYL MACNAIR B.A. (HONS), PGCE

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3 September 2014

Dear Parents

The holidays are over and we begin a new academic year!

I would like to welcome back familiar faces and extend a very warm welcome to our new pupils and families. Oaklands prides itself on having a very friendly atmosphere and I have no doubt that new children will settle quickly and become part of the Oaklands community. We have many new children joining us in the younger years; in Lower Kindergarten, Garden Room and Transition. If you are worried when leaving your child and he/she does not seem to settle as quickly as you might wish, please do not hesitate to contact the School Office later in the day. The office staff will check with your child's keyworker/teacher that all is well and call you back.

We continue to improve and update our facilities and this summer has been no exception. Our summer holiday clubs programme proved extremely popular this year. The Multi-sports Clubs, both here and at Coopersale Hall School, were once again enjoyed by the children. In addition, a Drama Club and Early Years Club were introduced and were so well received that we will be expanding our provision next Easter and Summer. We will write with more details nearer the time.

The maintenance team have been very busy during the break. Our newly-renovated office looks fantastic and provides a welcoming area to visitors combined with an efficient working space for our office ladies. We have moved some of our classrooms around and given them a 'facelift' with decoration and new carpets. The teachers are delighted with the improvements and there have been many positive comments from pupils and parents already this morning.

From September, our Early Years Staff will be recording the children's development electronically and we envisage that this, together with our regular formal and informal conversations, will enable us to improve our assessment procedures and enable us to plan more effectively for each individual need.

As well as many new pupils, we have four new members of staff starting with us. Mrs Diane Read joins the School Office and replaces Michelle Cook, who left at the end of the Summer Term. Amongst her many responsibilities, she is the member of the office team to contact regarding queries relating to extra-curricular clubs. Mrs Sana Ahmed and Ms Jane Harvey join the Transition team. Mrs Ahmed is working with Mrs Christofi in 'Woodpeckers' and Ms Harvey with Miss Bond in 'Robins'. Mrs Karen Myers also joins the learning support team and is working with Ms Zaidi in Year 4. These are all experienced staff and we wish them well at Oaklands.

Over the next fortnight our brand new website will go live, so do take a look as it will be packed with news and information that will be of interest. In an exciting development we will be launching an App to 'push' news, important dates and messages to your mobile 'phones, tablets or computers. Watch this space...

## REMINDERS

### The School Day

Doors to the school open at 8.30am. Registration is at 8.45am for Transition to Year 6 and at 8.55am for Lower Kindergarten and Garden Room. Morning sessions in Lower Kindergarten and Garden Room finish at 12pm and whole day sessions at 3pm. Transition pupils finish at 3pm; Year 1 at 3.10pm; Year 2 at 3.15pm and Year 3 to 6 at 3.30pm.

## Attendance

Remember to let your child's keyworker or class teacher know if your child is not attending for any reason by emailing them directly or telephoning/emailing the School Office. Please be aware that children in Transition (Reception) upwards are of compulsory school age and the law in England and Wales states that schools are only allowed to permit term time holidays in exceptional circumstances. If you do need to apply for leave of absence during term time, please collect the appropriate form from the School Office.

## Breakfast Club and Teatime Club

The school day can be extended by children attending Breakfast Club (7.45am to 8.30am) and Teatime Club (3pm to 6pm). These clubs are extremely popular, so please book in advance by contacting Mrs Neil (Breakfast Club) and Miss Moore (Teatime Club) via the School Office (email [info@oaklandsschool.co.uk](mailto:info@oaklandsschool.co.uk)).

## Parking

We do not have a school car park and we rely very much on parents following road safety guidelines and procedures. **Please do not park on the zigzag lines outside the main gate or block driveways. Please be considerate of our neighbours.** We ask that you park in the side roads on the other side of the High Road and cross the road with Andy, our lollipop man. In the mornings, for the older children (Y1 to Y6), you might like to take advantage of our 'drop and go' system. We operate an unofficial one-way system by driving up Warren Hill/Upper Park, along Nursery Road and down Albion Hill. Ed, our caretaker, is always at the main gate ready to receive the children. He will ensure that the children are safely on the premises and you do not need to park. In this way we can try to keep the traffic flowing at our peak morning times.

## Uniform

The children should be wearing **summer uniform** until the October half term break. This means summer dresses for girls and short trousers for boys. Girls' hairbands should be discreet and in the correct green colours. Please check the website and class handbooks for further details.

## HOME/SCHOOL LINKS

### Parent/School communication

We value the excellent range of communication links we have between school and home. As well as the day-to-day informal conversations between you and your child's keyworker/teacher, I am happy to chat and meet with you informally or formally. I am usually available first thing in the morning or by appointment via the School Office. We also encourage parents to make use of our email facility – please see the staff list on our website for links. Other important forms of communication include:

- Groupcall – text messages
- Parent Portals
- Formal parents' evenings
- Pupil reports

### Parent Portals

The School Office will contact new parents this week with information about how to access the Parent Portals. The email will contain your username and password details. Please email [support@oaktreeschools.co.uk](mailto:support@oaktreeschools.co.uk) if you need any assistance and our team will be happy to help. Your Parent Portal will contain your child's class booklet, timetable and Autumn Term curriculum overview. Your child's school report will appear on the Portal in December and in July. Please check your portal regularly as this is an important form of our parent/school communication.

### Contact Details

Please let us know as soon as possible if any of your contact details have changed over the summer. This includes your address, telephone numbers, emergency contact details, any changes to your child's health or any other changes of which we should be aware. You can check the information we hold on your Parent Portal.

## Parents' Evenings

On Tuesday 14 and Wednesday 15 October there will be formal interviews with parents and keyworkers/class teachers. Further details will follow.

## Reports

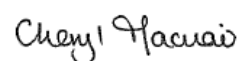
Each child will receive a school report at the end of the Autumn Term (8 December), which will be securely published on your Parent Portal.

If you have any questions or concerns, please do not hesitate to contact your child's keyworker or class teacher or make an appointment via the School Office.

I look forward to welcoming you to school in the mornings and meeting you at the various events during the term.

Kind regards

Yours sincerely



Cheryl Macnair  
Headmistress

## FORTHCOMING EVENTS

DATE	TIME	CLASS	EVENT
Mon 8 Sept			Extra-curricular clubs start
Wed 10 Sept		3, 4, 5	Swimming lessons start
Thurs 18 Sept	8.30am – 8.45am in School hall	Y2	Year 2 Parents briefing
Thurs 18 Sept to Fri 19 Sept		Y3	Oak-Tree Adventure Camp
w/c Mon 22 Sept		all	Harvest Festival
Thurs 25 Sept		Y6	BMX at Olympic Park tbc
Fri 26 Sept		Y5	BMX at Olympic Park tbc
Fri 26 Sept	am in Studio	all	OPA 'Cancer Macmillan Coffee Morning' tbc
Mon 29	6pm – 7pm	Transition	Read, Write, Inc Information Evening for Transition parents



**OAK-TREE SCHOOLS** is the group name of:

COOPERSALE HALL SCHOOL, EPPING OAKLANDS SCHOOL, LOUGHTON NORMANHURST SCHOOL, NORTH CHINGFORD  
ADMINISTRATIVE/ACCOUNTS ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A.(HONS), M.ED., PGCE SCHOOLS PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON) MRS. ANN HAGGER CERT. ED.

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