



Oaklands School

8 Albion Hill, Loughton
Essex IG10 4RA

Tel: 020 8508 3517
Fax: 020 8508 4454

HEADMISTRESS

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

E-mail: info@oaklandsschool.co.uk
Website: www.oaklandsschool.co.uk

3 September 2015

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 when you have left the premises. The Office staff will check that all is well and give you a call back.

Our summer holiday clubs programme proved extremely popular this year. The multi skills, drama and Early Years clubs and 'Achievement Week' were very well supported and enjoyed by the children. New children joining the Early Years this September found them an excellent way of becoming familiar with the site and a super introduction to the school in a very informal way.

Staffing

As well new pupils, we have three new members of staff. Mrs Potts is our new Head of Early Years and will also be teaching 'Owl' class. Miss Holman is our Year 5 class teacher and Assistant Head (Teaching, Learning and Assessment) and Miss Creedon our Year 3 class teacher. Mrs Bhachu moves from Woodpecker class to support Year 4 and Mrs Michaels from Lower Kindergarten to support Mrs Christofi.

Oak-Tree Group of Schools

Parents will also have received a letter from Mr Hagger, the Managing Principal of The Oak-Tree Group, sharing the exciting news that a fourth school now joins us. Braeside School becomes part of the family and there will be a number of opportunities for staff and pupils to work collaboratively across the schools, as we do with Normanhurst and Coopersale Hall Schools currently.

The School Day

Doors to school open at 8.30am. Registration for Transition to Year 6 is at 8.45am and at 8.55am for Lower Kindergarten and Garden Room children. Morning sessions for the younger children (LK and GR) finish at 12 noon 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 the School office. Please be aware that children in Transition (Reception) upwards are of compulsory school age and the law states that schools in England and Wales 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

Breakfast Club has extended its time by 15 minutes and now runs from 7.30am to 8.30am. Teatime Club hours remain the same i.e. 3pm to 6pm. These clubs are extremely popular, so please book well in advance by contacting Mrs Neil (Breakfast Club) and Miss Moore (Teatime Club) via the School office or download a booking form from the school website.

cont/...

Parking

Unfortunately 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 our lollipop person. In the mornings, for the older children (Years 1 to 6), you might like to take advantage of our 'drop and go' system. We operate an unofficial one-way system by driving up Warren Hill, along Nursery Road and down Albion Hill. Ed, our caretaker, is 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 up. In this way we can try to keep the traffic flowing at our peak morning times.

Parent/School communication

We value the communication links we have between school and home. As well as the day-to-day informal conversations between you and your child's keyworker and/or teachers, I am happy to chat and meet with you. 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 website for links.

Parent Portals and contact information

The school office will contact new parents this week with information about how to access the parent portal. The email will contain your username and password details. If there are any difficulties please contact the school office.

I would urge all parents (new and current) to please log onto your parent portal to check the contact information and medical details we have for your child are correct. Please inform the office of any changes required.

On the parent portal you also will find a copy of the Parents' Handbook 2015-16, your child's class handbook, timetable and Autumn Term curriculum overview. Please check your portals regularly as this is an important form of parent/school communication. Your child's Autumn Term report will appear on the portal on Monday 7 December 2015.

Parents' Evenings

On Tuesday 13 and Wednesday 14 October, there are formal interviews with parents and class teachers for pupils in Transition to Year 6. Further details to follow.

Dates

The following list provides an update of events planned for the term:

Monday 7 September	Extra Curricular Clubs start
Wednesday 9 September	Y3 + Y5 Swimming starts
	OPA Recycled uniform sale in the Science room from 2.30pm
Thursday 17 – Friday 18 September	Y3 Oak-Tree Adventure Camp
Wednesday 23 September	Y4 Harlow Activity Centre 8.15am – 3.30pm
Sunday 27 September	Copped Hall Cross Country run
Monday 28 September	TR RWInc Information Evening tbc
Wednesday 30 September	Harvest Festival Christian Drama tbc
Thursday 1 October	Claybury Park Cross Country 3.30pm
Thursday 8 October	Open Morning 9.15am – 11.15am
	Claybury Park Cross Country 3.30pm
Friday 9 October	Y2 Trip to St Paul's Cathedral 9.15am – 3pm (approx)
Tuesday 13 October	TR – Y6 Parents' Evening - from 3.30pm
Wednesday 14 October	Y6 St Edmund's School "Taster Day"
	TR – Y6 Parents' Evening - from 3.30pm
Thursday 15 October	Claybury Park Cross Country 3.30pm
HALF TERM – MONDAY 19 TO FRIDAY 30 OCTOBER	

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.

With kind regards

Yours sincerely

Cheryl Macnair

Cheryl Macnair
Headmistress

