



Oaklands School

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HEADMISTRESS

MRS SUE BELEJ B.A. (JNT HONS), CERT.ED.

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7 September 2016

Dear Parents

I hope that you enjoyed a relaxing summer break with your families.

I would like to welcome back familiar faces and extend a 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 or later in the morning. The Office staff will check that all is well and give you a call back.

New pupils joining us from Transition to Year 6 will have a 'buddy' to help them settle in and the class teachers are always available every afternoon for a brief chat when they bring the children out to meet you. As you bring your child to the classroom in the morning, you will quickly become familiar with their class teacher and routine. If you have any questions please feel free to email or speak to your child's class teacher; I am sure we will be able to help the transition run smoothly and we are very much looking forward to getting to know you over the course of the coming year.

Summer holiday work

The maintenance teams across the Oak-Tree Group have been very busy this holiday across the four schools. At Oaklands, there have been a number of improvements and developments. The wall between the end two classrooms of the middle corridor in the main school building has been moved to make two, more equal working environments for the children. Several classrooms have new furniture and fittings. The basement classroom has been completely renovated with new lighting, fittings, carpet and decoration. Garden Room 1 has been converted into our new Science room with storage sheds built outside for the resources. The Senior Leadership Team have a newly fitted office at the top of the school.

Staffing

We welcome a number of excellent new teachers to Oaklands this term, many of whom parents met at the 'Meet the teacher' day in July. Miss Jansen van Rensburg is our Year 6 teacher and Deputy Head, Mrs Leighton is our Year 4 teacher, Miss Gardner is one of our Year 3 teachers, Miss James is one of our Year 2 teachers and Miss Higgins and Miss Johnston are our Year 1 teachers. Mr Paine joins our team of specialist teachers as PE Coordinator and Mrs Wiseman is our SENDCo.

As the newly appointed Headmistress of Oaklands School, it is exciting to be establishing and developing a new team to lead Oaklands forward in the forthcoming years.

The School Day

Doors to the school open at 8.30am. Registration for Transition to Year 6 is at 8.45am and at 8.50am 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 and Year 2 at 3.15pm and Year 3 to Year 6 at 3.30pm.

Pupil Absences from School

If your child is unwell and unable to attend school, please telephone the School Office to report the absence and the reason to a member of the Office team.

Try to book medical and dental appointments out of school time whenever possible; if this is not possible, please notify the school well in advance with the appointment details by phone, email or letter.

Children are compulsory school age from Transition (Reception) and should be in school every day. Any absence has to be authorised by the school, whatever the reason. Absences because your child is ill need to be confirmed by email or letter.

Requests for absence during term time for other reasons can only be approved in exceptional circumstances. If you wish to request time out of school for such a reason, please contact the School Office who will give you a 'Request for absence' form which should be completed and returned to them; I will then confirm whether the absence is authorised or unauthorised.

Breakfast Club and Teatime Club

Breakfast Club runs from 7.30am to 8.30am. Teatime Club hours run from 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.

Extracurricular clubs

The programme of extracurricular clubs will start in full on Monday 12 September. If you have any queries regarding the club/s your child is attending, please see or contact Diane in the School Office.

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 school gate or block driveways. Please be considerate of our neighbours at all times.** We ask that you park in the side roads on the other side of the High Street and cross the road with our lollipop person. We operate an unofficial one-way system by driving up Warren Hill, along Nursery Road and down Albion Hill. A member of our maintenance team is positioned outside the Oak House car park so it is possible for you to 'drop off' your child (Years 1 to 6) and see them safely enter the school site. 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 use our email facility- please see the website for details.

If you send an email to your child's keyworker/class teacher, please be aware that they will always endeavour to reply to your message at lunchtime or at the end of the school day. It is often difficult to reply to messages first thing in the morning as they are busy preparing their classroom for the day ahead.

Parent Portals and contact information

New parents should already have received 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 immediately of any changes required.

On the parent portal you will also find a copy of the Parents' Handbook for 2016-2017, 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 12 December 2016.

Parents' Evenings

On Wednesday 19 and Thursday 20 October, there are formal interviews with parents and class teachers for pupils in Transitions to Year 6. Further details to follow.

Dates

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

Monday 12 September	All Clubs start
Wednesday 14 September	Y3 + Y5 Swimming begins
Tuesday 20 September	TR Parents RWInc Info Evening 6pm – 7pm
Thursday 22 – Friday 23 September	Oak-Tree Adventure Camp
Monday 26 September	Y4 Harlow Activity Centre 8.15am – 3.45pm
Tuesday 27 September	GR 'Ready to Read' for Parents in Studio 9am
Wednesday 28 September	Harvest Festival with Tony Miller
Thursday 29 September	Y6 St Edmund's School "Taster Day"
Thursday 6 October	Open Morning 9.15am – 11.15am
Thursday 13 October	KS1 + KS2 Quantum Theatre Maths Show tbc
Friday 14 October	Y6 Epping Forest District Museum 9.15am
Wednesday 19 October	TR – Y6 Parents Evenings 3.30pm – 7pm
Thursday 20 October	TR – Y6 Parents Evenings 3.30pm – 7pm

As the new Headmistress, I look forward to working together with you during the forthcoming academic school year. I hope too, that your children are excited about the challenges and opportunities that they will experience at Oaklands.

The Senior Leadership Team, your child's keyworker/class teacher or I are always very happy to discuss any questions or concerns that may arise, so please email or contact the School Office if you would like to meet with us.

With kind regards

Yours sincerely



Sue Belej
Headmistress



OAK-TREE SCHOOLS is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON

HEAD OFFICE ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

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

Oaklands School is the trading name of Oaklands School Ltd; registered in England at 6 Albion Hill, Loughton, Essex IG10 4RA; company number 3654053

