



Oaklands School

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HEADMISTRESS

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4 September 2017

Dear Parents

I hope that you had a very enjoyable summer break with your families.

I am looking forward to seeing all the pupils as they return to Oaklands this week, or start with us for the very first time. Oaklands prides itself on being a warm and very friendly environment, so I have no doubt that new children will settle quickly and become part of the Oaklands community. We are here to help you and your child's school experience to be a rewarding and pleasurable one.

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 or keyworker; 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.

Staffing

A warm welcome also to our new members of staff. Miss Joanne Lawrence joins the Early Years Foundation Stage team as Transition Woodpeckers teacher. Mrs Natasha Refalo and Mrs Justine Davey join the Learning Support team in Key Stage 1 and Key Stage 2 respectively. We wish them a happy and fulfilling time at Oaklands.

Karate Club

We said goodbye to our Karate coach, Miss Ashley Ogbekene at the end of the summer term as she decided to pursue a different career path. We welcome Mr Nick Karanicholas as our new karate coach. Mr Karanicholas is a very experienced coach, who gained his black belt when he was eleven years old and was the National Champion six times. Five years ago, Mr Karanicholas won a bronze medal at the World Championships. I am sure all the pupils attending Karate Club will continue to make excellent progress under Mr Karanicholas's expert guidance.

Summer holiday work

The maintenance teams across the Oak-Tree Group have been very busy this holiday in the four schools. At Oaklands, our maintenance team have been hard at work refreshing many parts of the school buildings. Many areas have been repainted including the entrance foyer, stairwells, corridors, Transition toilets, Y5 classroom and the Science room.

Holiday activities

Over the summer break many of our pupils have made use of the holiday activity courses held at Coopersale Hall School and here at Oaklands. These included Multi-sports, Drama and Early Years activities. The courses were very well attended and the pupils had great fun!

Admissions Policy

We have recently updated our Admissions policy which is, as always, available for reading on the school website. For those of you with pre-school children, please ensure that you familiarise yourself with the following section about 'Siblings.'

'We aim to give the siblings of current pupils at Oaklands priority when considering children applying to join the school from outside. However, admission is not necessarily automatic and siblings are still subject to the school's admissions procedures when applying for all year groups.'

The deadline by which time siblings must be registered to join Oaklands in September 2018 is Monday 9 October 2017. We will not be able guarantee siblings priority consideration if applications are made after this time as the process will have started for those who have already registered to enter the school from outside.'

Reminders

Arrival:

As you know children can attend Breakfast Club from 7.30am, otherwise children should be at school by 8.45am for registration. Any child arriving after this time should be taken to the office and signed in. The office will notify the class teacher. The school doors to all areas of the school open at 8.30am and all teachers set early morning activities (EYFS) or early morning tasks (KS1&2) for the pupils.

End of the school day:

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.

Absence

Parents are asked to notify the office of any absence either by telephoning, via the portal or via email by 9am. Please note that children in Transition to Year 6 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. 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.

I know how difficult it is to get dentist/doctor appointments, but please do try to book these out of school time wherever possible to minimise disruption to your child's education.

Breakfast and Teatime Clubs

Teatime Club runs from 3pm to 6pm for children aged 3 years and above. Both Breakfast and Teatime Clubs are run by school staff and the children are given food and suitable activities. Please contact the office if you wish to use either Breakfast and/or Teatime Club facilities.

Supervision

When you have collected your children at the end of the day, and in particular the younger children, please do not allow them to access the adventure playground or field, climb the fences or walls or access the car park in front of Oak House. This also applies to those of you who collect your children from Tea Time Club. Thank you.

Uniform

Summer uniform must be worn until the October half term when we change into winter uniform until the beginning of the summer term, 2018. Please ensure that all items are clearly named. Please check the uniform list on our website if you need further details.

Extra-Curricular Activities

All clubs begin from Wednesday 6 September. We have an extensive programme of clubs and activities, many of which take place after school. Please contact the office if you need further details regarding availability. A complete list of activities may be found on the website. If you have any queries regarding the club/s your child is attending, please see or contact Diane in the School Office.

Parents' Association

The Oaklands Parents Association work extremely hard to organise events and to enhance the children's experiences in school. If you would like to join the team then please contact the Chair, Mrs Mandy Alderslade, via the office. We are grateful for as much support as possible. Mrs M Alderslade and the Deputy Chair, Mrs T Martin are stepping down this term so we are in need of some 'new blood and enthusiasm' to lead and join the OPA.

Coffee Mornings

Once again, Mr Hagger and I will be meeting with parents informally year group by year group from the week after the October half term to discuss all aspects of school life. The dates are published below, but we will write to you the week before with all 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 encourage parents to make use of our email facility – please see the staff list on our website for the links. 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.

We will text you via our 'Groupcall' texting facility and we tweet news highlights several times each week!

Parent Portals:

The 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 if you need any assistance and our team will be happy to help. Your Parent Portal will contain much information, including the Parent's Handbook, your child's class booklet, timetable and Autumn Term overview. Please check your portal regularly as this is an important form of our parent/school communication. You should receive an email when new information has been uploaded.

Website and App:

Don't forget that you can access much information from our website that is updated regularly as well as our most informative app.

Contact Details and Medical Information:

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 current information we hold on your Parent Portal.

Long term medication

If your child requires the school to store and when needed, administer long term medication, please download and complete the appropriate forms. These forms and the labelled medication should be given to the office staff on the first day of term. Thank you.

Complaints:

Communication and Concerns

We have an open door policy and take pride in our excellent communication with parents. We take seriously any concerns that you may raise, which are normally resolved informally through constructive discussions. You might be interested to know that last academic year we did not receive any official complaints.

Your suggestions and comments are always welcome, and we do appreciate the chance to work with you for the benefit of the children.

Reports

We send written reports to parents at the end of the Autumn Term for all EYFS, KS1 and KS2 pupils.

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 Carter (Teatime Club) via the School Office or download a booking form from the school website.

Parking

At present we do not have a school car park, although Mr Hagger will write separately in due course about the forthcoming plans. 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.

Parents' Evenings

On Wednesday 18 and Thursday 19 October, there are formal interviews with parents and class teachers for pupils in Transitions to Year 6 so that parents and teachers can discuss how the children have settled into their new class and the curriculum of their age group. Further details to follow.

Open Morning

We are holding an Open Morning for prospective and current parents from 9.15am to 11.30am on Thursday 5 October 2017. This is a good opportunity to view the school at work and refresh your memories of areas of the school with which you may be less familiar. Please let the office know if you would like to come along.

Dates for the Diary

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

Wednesday 6 September	Autumn Term begins All clubs start
Wednesday 13 September	Y3 + Y5 Swimming starts
Thursday 14 September	Transition RWI Information Evening for Parents in Hall 6pm – 7pm
Wednesday 20 September	GR 'Ready to Read' for Parents in Studio 9am – 9.30am
Thursday 21 September	Y3 Oak-Tree Adventure Camp
Friday 22 September	Y3 Oak-Tree Adventure Camp
Monday 25 September	Y1 Mountfitchet Castle 8.45am – 3pm tbc
Friday 29 September	Y4 Harlow Activity Centre 8.15am – 3.45pm
Tuesday 3 October	Y2 7+ Meeting 8.50am – 9.15am
Thursday 5 October	Open Morning 9.15am – 11.15am
Tuesday 10 October	Y5 Preparation for 11+ Meeting in Hall
Wednesday 11 October	Flu Immunisation
Thursday 12 October	Y6 St Edmunds Taster Day tbc
Tuesday 17 October	GR 'Settling In' Chat 3.15pm – 6pm
Wednesday 18 October	Y6 Interviews with Head of CHS Y6 11+ Mock Exam 9.30am – 10.30am Y6 11+ Mock Exam 1.45pm – 2.45pm GR 'Settling In' Chat 3.15pm – 6pm TR - Y6 Parents Evenings 3.30pm – 7pm
Thursday 19 October	Y6 11+ Mock Exam 9.30am – 10.30am Y6 11+ Mock Exam 1.45pm – 2.45pm TR - Y6 Parents Evenings 3.30pm – 7pm
Friday 20 October	Y4 Trip to Boulogne 5.45am – 8.15pm

Half Term Monday 23 October – Friday 3 November 2017

Monday 6 November	Start back
Tuesday 7 November	GR Coffee Morning 8.45am
Wednesday 8 November	Y4 + Y5 Swimming Starts
Thursday 9 November	Whole School Individual Photographs
Friday 10 November	Whole School Two minute silence
Sunday 12 November	OPA Firework Display 5.30pm – 7pm tbc

Tuesday 14 November	TR Coffee Morning 8.45am
Thursday 16 November	LK Assembly to Parents in Hall 9am
Tuesday 21 November	Y1 Coffee Morning 8.45am
Friday 24 November	TR Show to Parents in Hall 9.15am
Tuesday 28 November	Y2 Coffee Morning 8.45am
Wednesday 29 November	Y4 + Y5 Last Swimming of Autumn Term
Friday 1 December	GR Christmas Show to Parents in Hall 9.30am
Tuesday 5 December	Y6 Coffee Morning 8.45am
Wednesday 6 December	Carol Service at St Mary's Church 2pm
Thursday 7 December	Y6 11+ Mock Exam 9.30am – 10.30am
	Y6 11+ Mock Exam 1.45pm – 2.45pm
Friday 8 December	Y6 11+ Mock Exam 9.30am – 10.30am
	Whole School Pupil Christmas Lunch
	Y3 – Y5 OPA Christmas Party in School Hall 4.15pm – 6.15pm
Monday 11 December	Y6 11+ Mock Exam 9.30am – 10.30am
	Y3 – Y6 'Jack and the Beanstalk' Panto at Milfield Theatre 12pm – 4.30pm
	Y1 + Y2 Christmas Party 2pm tbc
Tuesday 12 December	LK + GR Christmas Party 10.30am tbc
	TR Christmas Party 2pm tbc
Wednesday 13 December	Last day of Autumn Term

I am looking forward to another exciting and productive year. As always if you have any concerns or questions you wish to discuss, please contact your child's class teacher, Key Stage Coordinator, Senior Leadership member or myself by telephoning/emailing the school office to arrange an appointment.

I hope too, that your children are excited about the challenges and opportunities that they will experience at Oaklands during the forthcoming academic year.

With kind regards

Yours sincerely

Sue Belej

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Headmistress

OAK-TREE SCHOOLS is the group name of:

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

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

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