



Oaklands School

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HEADMISTRESS

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3 September 2019

Dear Parents

I hope that you had a lovely summer break, enjoying time with your families and friends in the British sunshine or abroad

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 Reception to Year 3 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. Mrs Raj Gadhavi joins the EYFS team as the Keyworker for Foxes in Upper Kindergarten; Mr Rupert Rathbone and Mr Andrew Button join our team of peripatetic music teachers. I wish them every happiness and success in their teaching roles at Oaklands.

Summer holiday work

As you will have read in a separate letter sent to you yesterday by Mr Hagger, the builders have had an incredibly busy seven weeks working on the school site and our massive building project that began 14 months ago is nearly completed. I am incredibly excited about the impact these additional facilities will have on the education of your children.

Besides the many different groups of builders who have been working at the school throughout the holidays, the ICT staff, the maintenance team and our cleaning staff have also played a very important part in ensuring that the school is ready for you and your children. I would like to take this opportunity to thank everyone involved, particularly Mr Hagger who has expertly masterminded the entire scheme of works.

School Uniform

As you aware from previous correspondence, we have substantially upgraded the PE kit for Years 3 to 6 and also made some updates to the main school uniform. Please check the uniform list on our website if you need further details. Forest Casualwear have all of our uniform lists and will be happy to help if you have any specific queries. Please do not be tempted to buy trousers, skirts, pinafores or shorts from alternative sources as all official items of school uniform are now identified by our school logo.

Summer uniform must be worn until the October half term when we change into winter uniform until the beginning of the summer term, 2020. However, if the weather becomes particularly cold/wet in October, then of course there will be some flexibility about uniform and I will send out an email/text to inform you of any acceptable uniform changes.

I would be grateful if you could please ensure that all items of school uniform are clearly named including trainers and plimsolls.

Holiday activities

Over the summer break many of our pupils have made use of the holiday activity courses held at Coopersale Hall School and at Braeside. These included Multi-sports, Drama and Early Years activities. The courses were very well attended and the pupils had great fun! The Oak-Tree Group will be continuing their provision next Easter and Summer and will write with more details nearer the time.

Admissions Policy

Our Admissions policy 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 2020 is Monday 7 October 2019. 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 UK) finish at 12 noon or 1.00pm if your child is staying for lunch and whole day sessions at 3pm. Reception pupils finish at 3pm; Year 1 and Year 2 at 3.15pm and Year 3 to Year 6 at 3.30pm. Please ensure that you wait at the correct dismissal/collection area for your child and make yourself clearly visible to the class teacher or teaching assistant. Thank you.

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 Reception 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 or the car park accessed via Warren Hill. This also applies to those of you who collect your children later from Tea Time Club. Thank you.

Extra-Curricular Activities

All clubs, except Karate and Mad Science, begin as from Wednesday 4 September. Karate Club will start on Wednesday 11 September and Mad Science starts on Friday 13 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 visit or contact 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 Katie Griggs, via the office. We are grateful for as much support as possible and the Committee is always keen to welcome some 'new blood and enthusiasm'.

Home/School Links

Parent/School Communication

We value the healthy partnership 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 1 curriculum 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

Do not forget that you can access much information from our website that is updated regularly as well as our most informative app.

Changes to Personal 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 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.

Parents' Evenings

On Wednesday 16 and Thursday 17 October, there are formal interviews with parents and class teachers for pupils in Reception 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. LK 'Settling in chats' will be held on Monday 14 October and UK 'Settling in chats' will be held on Tuesday 15 and Wednesday 16 October. Further details to follow.

Open Morning

We are holding an Open Morning for prospective and current parents from 9.15am to 11.30am on Wednesday 2 October 2019. 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.

Coffee Mornings

Once again, Mr Hagger and I will be meeting with parents informally year group by year group from Tuesday 12 November 2019 until Tuesday 11 February 2020 to discuss all aspects of school life. The dates are published below for those year groups whose coffee morning falls in this term. We will write to you the week before as a polite reminder.

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.

Dates for the Diary

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

Wednesday 4 September	Start of Autumn Term
Wednesday 4 September	All clubs start (except Karate and Mad Science)
Tuesday 10 September	Reception Welcome and 'Read, Write, Inc' Meeting 6.00pm in the Hall
Wednesday 11 September	Y3 & Y5 First Swim
Wednesday 11 September	Karate Club starts
Friday 13 September	Mad Science Club starts
Tuesday 17 September	UK 'Ready to Read and Write' Meeting 9:00am in the Hall
Thursday 19 September	Y6 Taster Day at St Edmunds
Thurs 19 – Fri 20 September	Y3 Camp
Wednesday 25 September	Harvest Assembly tbc
Wednesday 2 October	Open Morning 9:15am – 11:30am
Tuesday 8 October	Y5 11+ Meeting 8.50am – 9.15am in the Hall
Thursday 10 October	Y5 Visit to Ragged Museum
Monday 14 October	LK 'Settling in chat' 3.15 – 6.00pm
Tuesday 15 October	UK 'Settling in chat' Rabbits, Squirrels and Foxes 3.15 – 6.00pm
Wednesday 16 October	Y6 11+ Mock Exams 9:30am – 10:30am + 1:45pm – 2:45pm
Wednesday 16 October	UK 'Settling in chat' Hedgehogs & Badgers 3.15 – 6.00pm
Wednesday 16 October	Reception - Y6 Parent Consultation Meetings 3:15pm – 7:00pm
Thursday 17 October	Y6 11+ Mock Exam 9:30am – 10:30am + 1:45pm – 2:45pm
Thursday 17 October	Reception - Y6 Parent Consultation Meetings 3:15pm – 7:00pm

Half Term Monday 21 October – Friday 1 November

Mon 4 November	First Day back
Thursday 7 November	Individual Photographs – whole school
Friday 8 November	Y2C & Y2S Drop in session 8.30 – 8.50am
Tuesday 12 November	UK Coffee Morning 8.45-9.30am
Thursday 14 November	Flu Immunisation day
Friday 15 November	Y1F & Y1Z Drop in session 8.30 – 8.50am
Friday 15 November	LK Assembly to parents 9.00am
Tuesday 19 November	Reception Coffee Morning 8:45am – 9:30am
Thursday 21 November	Y3C Drop in session 8.30 – 8.50am

Friday 22 November	Reception Play to parents 9.00am
Tuesday 26 November	Y2 Coffee Morning 8.45 – 9.30am
Thursday 28 November	Y4C Drop in session 8.30- - 8.50am
Friday 29 November	Y4Z Drop in session 8.30-8.50am
Friday 29 November	UK Play to parents 9.15am
Tuesday 3 December	Y6 Coffee Morning 8:45am – 9:30am
Wednesday 4 December	Y1-Y6 Carol Service St Mary's Church, Loughton 2.00pm
Thursday 5 December	Y6G & Y6J 11+ Mock Exam 9:30am – 10:30am
Thursday 5 December	Y5C Drop in session 8:30am – 8:50am
Friday 6 December	Y6G & Y6J Drop in session 8:30am – 8:50am
Friday 6 December	Y6G & Y6J 11+ Mock Exam 9:30am – 10:30am + 1.45-2.45pm
Monday 9 December	Y6G & Y6J 11+ Mock Exam 9:30am – 10:30am

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

