



# Oaklands School

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## HEADMISTRESS

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

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3 September 2021

Dear Parents

### Re: September 2021 Headmistress's Letter

I hope that you had a lovely summer break enjoying time with your families and friends, whether you ventured abroad or stayed closer to home. It is incredibly exciting to be starting a new academic year at Oaklands where daily life and routines will, at last, resemble greater normalcy.

The staff and I are looking forward to seeing all the pupils as they return to Oaklands on Monday, 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.

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 and your child/ren over the forthcoming weeks.

### Staffing

I am delighted to welcome Miss Rebekah Francis as our new Reception Woodpeckers teacher and wish her every happiness and success in her role at Oaklands.

As mentioned in the Year 1 to Year 5 class letters last term, Ms Zaidi, current Y5 teacher, has been appointed as a new Assistant Head within the Senior Leadership team. Part of her new role will involve extending her existing PSHE responsibilities to include the promotion of SMSC, British Values, our charity work, House events and the Prefect system in the school.

Miss Jansen van Rensburg, Deputy Head, will continue as our KS2 Coordinator and Health and Safety Coordinator, Miss Sandford will continue to coordinate KS1 and organise work experience students and our School Council and Mrs Potts will continue as Head of EYFS and Assistant Pastoral Head.

### Arrival

The school doors to all areas of the school open at 8.25am. Children should be at school by 8.40am for registration at 8.45am.

**Please say goodbye to your child at their designated entrance.** This procedure worked very successfully last term; we found that all the children gained greater confidence entering the school independently at the beginning of the school day and quickly engaged in their early morning activities (EYFS) or early morning tasks (KS1&2) set by their teachers.

Clear signage and additional members of staff, besides our maintenance team, will be visible on the pathways to help direct you and the children to the correct entrance, and also at key strategic points in the main school building to ensure each child happily reaches their correct classroom.

Any child arriving after 8.40am should be taken to the office and signed in. The office will notify the class teacher.

## Dismissal

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.

Please refer to the table below to check your child's daily arrival entrance and dismissal point.

YEAR GROUP	TIME OF ARRIVAL	ARRIVAL ENTRANCE	TIME OF DISMISSAL	DISMISSAL POINT
LK BUTTERFLIES	8.25-8.40AM	LK FRONT DOOR	3.00PM	LK OUTDOOR PLAY AREA
LK LADYBIRDS	8.25-8.40AM	LK FRONT DOOR	3.00PM	LK OUTDOOR PLAY AREA
LK BUMBLEBEES	8.25-8.40AM	LK SIDE DOOR	3.00PM	LK OUTDOOR PLAY AREA
UK RABBITS	8.25-8.40AM	NORMAL RABBITS & H/HOGS ENTRANCE	3.00PM	NORMAL RABBITS & H/HOGS DOOR
UK HEDGEHOGS	8.25-8.40AM	NORMAL RABBITS & H/HOGS ENTRANCE	3.00PM	NORMAL RABBITS & H/HOGS DOOR
UK BADGERS	8.25-8.40AM	NORMAL UK ENTRANCE	3.00PM	NORMAL UK ENTRANCE
UK FOXES	8.25-8.40AM	NORMAL UK ENTRANCE	3.00PM	VIA 'BADGER' DOOR
UK SQUIRRELS	8.25-8.40AM	NORMAL SQUIRRELS ENTRANCE	3.00PM	NORMAL SQUIRRELS ENTRANCE
RECEPTION Robins	8.25-8.40AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	WAITING AREA BY MAIN ENTRANCE TO RECEPTION
RECEPTION Woodpeckers	8.25-8.40AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	WAITING AREA BY MAIN ENTRANCE TO RECEPTION
RECEPTION Owls	8.25-8.40AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	AREA OUTSIDE STUDIO
YEAR 1C	8.25-8.40AM	via MAIN SCHOOL DOOR	3.15PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 1F	8.25-8.40AM	via MAIN SCHOOL DOOR	3.15PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 2S	8.25-8.40AM	via MIDDLE FIRE ESCAPE	3.15PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 2Z	8.25-8.40AM	via MIDDLE FIRE ESCAPE	3.15PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 3C	8.25-8.40AM	via END/REAR FIRE ESCAPE	3.30PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 4C	8.25-8.40AM	via MIDDLE FIRE ESCAPE	3.30PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 5Z	8.25-8.40AM	via FRONT DOOR OF Y5Z CLASSROOM	3.30PM	OUTSIDE Y5Z CLASSROOM DOOR
YEAR 6C	8.25-8.40AM	via MAIN SCHOOL DOOR	3.30PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 6G	8.25-8.40AM	via NORMAL CLASSROOM DOOR	3.30PM	OUTSIDE Y6G CLASSROOM DOOR

## Siblings

Siblings will be supervised in Reception between 3pm to 3.30pm: EYFS siblings will be looked after in Reception Woodpeckers classroom and Year 1 and Year 2 siblings will be looked after in Reception Robins classroom. Please collect your child from siblings before meeting your Y3-Y6 child.

## PE and Sport Clubs

Children should continue to wear their PE kit to school on the day/s that their class or year group has PE/Games. For ease of reference, please find an updated list of PE/Games lessons for each year group in the school:

- Upper Kindergarten: Thursday
- Reception Owls: Thursday & Friday
- Reception Robins: Monday & Thursday
- Reception Woodpeckers: Thursday & Friday
- Year 1C: Tuesday, Wednesday & Thursday
- Year 1F: Monday, Wednesday & Friday
- Year 2S: Monday & Friday
- Year 2Z: Monday & Wednesday
- Year 3C: Tuesday & Wednesday
- Year 4C: Tuesday
- Year 5Z: Monday
- Year 6C/G: Friday

Please note that children who are due to attend an extracurricular sport club on a day when they are not timetabled for PE/Games should bring their PE kit into school in their usual PE bag. Class teachers will organise the children to get changed for their club near the end of the afternoon.

## Swimming

Pupils in Year 3 and Year 5 will be going swimming for the first half term of the Autumn Term, starting on Wednesday 8 September. All pupils should bring their school swimming costume/trunks, school swimming cap and a towel to school in their school swimming bag.

## Extra-Curricular Activities

All clubs, except Cross Country (Mondays 7.50-8.25am), begin as from **Monday 6 September**. A complete list of activities may be found on the website. If you have any queries regarding the club/s your child is attending, or require details regarding availability of places, please contact the School Office.

## Resources

Most equipment is provided by the school. However, as from the start of this term, following a relaxation in Covid restrictions and as stated in the Oaklands Parents' Handbook, pupils in Year 3 to Year 6 should bring a small plain pencil case into school with the following equipment:

Pencil case	Pair of compasses (Y5 & Y6 only)
Lead pencils, rubber and sharpener	Protractor/angle measurer (Y5 & Y6 only)
Coloured pencils	Blue Frixion writing pen (after Pen Licence is awarded)

The blue Frixion writing pens can be purchased from WH Smith, Ryman or Amazon. Please do not send anything not listed above, particularly felt tip pens, ink erasers or correction fluids. Please ensure that all equipment is named.

## Earrings

As mentioned in my July 2021 Head's letter, we have undertaken a review of the earrings policy across the Oak-Tree Group and made the decision that from the start of this Autumn Term 2021, **pupils in Year 5 and Year 6 only** will be permitted to wear a single pair of earrings to school. Earrings may only be worn on the days when they do not have PE or Games lessons or extra-curricular sporting activities.

Earrings must be a small plain gold or silver stud. No other earrings are allowed. It is important for parents to realise that members of staff are not permitted to assist the pupils with the removal of earrings and the school can take no responsibility for any earrings that are brought or worn on site. There used to be a practice of taping over earrings in some schools, but this was recently withdrawn and is no longer permitted.

**No other year groups are allowed to wear earrings in school.** This reflects the clear guidance provided by Essex County Council's Health & Safety Team. This is due to the well-documented increasing number of injuries received by children when earrings are caught and ear lobes are torn. As physical activities take up a significant proportion of the day in most schools (including in Early Years settings), earrings are not appropriate to be worn.

### Summer holiday work

The maintenance teams across the Oak-Tree Group have been very busy this holiday across the four schools. At Oaklands, our maintenance team has been hard at work refreshing many parts of the school buildings both internally and externally. The decking area that overlooks the astroturf has been extended across the length of the grassy bank; this will be used as an additional outdoor teaching area and as a 'quieter' recreational space during playtimes for the pupils.

### Holiday activities

Over the summer break, many of our pupils have made use of the holiday activity courses held at Oaklands and Coopersale Hall School. 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 during some of the school holidays in 2021-2022 and we will write with more details nearer the time.

### Absence

If your child is unwell and unable to attend school, please telephone the school office to report the absence to a member of the Office team or email [absence@oaklandsschool.co.uk](mailto:absence@oaklandsschool.co.uk) by 9am. Please avoid booking medical, dental and orthodontic appointments in school time wherever possible; if this is not possible, please notify the school in advance with the appointment details by phone, email or letter.

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, then please download a 'Request for absence' form from our website, which should be completed and returned to the School Office; I will then confirm whether the absence is authorised or unauthorised.

### 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. The relevant forms are available to download from the school's website.

### 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. Please also ensure that your child remains with you if you use the path at the perimeter of the field to access the school car park on Warren Hill. This also applies to those of you who collect your children later from an extracurricular club or Tea Time Club.

### 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 2022** is **Monday 4 October 2021**. 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.'

### Parents' Association

The Oaklands Parents' Association work extremely hard to organise events and to enhance the children's experiences in school. We are grateful for as much support as possible and the Committee is always keen to welcome some 'new blood and enthusiasm'. Please email the Parents' Association, [OPA@oaklandsschool.co.uk](mailto:OPA@oaklandsschool.co.uk) if you are interested in becoming a Class representative this year or would like to join the Committee.

### 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!

### 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.

### 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](mailto: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, 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.

### 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.

### Year 3 Camp

The Oak-Tree Year 3 Camp takes place on Thursday 9 and Friday 10 September. There will be approximately 60 Year 3 children from our four schools participating in team building activities for two days and sleeping overnight on the school field. It is always an amazing experience for the children; we are hoping for good weather!

Please note that the school fields will be out of bounds for all other children and parents for these two days.

### Dogs on the School Site

As some of you may be aware, prior to the Covid epidemic we welcomed Dexter, who belongs to Mrs Booth, into school on a weekly basis. Dexter spent time with different classes and was very instrumental in helping some children, who were initially very apprehensive of dogs, to gradually overcome their fears.

We have had an increasing number of emails and calls from parents who are concerned about the large number of dogs present on the school site and the safety of their children. Having risk assessed the site, and also researched other schools in our local area, we have decided that dogs will no longer be allowed on the Oaklands site from the start of the Autumn Term 2021.

Thank you for respecting this decision.

### Braeside and Normanhurst GCSE Results

Both Normanhurst and Braeside schools recorded their best ever percentage of top GCSE grades this year. They celebrated the success of their pupils in August with two thirds of student's achieving the top grades of Grade 7, 8 or 9 (previously A\* or A grades in the old GCSE system). At Normanhurst 97% of grades were Grade 4 or higher, and at Braeside 100% of grades were Grade 4 or higher, equivalent to a Grade C in the previous system.

### Forthcoming Events

We are looking forward to welcoming different year groups to a range of events in school during the Autumn Term, including Drop-in Sessions, Parents' Evenings, Curriculum Information meetings, Coffee Mornings and performances.

### Drop-in Sessions

We are always keen to provide opportunities for the children to share their work and achievements with you. To promote this aim, Drop-in Sessions will now occur every half term for parents of children in Upper Kindergarten to Year 6 instead of once a term.

Please note below the dates and times for each year group for this half term.

CLASS	DATE	TIME
1C	Thurs 30 Sept	8.25-8.50am
1F	Thurs 30 Sept	8.25-8.50am
2S	Wed 6 Oct	8.25-8.50am
2Z	Wed 6 Oct	8.25-8.50am
3C	Tues 5 Oct	8.25-8.50am
4C	Tues 5 Oct	8.25-8.50am
5Z	Fri 1 Oct	8.25-8.50am
6C	Fri 8 Oct	8.25-8.50am
6G	Fri 8 Oct	8.25-8.50am

Upper Kindergarten and Reception parents will be receiving information about their Drop-in Sessions separately.

### Parents' Evenings

On Wednesday 13 and Thursday 14 October, we will be holding 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 11 October, with UK 'Settling in chats' on Monday 11 and Wednesday 13 October. Confirmation and further details to follow.

### Dates for the Diary

The following list provides a current list of events planned for the first half of the Autumn Term:

Monday 6 September	Start of Autumn Term
Monday 6 September	All clubs start (except Cross Country)
Tuesday 14 September	School Panoramic Photograph
Tuesday 14 September	Reception Welcome and RWInc Talk 6.00pm
Wednesday 15 September	UK Ready to Read and Write Meeting 9.00am
Wednesday 22 September	Harvest Celebration tbc
Thursday 30 September	Y1C/Y1F Drop-in Session 8.25-8.50am
Thursday 30 September	Y3 Maths and English Meeting 6.00pm
Friday 1 October	Y5Z Drop-in Session 8.25-8.50am
Tuesday 5 October	Y4C & Y3C Drop in Session 8.25-8.50am
Wednesday 6 October	Y2S/Y2Z Drop-in Session 8.25-8.50am
Wednesday 6 October	Y1 Maths and English Meeting 6.00pm
Thursday 7 October	Open Morning 9.15-11.15am
Friday 8 October	Y6C/Y6G Drop-in Session 8.25-8.50am
Friday 8 October	Y5 11+ Parent Meeting 8.50am

Monday 11 October	LK 'Settling-in' meetings 3.15pm – 6.00pm
Monday 11 October	UK 'Settling-in' Meetings 3.15pm-6.00pm
Wednesday 13 October	UK 'Settling-in' Meetings 3.15pm-6.00pm
Wednesday 13 October	Reception – Y6 Parent Consultation Meetings 3.15pm-6.30pm
Thursday 14 October	Reception – Y6 Parent Consultation Meetings 3.15pm-6.30pm

### Half Term Monday 15 October – Friday 29 October

Monday 1 November      First day back

I am looking forward to an exciting and productive year at Oaklands. As always, if you have any concerns or questions you wish to discuss, please contact your child's class teacher or keyworker, Key Stage Coordinator, Senior Leadership member or myself by contacting 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 year.

With kind regards

Yours sincerely

*Sue Belej*

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

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GROUP MANAGING PRINCIPAL & DIRECTOR: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE CO-DIRECTORS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

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