



Oaklands School

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HEADMISTRESS

Mrs Gretchen Copeman B.Ed. (Hons)

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2 September 2022

Dear Parents

Re: September Headmistress's Letter

I hope you all had a wonderful break wherever you chose to spend your holiday this year. We have been so lucky to have fantastic weather and I hope you all managed to rest and relax. I am looking forward to getting to know you all as the term progresses. Whether your children are returning to Oaklands or are new this term we wish them all a very warm welcome back to school for what I am sure will be a year packed full of exciting learning opportunities.

The staff have been busy preparing for the arrival of the pupils and in addition to other training many of them refreshed their first aid training last week.

Term begins for all pupils on Monday 5 September

There are always many questions at the start of term and we pride ourselves on being a warm and friendly school. I have included as many dates and items of useful information in this letter so please keep a copy if you can and refer back to it during the term.

Please do not hesitate to contact your child's class teacher, the office staff or me if you have any concerns. You can catch us at the beginning and end of the day or by email.

Staffing

I am delighted to welcome Miss Hayley Dawson as one of our Year 3 teachers, Miss Jenna Van Bergen as one of our Year 1 teachers and Mrs Charlotte Smedley as our new office manager. We also welcome Mr Rob Lloyd-Evans as our new ukulele teacher; we wish them every happiness and success in their roles at Oaklands.

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 ensure you do arrive promptly for school; children finding being persistently late very distressing.

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 start of the school day and quickly engaged in their early morning activities (EYFS) or early morning tasks (KS1&2) set by their teachers.

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 (Lower Kindergarten and Upper Kindergarten) finish at 12 noon or 1.00pm if your child is staying for lunch and whole day sessions finish 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 remember to call the office and give them a password if someone new is collecting your child.

Please find listed below the arrival and dismissal point for classes and clubs for this term, including timings:

Arrival and Dismissal Autumn 2022

YEAR GROUP	TIME OF ARRIVAL	ARRIVAL ENTRANCE	TIME OF DISMISSAL	DISMISSAL POINT
LK BUTTERFLIES	8.25-8.45AM	LK FRONT DOOR	3.00PM	LK OUTDOOR PLAY AREA
LK LADYBIRDS	8.25-8.45AM	LK FRONT DOOR	3.00PM	LK OUTDOOR PLAY AREA
LK BUMBLEBEES	8.25-8.45AM	LK SIDE DOOR	3.00PM	LK OUTDOOR PLAY AREA
UK RABBITS (CC)	8.25-8.45AM	NORMAL RABBITS ENTRANCE	3.00PM	NORMAL RABBITS DOOR
UK HEDGEHOGS (DF)	8.25-8.45AM	NORMAL FOXES & H/HOGS ENTRANCE	3.00PM	NORMAL FOXES & H/HOGS DOOR
UK BADGERS (TC)	8.25-8.45AM	NORMAL UK ENTRANCE	3.00PM	NORMAL UK ENTRANCE
UK FOXES (RG)	8.25-8.45AM	NORMAL FOXES & H/HOGS ENTRANCE	3.00PM	NORMAL FOXES & H/HOGS DOOR
UK SQUIRRELS (NA)	8.25-8.45AM	NORMAL UK ENTRANCE	3.00PM	NORMAL UK ENTRANCE
RECEPTION Robins	8.25-8.45AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	AREA OUTSIDE STUDIO
RECEPTION Woodpeckers	8.25-8.45AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	WAITING AREA BY MAIN ENTRANCE TO RECEPTION
RECEPTION Owls	8.25-8.45AM	MAIN ENTRANCE TO RECEPTION CLASSES	3.00PM	WAITING AREA OUTSIDE SIDE HALL DOOR
YEAR 1C	8.25-8.45AM	via MAIN SCHOOL DOOR	3.15PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 1V	8.25-8.45AM	via MAIN SCHOOL DOOR	3.15PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 2S	8.25-8.45AM	via MIDDLE FIRE ESCAPE	3.15PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 2Z	8.25-8.45AM	via MIDDLE FIRE ESCAPE	3.15PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 3C	8.25-8.45AM	via MAIN SCHOOL DOOR	3.30PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 3D	8.25-8.45AM	via MAIN SCHOOL DOOR	3.30PM	OUTSIDE MAIN SCHOOL DOOR
YEAR 4C	8.25-8.45AM	via MIDDLE FIRE ESCAPE	3.30PM	WAITING AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
YEAR 5Z	8.25-8.45AM	via Y5Z CLASSROOM DOOR	3.30PM	OUTSIDE Y5Z CLASSROOM DOOR
YEAR 6G	8.25-8.45AM	via FRONT DOOR OF Y6G CLASSROOM	3.30PM	OUTSIDE Y6G CLASSROOM DOOR

Extra-Curricular Activities

All clubs, begin on **Monday 5 September**. A complete list of activities is on the website. If you have any queries regarding the clubs your child is attending, or about availability of places, please contact the School Office. Please ensure you collect promptly from clubs and let the office know before the end of the day if your child will not be attending.

Club Dismissal Autumn 2022

DAY	YEAR GROUP/S	CLUB	COLLECTION TIME	DISMISSAL POINT
MONDAY	Y1&Y2	SPEECH & DRAMA	4.15PM	OUTSIDE STUDIO
MONDAY	Y1&Y2	KARATE	4.15PM	OUTSIDE HALL SIDE DOOR
MONDAY	Y1-Y4	CONSTRUCTION	4.15PM	ON PATH OUTSIDE Y5Z C/RM
MONDAY	Y3-Y6	SPANISH	4.30PM	AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
MONDAY	Y3-Y6	FOOTBALL (BOYS)	4.30PM	PLAYGROUND
MONDAY	Y3-Y6	ARTS & CRAFTS	4.30PM	MAIN SCHOOL DOOR
TUESDAY	Y1&Y2	ART GRPS 1+2	4.15PM	AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
TUESDAY	Y1&Y2	LANGUAGES	4.00PM	MAIN SCHOOL DOOR
TUESDAY	Y1-Y6	STRATEGY BOARD GAMES	4.30PM	MAIN SCHOOL DOOR
TUESDAY	Y5&Y6	MATHMANIA	4.30PM	OUTSIDE Y6G CLASSROOM
TUESDAY	Y2-Y4	DANCE	4.30PM	OUTSIDE HALL SIDE DOOR
TUESDAY	Y2-Y6	HOMEWORK	4.15PM	MAIN SCHOOL DOOR
TUESDAY	Y5&Y6	NETBALL	4.30PM	PLAYGROUND
WEDNESDAY	Y3&Y4	SPEECH & DRAMA	4.30PM	OUTSIDE SCIENCE ROOM
WEDNESDAY	Y5&Y6	SPEECH & DRAMA	4.30PM	OUTSIDE STUDIO
WEDNESDAY	Y3-Y6	KARATE	4.30PM	OUTSIDE HALL SIDE DOOR
WEDNESDAY	REC/Y1/Y2	WILD WOODS	4.15PM	OUTSIDE RECEPTION C/RMS
THURSDAY	Y1&Y2	SPEECH & DRAMA	4.15PM	OUTSIDE STUDIO
THURSDAY	Y2	BOOK CLUB	4.15PM	MAIN SCHOOL DOOR
THURSDAY	Y3-Y6	COOKERY	4.15PM	SCIENCE ROOM
THURSDAY	Y2-Y6	HOMEWORK	4.15PM	MAIN SCHOOL DOOR
THURSDAY	Y3-Y6	COMPUTING	4.30PM	AREA AT BOTTOM OF MIDDLE FIRE ESCAPE
THURSDAY	Y4-Y6	FOOTBALL (GIRLS)	4.30PM	PLAYGROUND
FRIDAY	Y1&Y2	FOOTBALL (MIXED)	4.15PM	PLAYGROUND
FRIDAY	Y1&Y2	SPEECH & DRAMA	4.15PM	OUTSIDE STUDIO
FRIDAY	Y2-Y6	YOGA	4.15PM	OUTSIDE HALL SIDE DOOR
FRIDAY	Y5&Y6	CROSS COUNTRY	4.30PM	BY GATE TO FIRST FIELD

Siblings

Siblings will be supervised in Reception between 3pm and 3.30pm: EYFS siblings in Reception Woodpeckers classroom and Year 1 and Year 2 siblings in Reception Robins classroom. Please collect your child from siblings first before meeting your child in Year 3 to Year 6. Any child who has not been collected by 3:30pm will be taken to Tea Time and will be charged accordingly.

PE and Sport Clubs

Children should continue to wear their PE kit to school on the days 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:

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

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 7 September**. All pupils should bring their school swimming costume/trunks, school swimming cap and a towel to school in their school swimming bag. Please remember to name everything, including towels! **Pupils should wear their full school uniform on swimming days from this term.**

Resources

Most equipment is provided by the school. However, as from the start of this term 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.

Uniform

The only items of clothing worn to school should be Oaklands regulation clothing purchased from Forest Casual and Schoolwear in Loughton. The full uniform list for each year group, including when summer and winter uniform should be worn, is available on our website. Please ensure you label all items of clothing as teachers do not have time to reunite unnamed clothing with individual children.

A reminder that **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, Games lessons, swimming or extra-curricular sporting activities.

Earrings must be a small plain gold or silver stud. No other earrings are allowed. We are unable to assist children in taking out earrings and we are no longer permitted to use tape to cover them. For these reasons we encourage parents to undertake ear piercing at the beginning of the long summer break to ensure plenty of time for healing before term begins. It is useful to teach children how to remove earrings themselves just in case they forget before leaving home.

No other year groups are allowed to wear earrings in school.

Summer holiday work

The maintenance teams across the Oak-Tree Group have been very busy this holiday across the four schools. At Oaklands, the team have been very busy building shelters for the parents to stay dry whilst waiting to collect children, the Reception outside area has been completely renovated and looks very inviting, with a new roof and hide-away reading corner. The Kindergarten outside area has been revamped and is larger with a new roof, and many of our classrooms have been redecorated. I hope you have all enjoyed the newly widened path from the High Road gate which we hope will ease congestion and make pushing buggies far easier.

Sadly, our contractors were unable to install the new Astroturf during the summer but are scheduled to undertake this work during the October half term.

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. We will write with details about the holiday activities this coming year nearer the time.

Absence

We understand that at times pupils are too unwell to attend school however, we track pupil attendance very carefully, children who have significant absence often fall behind in attainment.

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 by 9am and every day of absence thereafter. 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 are only 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.

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.'

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 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.

Oaklands Parents' Association (OPA)

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 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 or 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 – see the staff list on our website for the links. If you send an email to your child's keyworker or class teacher, please be aware that they will 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 and emergency contact details. You can check the current information we hold on your Parent Portal.

It is a requirement that all schools have at least two emergency contacts, who would be available if needed during the school day. We also need to know if your child's medical information has changed or if they have any food allergies or intolerances. Please ensure that we have this important information by Friday 16 September, including the hospital or GP notes to confirm any medical needs. Parents can update these details by logging onto the portal. If parents are away for any reason during term time and your children are being looked after by relatives – you should notify the office and class teacher with the name and contact details of the relative in advance, so that we know who has responsibility for your child while you are away.

If you have any questions or concerns about the information, contact the school office and a member of the team will be happy to assist you.

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, 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 15 and Friday 16 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.

Braeside and Normanhurst GCSE Results

Both Normanhurst and Braeside schools recorded excellent GCSE grades again this year, significantly above the national figures. At Normanhurst 98% of grades were good passes with 51% of grades at Grade 7-9, which is the old A*/A grades. At Braeside 96% of grades were good passes, with 40% of grades at Grade 7-9.

Forthcoming Events

We are looking forward to welcoming parents to a range of events in school during the Autumn Term depending on the year group, 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. Drop in sessions are a time for you to come to the classroom and share your child's work with them.

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

Date	Class	Time
27 September	2S and 2Z	8.25 – 8.50
28 September	Foxes & Rabbits	8.25 – 8.50
29 September	Y4 and Badgers, Hedgehogs & Squirrels	8.25 – 8.50
30 September	1C, 1V, Owls, Robins, Woodpeckers	8.25 – 8.50
4 October	3D and 3C	8.25 – 8.50
7 October	5Z and 6G	8.25 – 8.50

Parents' Evenings

On Wednesday 19 and Thursday 20 October, we will be holding formal meetings 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.

Lower Kindergarten 'Settling in chats' will be held on Tuesday 18 October, with Upper Kindergarten 'Settling in chats' on Wednesday 19 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 5 September	Start of Autumn Term, with all clubs starting
Wednesday 7 September	Year 3 & 5 Swimming begins
Thursday 15 & Friday 16 September	Oak-Tree Camp
Tuesday 13 September	Reception Parents RWi Meeting 6pm
Wednesday 14 September	UK Ready to Read and Write Meeting 9am
Thursday 6 October	Open Morning
Friday 14 October	Year 5 11+ Meeting 8.50am
Tuesday 18 October	UK Settling in meetings 3.25-6pm
Wednesday 19 October	LK Settling in meetings & Parents Evening Reception – Year 6 3.15-6pm
Thursday 20 October	Parents Evening Reception – Year 6 3.15-6pm
Friday 21 October	School finishes at normal time for half term.

Half Term Monday 24 October – Friday 4 November

Monday 7 November

School begins

Charities

As usual we will support a number of charities this year, beginning with Jeans for Genes day on Friday September 23, more details to follow. We will also be collecting for our local food bank during the Harvest period, an extremely important charity for so many in our local community in the current economic crisis.

Finally, as the nights begin to draw in for Autumn and our children inevitably spend more time on computers and other devices I have copied some useful links for parents about online safety, from Jo Barclay, Head of Safeguarding for Essex. I hope you find them useful.

- [Internet Matters](#) – a not-for-profit organisation set up to empower parents and carers to keep children safe in the digital world. Their support for parents includes a range of downloadable guides covering subjects such as transition to secondary school, Vlogging & livestreaming, online gaming and cyberbullying
- [NSPCC](#) - includes a range of resources to help parents keep children safe when they're using the internet, social networks, apps, games and more
- [Parent Info](#) - from CEOP and Parent Zone, Parent Info is a website for parents covering all of the issues amplified by the internet. It is a free service which helps schools engage parents with expert safety advice, endorsed by the National Crime Agency's CEOP command. This website provides expert information across a range of online harms
- [Parent Zone](#) - offers a range of resources for families, to help them meet the challenges of the digital age, including parent guides on the latest digital trends and platforms.

There are further resources for schools on [Essex Schools Infolink / online safety](#), The Essex Safeguarding Children Board also has a lot of information about [Online Safety \(escb.co.uk\) and parents can be directed to the website.](#)

I am really looking forward to my first term at Oaklands: this promises to be a very busy and productive year. 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 look forward to meeting you all in due course.

With kind regards

Yours sincerely



Gretchen Copeman
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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