



Oaklands School

6-8 Albion Hill, Loughton, Essex IG10 4RA

Tel: 020 8508 3517

HEADMISTRESS

Mrs Gretchen Copeman B.Ed. (Hons)

E-mail: info@oaklandsschool.co.uk

Website: www.oaklandsschool.co.uk

1 July 2023

Dear Parents

Re: Headmistress's Letter

We have nearly come to the end of another successful year at Oaklands. Our annual EYFS Celebration of the Year and Year 1-Year 6 Prize Giving and Review of the Year events are fast approaching and I do hope as many of you as possible will join us.

The children never cease to amaze me with their ability to perform so confidently and enthusiastically, irrespective of their age, in front of a live audience. Photographs taken by our marketing department will be available on the school website shortly after each event.

Reports

Reports will be published on Monday 10 July and all parents can download their child's from their Portal. I hope you find them informative and helpful. All Year 1 to Year 5 pupils have progress targets on which to build next year. Should you have any queries or questions about your child's report, please contact your child's class teacher or me.

If your child is leaving Oaklands this summer, please ensure you have downloaded their reports and any other information from the Portal you would like to keep by Thursday 13 July as portals will be closed on this day.

'Meet the Teacher' meetings

'Meet the Teacher' morning takes place on Friday 7 July. Our current Reception to Year 5 pupils will spend time 'getting to know each other' with their new teacher for next year in their new classroom. Parents will have the opportunity to chat with their child's new teacher in the morning or near the end of the afternoon; formal Curriculum Information meetings will take place in September. Children who will be leaving Oaklands in July will be taken to play on the field for this event.

Year 6 Leavers' Assembly

The Year 6 Leavers' assembly will take place on Tuesday 11 July at 9 am in the school hall. This is always a very special event to mark the end of the Year 6 pupils' time at Oaklands.

Staffing

At the end of the school year we sometimes say goodbye to some of our wonderful staff and this year is no different. Mrs Raj Gadavi and Mrs Tara Shurbi will both be leaving Upper Kindergarten to pursue new careers in other settings and I would like to thank them for their hard work over the years and to wish them both the very best of luck in the future.

Miss Hannah Bond will be leaving us for a while to begin her maternity leave in July and, although this is not a final goodbye, we wish her the very best and cannot wait to meet her new arrival in August.

We also say goodbye to two of our long-standing Midday Assistants; Terri Collins and Ann Woodland, who combined have given Oaklands so many years of service. Ann, in particular, has been at Oaklands for 37 Years! This is a testament indeed that Oaklands really is a special place to work! Neither of them will be putting their feet up as they still have an enormous number of things to do in their busy lives and we wish them both the very best for their future beyond Oaklands School.

I am delighted to announce that we have appointed Mrs Sarah Thackery to our Upper Kindergarten department; she has a successful track record in a local nursery school and following a rigorous round of interviews and lesson observation we were delighted she has accepted the position at Oaklands.

Mrs Stephanie Machin will be joining us to teach computing in the Autumn term. She is an excellent primary practitioner with an outstanding record and has taught in both state and independent schools both in the UK and overseas.

I am sure you will join me in wishing all of the staff leaving, the very best of luck in their future endeavours and in September I know you will warmly welcome our new staff.

Resources

Most equipment is provided by the school. However 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.

Start of the School Day

Please note that all of the school doors will open at **8.25am** from the beginning of the Autumn Term. This provides a time frame of twenty minutes for all children to arrive. Registration will take place at 8.45am. If you arrive after 8.45am, please go to the school office to sign your child in. A member of the office team will then take your child to their classroom.

Many of the children will be using a different entrance to the school building to access their new classroom. There will be clear signage and additional members of staff available to help you to locate the correct door. Further details will be included in the September Head's letter.

We will be continuing with our current practice of requesting parents to say goodbye to their child outside the school building. Only the children should enter the buildings to go to their classrooms. We will be inviting parents into the classrooms for our usual programme of Drop-in sessions during the first half of the Autumn Term.

Uniform and PE kit

Please refer to the uniform lists on our website when purchasing new uniform during the Summer break. Pupils should return to school in their Summer uniform and this will revert to Winter uniform after the half-term break.

Children should come to school in their PE kits and stay in their PE kits on the days they have PE, unless there is a special event taking place during the day such as open mornings or school photographs, when parents will be advised in advance.

This is not the case for extra-curricular clubs. Children need to wear their full school uniform and change into PE kits after school on the days when they have a sports club.

For Years 3-6, swimming is now in block sessions rather than changing every half term. Years 4 and 5 will swim from September until February half term. Years 3 and 6 will swim from February half term until July. I think we will all find this beneficial.

Polite Reminders

Children must not play on the adventure playground either before or after school. Without teacher supervision, accidents can happen and this equipment is for use with teaching staff, only during the school day.

Children need to be hydrated during the school day and should bring a named water bottle, containing, plain, fresh water, that can be replenished when needed. We do not allow water bottles with spray functions, fans or those with jewels that may fall off. Thank you for your cooperation.

Curriculum Overviews and Timetables

In order to reduce the volume of information we send to parents. From September timetables, for your child's class, will be uploaded to portals before the academic year begins. They will only be changed if there is a significant change to the structure of their day within the year. I anticipate this will largely be for KS2, however, we will keep you updated if and when changes occur. Similarly, Curriculum Overviews will now be published termly rather than half termly. Rest assured you will receive the same, detailed information but in fewer documents.

End of Term

Just a reminder that the last day of term is Wednesday 5 July. We will have our normal pick-up times for our final day:

- 12.00pm finish for LK, UK and Reception
- 12.15pm finish time for Y1 & Y2
- 12.30pm finish time for Y3, Y4, Y5 and Y6

First Day of Term

Staff will return to school on Monday 4 September for two training days. **The children return to school on Wednesday 6 September.** The doors will open as usual at 8:25am for the children to go to their classrooms and begin their morning activities.

Uniform

You will see on the updated 2023/23 uniform lists on our website that we have introduced an optional 'trouser' uniform from the Autumn Term for girls in Year 3 upwards. Trousers must be regulation style from Forest Casualwear, and should be worn with a shirt and tie (and jumper/cardigan if required). This follows requests at the four Oak-Tree Schools and will be reviewed at the end of the academic year.

Oak-Tree Fireworks

The Oak-Tree Firework Display is booked for Sunday 5 November 2023, which is the final day before we return to school from the October half term. Please do put the date in your diaries and join us for this enjoyable family event. Mr Hagger will be writing to parents in September with further details.

OPA

I would like to extend my thanks to the OPA as our year draws to a close. They work tirelessly, behind the scenes to organise events to entertain children and parents throughout the year. This year we lose one of our long-serving OPA members Mrs Epaminondas and I would like to say on behalf of everyone at Oaklands, a huge thank you from all of us for everything you have done.

Please do contact Mrs O'Shea, who has some brilliant ideas for next year, if you would like to volunteer, she simply cannot do everything without a willing team behind her.

Complaints

As you are aware, we have an open door policy throughout the school and we make every effort to respond quickly to any queries or concerns you may have. I thought you might like to know that over the course of the last academic year we had no formal complaints, and any informal concerns were resolved quickly and to the satisfaction of all parties.

Staff List 2023-2024

The updated staff list for next academic year is as follows:

Headmistress	Mrs Gretchen Copeman
Deputy Head	Miss Danel Jansen Van Rensburg
Office Manager and PA to Headmistress	Mrs Charlotte Smedley
Admissions Registrar	Mrs Caroline Childs
School Secretary	Miss Melonie Hopwood
School Secretary	Mrs Sarah Sheers
SENDCO	Mrs Janine Mudd
SEN Assistants	Mrs Margaret Donoghue and Miss Vicky Creedon
Lower Kindergarten Bumblebees	Miss Carlene Collins
Lower Kindergarten Ladybirds	Mrs Nicola Sherrin
Lower Kindergarten Assistant	Mrs Ayse Mellish
Upper Kindergarten Badgers	Mrs Tracey Glasgow
Upper Kindergarten Foxes	Mrs Sarah Thackeray
Upper Kindergarten Hedgehogs	Miss Diann Freeman
Upper Kindergarten Rabbits (and UK Co-Ordinator)	Miss Nikki Aston
Upper Kindergarten Squirrels	Mrs Sarah Moore
Upper Kindergarten Assistants	Mrs Lynne Turner and Mrs Ayse Mellish
Reception Owls (Head of EYFS and Assistant Head)	Mrs Caroline Potts with Ms Natasha Refalo
Reception Robins	Mrs Charlotte Billington with Mrs Janet Michaels
Reception Woodpeckers	Miss Rebekah Francis with Mrs Diane Ten Houten
1C	Mrs Katherine Christofi with Ms Maxine Shea
1V	Miss Jenna Van Bergen with Mrs Katherine Kelner
2S (Assistant Head)	Ms Daniela Sandford with Mrs Rosie Bhachu
2Z	Miss Ashleigh Zaydner with Ms Michelle Woodland
3Ca	Miss Andrie Constantinou with Miss Tracy Carter
3Co	Mr John Caunt with Miss Tracy Carter
4C	Mr Russell Crane with Mrs Justine Davey
5Z (Assistant Head)	Ms Fatima Zaidi with Mrs Sana Ahmed
6G	Miss Alison Gardner with Mrs Ann Booth
Music	Mrs Helen Rathbone
Science	Mrs Joanna Georgiou
Computing	Mrs Stephanie Machin
PE	Mr Andy Paine
French	Madame Vanessa Bashorun

Forthcoming Events

Wednesday 5 July	Lower Kindergarten - Reception Celebration of the Year 2pm Year 1 - Year 6 Prize Giving Ceremony 4pm
Thursday 6 July	New Reception September 2023 Parents Meet the Teacher 1.30-2.45pm New UK September 2023 Parents Meet the Teacher 1.45-2.20pm
Friday 7 July	Reception – Year 5 Moving Up Day New Reception September 2023 Parents Meet the Teacher 1.30-2.45pm New UK September 2023 Meet the Teacher with Parents 1.45-2.20pm
Monday 10 July	Non-Uniform Day Year 1 – Year 6 End of Year Discos Year 6 Water Day
Tuesday 11 July	Year 6 Leavers Assembly 9am
Wednesday 12 July	Last Day of Term

Autumn Term Begins on 6 September 2023

Monday 4 September	INSET Day
Tuesday 5 September	INSET Day
Wednesday 6 September	First Day of Term
Tuesday 12 September	Reception Read Write Inc Parents Meeting 9am Year 1 and Year 2 Curriculum Overview Parents Meeting 5pm
Wednesday 13 September	Upper Kindergarten Ready to Read and Write Parents Meeting 9am Year 3-6 Curriculum Overview Parents Meeting 5pm
Thursday 14 September	Lower Kindergarten Welcome Parents Meeting 9am Year 3 Summit Rocks Camp
Friday 15 September	Year 3 Summit Rocks Camp
Tuesday 19 September	Year 1 and Year 2 Maths and English Parents Meeting 5pm
Thursday 21 September	Year 3 – Year 6 Maths and English Parents Meeting 5pm
Friday 22 September	Jeans for Genes Day
Wednesday 27 September	Year 3 – Year 4 Oak-Tree Boys Football at Oaklands
Thursday 28 September	Year 4 trip to Queen Elizabeth Hunting Lodge Year 2, Year 5 and Year 6 Drop In Session 8.25-8.50am
Friday 29 September	Reception, Year 1, Year 3 and Year 4 Drop In Session 8.25-8.50am
Tuesday 3 October	Open Morning 9.15am
Thursday 4 October	Year 5 trip to Gunpowder Mills
Friday 6 October	Year 1 Trip to Mountfitchet Castle
Thursday 12 October	Year 5 Parents Meeting
Friday 13 October	Year 2 Trip to St Pauls Cathedral
Tuesday 17 October	Upper Kindergarten Parents Evening Year 6 11+ Mock Exams
	U11 7-a-Side Football at Peter May Centre U11 7-a-Side Netball at Peter May Centre
Wednesday 18 October	Year 1 – Year 6 Parents Evening 3.30-6pm Lower Kindergarten Settling In Chats 3-6pm
Thursday 19 October	Year 1 – Year 6 Parents Evening 3.30-6pm Year 6 11+ Mock Exams Year 4 Trip to Buddhist Retreat

Monday 23 October – Friday 3 November – Half Term

Sunday 5 November	Oak-Tree Fireworks at Oaklands
Tuesday 7 November	Year 3 Trip to Celtic Harmony
Thursday 9 November	Individual School Photos
Tuesday 14 November	Year 3 - Year 6 Coffee Morning 8.30-9.45am
Wednesday 15 November	Oak-Tree Spelling Bee at Braeside 3.30 – 5pm
Thursday 16 November	Lower Kindergarten Assembly to Parents 9am Reception, Year 1, Year 3 and Year 4 Drop In Session 8.25-8.50am
Friday 17 November	Year 2, Year 5 and Year 6 Drop In Session 8.25-8.50am
Tuesday 21 November	Upper Kindergarten Foxes and Badgers Drop In Session 2-3pm Year 6 11+ Mock Exams
Wednesday 22 November	Reception Christmas Concert 9am Upper Kindergarten Rabbits, Hedgehogs & Squirrels Drop In Session 2-3pm
Thursday 23 November	Year 6 11+ Mock Exams

Friday 24 November	Reception Christmas Concert 9am
Tuesday 28 November	Year 1 and Year 2 Coffee Morning 8.30-9.45am U11 SportsHall Athletics at Peter May Centre
Wednesday 29 November	Reception Drop In Session 2-3pm
Thursday 30 November	Upper Kindergarten Christmas Show 9am
Friday 1 December	Upper Kindergarten Christmas Show 9am
Wednesday 6 December	Year 3 – Year 6 Carol Service at St Marys Church Loughton 2pm
Thursday 7 December	Year 1 and Year 2 Nativity Play 9am
Friday 8 December	Year 1 and Year 2 Nativity Play 9am
Monday 11 December	Christmas Discos Lower and Upper Kindergarten Santa's Grotto
Tuesday 12 December	Year 1 – Year 6 Pantomime
Wednesday 13 December	Christmas Jumper Day Christmas Lunch Day Year 1 – Year 6 Santa's Grotto
Thursday 14 December	Last Day of Term – Lower & Upper Kindergarten & Reception 12pm finish Last Day of Term – Year 1 and Year 2 12.15pm finish Last Day of Term – Year 3, Year 4, Year 5 and Year 6 12.30pm finish

Friday 15 December – Monday 8 January – Christmas Holiday

Please note that the above dates are occasionally subject to change due to circumstances beyond our control and you will be given plenty of notice on these occasions.

Final Thoughts

As we come to the end of another memorable year at Oaklands, I would like to congratulate the children for all their hard work, perseverance and achievement. I would also like to thank you, the parents, for the support that you have shown the school and for the commitment you have made towards the education of your children.

I would also like to take this opportunity to thank all of the hard-working staff, which includes not only the teaching staff, teaching assistants, SEND staff and office team but also the finance and administrative staff in Oak House, IT staff, lunchtime assistants, maintenance team, catering staff and cleaners for playing their roles at Oaklands.

As I finish my first year as Headmistress I cannot thank you enough for the support and kindness you have shown me this year. It has been a pleasure getting to know your children and families throughout the year. Oaklands really is a lovely school.

I wish you all a lovely summer holiday and look forward to welcoming you all back in September for another busy and exciting year.

With my very best wishes

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

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

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.

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

