



Oaklands School

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HEADMISTRESS

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Website: www.oaklandsschool.co.uk

5 September 2023

Dear Parents

Re: **September 2023 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 hearing news about the holidays from all of the children. Whether your children are returning to Oaklands or are new this term we wish all of you, 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 Wednesday 6 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.

Staffing

I am delighted to welcome Sarah Thackeray into our Upper Kindergarten and Stephanie Machin our Computing Maternity cover teacher. We also welcome two new lunchtime supervisors, Holly Thurley and Amy Bousfield and a new violin teacher Rohan Roy. I know you will all extend them a warm Oaklands welcome and we hope they will be very happy with us this year.

Mr Paine has at long last had surgery on his knee and leg during the summer break and he will be resting and recovering at home until October half term, we wish him a speedy recovery. In the meantime, Liz Taylor, previously Head of PE at Normanhurst, will cover PE.

Arrival

The school doors to all areas of the school open at 8.25 am. Children should be at school by 8.40 am for registration at 8.45 am. All doors into the school will be shut at 8.45 am and entry for Reception through to Year 6 should be via the buzzer on the main school door after this time, where an adult must sign children in at the school office. Please ensure you arrive promptly for school, children find being persistently late very distressing and often miss the day's first announcements and activities.

Please say goodbye to your child at their designated entrance. If you need to see your child's teacher please make an appointment or leave a message with our office team. Teaching staff are usually very busy welcoming the children first thing in the morning.

Dismissal

Morning sessions for the younger children (LK and UK) finish at 12 noon or 1.00pm if your child is staying for lunch. 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 points for classes and clubs for this term, including timings.

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	8.25-8.45am	Normal Rabbits & Squirrels Entrance	3.00pm	Normal Rabbits Entrance
UK HEDGEHOGS	8.25-8.45am	Normal Foxes & H/Hogs Entrance	3.00pm	Normal Foxes Entrance
UK BADGERS	8.25-8.45am	Normal Badgers Entrance	3.00pm	Normal Badger Entrance
UK FOXES	8.25-8.45am	Normal Foxes & H/Hogs Entrance	3.00pm	Normal Foxes Entrance
UK SQUIRRELS	8.25-8.45am	Normal Rabbits & Squirrels Entrance	3.00pm	Normal Squirrels 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	Main Entrance to Reception
RECEPTION Owls	8.25-8.45am	Main Entrance to Reception Classes	3.00pm	Side Hall Door
YEAR 1C	8.25-8.45am	Main School Door	3.15pm	Main School Door
YEAR 1V	8.25-8.45am	Main School Door	3.15pm	Main School Door
YEAR 2S	8.25-8.45am	Middle Fire Escape	3.15pm	Middle Fire Escape
YEAR 2Z	8.25-8.45am	Middle Fire Escape	3.15pm	Middle Fire Escape
YEAR 3Co	8.25-8.45am	Main School Door	3.30pm	Main School Door
YEAR 3Ca	8.25-8.45am	Main School Door	3.30pm	Main School Door
YEAR 4C	8.25-8.45am	Middle Fire Escape	3.30pm	Middle Fire Escape
YEAR 5Z	8.25-8.45am	Y5Z Classroom Door	3.30pm	Y5Z Classroom Door
YEAR 6G	8.25-8.45am	Y6G Classroom Door	3.30pm	Y6G Classroom Door

Extra-Curricular Activities

Please refer to the below overview of clubs; this table includes timings, dismissal points along with start dates and last session dates. 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 by emailing clubs@oaklandsschool.co.uk.

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.

DAY	CLUB	TIME	DISMISSAL POINT	START DATE	LAST SESSION DATE
Monday	Book Club (Y3-Y6)	3.30-4.30pm	Main School Door	18 September	4 December
Monday	Boys Football (Y3-Y6)	3.30-4.30pm	Astro Gate	18 September	4 December
Monday	Busy Bees (Rec)	3.00-4.00pm	Reception Door	18 September	4 December
Monday	Karate (Rec, Y1+Y2)	3.15-4.15pm	Hall Door	18 September	4 December
Monday	Smart Raspberry (Y1-Y6)	3:30-4.30pm	Science Room	18 September	4 December
Monday	Spanish (Y3-Y6)	3.30-4.30pm	Middle Fire Escape	18 September	4 December
Monday	Speech and Drama (Y1+Y2)	3.15-4.15pm	Area Outside Studio	18 September	4 December
Tuesday	Computing (Y1+Y2)	3:15-4.15pm	Main School Door	19 September	5 December
Tuesday	Homework (Y2-Y6)	3.30-4.30pm	Main School Door	19 September	5 December
Tuesday	Karate (Y3-Y6)	3.30-4.30pm	Hall Door	19 September	5 December
Tuesday	Mathmania (Y3-Y6)	3.30-4.30pm	Y6G Classroom	19 September	5 December
Tuesday	Netball (Y4-Y6)	3:30-4.30pm	Astro Gate	19 September	5 December
Tuesday	Smart Raspberry (Y1-Y6)	3.30-4.30pm	Science Room	19 September	5 December
Tuesday	Spanish (Rec, Y1+Y2)	3.15-4.15pm	Main School Door	19 September	5 December
Tuesday	Strategy Board Games (Y3-Y6)	3.30-4.30pm	Y5Z Classroom	19 September	5 December
Wednesday	Wild Woods (Rec, Y1+Y2)	3.15-4.15pm	Reception Door	6 September	13 December
Wednesday	Speech and Drama (Y5+Y6)	3.30-4.30pm	Science Room	6 September	13 December
Wednesday	Speech and Drama (Y3+Y4)	3.30-4.30pm	Area Outside Studio	6 September	13 December
Wednesday	French (Y3-Y6)	3.30-4.30pm	Main School Door	6 September	13 December
Wednesday	TheatreTrain (Y1+Y2)	3.15-4.15pm	Hall Door	6 September	13 December
Thursday	Speech and Drama (Y1+Y2)	3.15-4.15pm	Area Outside Studio	07 September	7 December
Thursday	Homework (Y2-Y6)	3.30-4.30pm	Y5Z Classroom	07 September	7 December
Thursday	Construction (Y1+Y2)	3.15-4.15pm	Main School Door	07 September	7 December
Thursday	Girls Football (Y3-Y6)	3.30-4.30pm	Astro Gate	07 September	7 December
Thursday	Fit 4 Fun Gymnastics (Y3-Y6)	3.30-4.30pm	Hall Door	07 September	7 December
Thursday	TheatreTrain (Y3-Y6)	3:30-4.30pm	Science Room	07 September	7 December
Friday	Speech and Drama (Y1+Y2)	3.15-4.15pm	Area Outside Studio	15 September	1 December
Friday	Construction (Rec)	3.15-4.00pm	Reception Door	15 September	1 December
Friday	Football (Boys and Girls) (Y1+Y2)	3.15-4.15pm	Astro Gate	15 September	1 December
Friday	Computing (Y3-Y6)	3.30-4.30pm	Main School Door	15 September	1 December
Friday	Art (Y3-Y6)	3.30-4.30pm	Main School Door	15 September	1 December
Friday	Multi Sports (Y3-Y6)	3.30-4.30pm	Science Room	15 September	1 December
Friday	Fit 4 Fun Gymnastics (Y1+Y2)	3.15-4.15pm	Hall Door	15 September	1 December

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, with the exception of LK, who will change in school. For ease of reference, please find an updated list of PE/Games lessons for each year group in the school:

- **Lower Kindergarten:** Tuesday
- **Upper Kindergarten:** Friday
- **Reception Owls:** Thursday & Friday
- **Reception Robins:** Thursday & Friday
- **Reception Woodpeckers:** Thursday & Friday
- **Year 1C:** Monday & Thursday
- **Year 1V:** Monday & Thursday
- **Year 2S:** Monday & Friday
- **Year 2Z:** Tuesday & Thursday
- **Year 3Ca:** Tuesday & Friday
- **Year 3Co:** Monday & Tuesday
- **Year 4C:** Monday & Wednesday (for swimming until Feb half term)
- **Year 5Z:** Tuesday & Wednesday (for swimming until Feb half term)
- **Year 6G:** Tuesday

Please note that children who are due to attend an extra-curricular sports 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 4 and Year 5 will be going swimming for the first half of the year, until February half term, starting on **Wednesday 13 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 PE kit on swimming days for ease of changing. A letter or email is required if you child is not swimming.**

Resources

Most equipment is provided by the school. However, 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, a spare is useful (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. Until October half term all pupils should be wearing Summer Uniform please.

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.**

All children, from LK to Year 6, with hair longer than a chin-length bob should have their hair tied back, including long fringes, away from their face every day for school.

Summer holiday work

The Maintenance team have been busy on the Oaklands site this summer. In addition to many other jobs they have completely refurbished the front entrance, which I am sure you will agree, looks beautiful. They have also been busy painting and repairing walls and completely redecorating and re-carpeting the main school office.

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 2023-24 and we will write with more details nearer the time.

Parking

We continue our partnership with 3PR parking this term and I continue to encourage parents to make use of the carpark on Warren Hill. Children from Year 3 upwards can walk up to the main building themselves from 8.25 am. There is a member of staff on the side gate to the High Road and staff at the front door and the gate on Albion Hill. Those of you who would still like to park on Albion Hill, please note parking is limited and I remind you all not to block the drives of our neighbours or access to the Head Office Carpark, and to park away from the zig-zags and the bends of the road.

Absence

We understand that at times pupils are too unwell to attend school however, we track pupil attendance very carefully as children who have significant absences 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 filling in a 'Request for absence form'.

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 by e-mail whether the absence is authorised or unauthorised.

Breakfast and After School Clubs

After School Club runs from 3pm to 6pm for children aged 3 years and above. Both Breakfast and After School 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 After School 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 extra-curricular club or After School 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.'

Parents' Association

The Oaklands Parents' Association work extremely hard to organise events and 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 members. 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/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 on occasion 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 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 14 and Friday 15 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. It is helpful if parents do not call children over to the fence during the camp as we find this exacerbates homesickness and can upset children.

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. 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 term.

Date	Year Group	Time
Thursday 28 September	Year 2, Year 5 and Year 6 Reception	8.25-8.50am 2.30 - 3pm
Friday 29 September	Year 1, Year 3 and Year 4 Reception	8.25-8.50am 2.30 - 3pm
Thursday 16 November	Year 1, Year 3 and Year 4	8.25 - 8.50am
Friday 17 November	Year 2, Year 5 and Year 6	8.25 - 8.50am
Tuesday 21 November	Upper Kindergarten Foxes and Rabbits	2 - 3pm
Wednesday 22 November	Upper Kindergarten Badgers, Hedgehogs and Squirrels	2-3pm
Tuesday 28 November	Reception	2.30-3pm
Wednesday 29 November	Reception	2-3pm

Parents' Evenings

On Wednesday 18 and Thursday 19 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.

UK 'Settling in chats' will be held on Tuesday 17 October, with LK 'Settling in chats' on Wednesday 18 October. Confirmation and further details to follow.

Dates for the Diary

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 and Girls Netball 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 Reception Drop in Session 2.30-3pm
Friday 29 September	Year 1, Year 3 and Year 4 Drop In Session 8.25-8.50am Reception Drop in Session 2.30-3pm
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	Reception Parents Evening 3.15-6pm
	Year 1 – Year 6 Parents Evening 3.30-6pm
	Lower Kindergarten Settling In Chats 3-6pm
Thursday 19 October	Reception Parents Evening 3.15-6pm
	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	Year 2 Florence Nightingale Workshop
	Oak-Tree Spelling Bee at Braeside 3.30 – 5pm
Thursday 16 November	Lower Kindergarten Assembly to Parents 9am
	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 Rabbits Drop In Session 2.30-3pm
	Year 6 11+ Mock Exams
Wednesday 22 November	Reception Christmas Concert 9am
	Upper Kindergarten Badgers, Hedgehogs & Squirrels Drop In Session 2.30-3pm
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 2.30-3pm
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
	Reception, Lower and Upper Kindergarten Santa's Grotto
Tuesday 12 December	Year 1 – Year 6 Pantomime
	EYFS Pantomime
Wednesday 13 December	Christmas Jumper and 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 – Half Term	

Charities

As usual, we will support a number of charities this year, beginning with Jeans for Genes day on Friday 22 September, 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.

Internet

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.](#)

This promises to be a busy and productive half-term. 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 welcoming you all back to school.

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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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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