



Oldfield Primary School

Bray Road, Maidenhead, Berkshire, SL6 1UE

Telephone: 01628 621750

Website: www.oldfieldprimary.com

Headteacher: Mr Richard Jarrett



10th September 2019

Dear Parents

I would like to welcome you and your children back to school and to extend a warm welcome to our new children and parents who have joined Oldfield this term. Last year I was delighted to see parents and guardians walking to school, but please can I stress the importance of using one of the zebra crossings and ensuring that you only step onto the crossing once the cars have stopped. We continue to have real concerns about how visible pedestrians are on Bray Road.

New Staff

I hope you will join me in welcoming a new member of staff who has joined us this September. Miss Alyssia Whitelaw has joined us as the new class teacher in Year 4 Carroll.

School Office Hours/Telephone System

Our school office is open from 8.30am to 4.30pm daily. Our telephone system has a number of options to choose from. Option 1 is for reporting a child's absence*, please leave clear details of **your child's name, Year, class name and reason for absence**. Option 2 is for extra-curricular activity updates, we will leave any messages about activity cancellations here. Option 3 is for any other enquiries, I would ask you to avoid using this option just before the start and end of the school day as this is an extremely busy time and there may only be one person in the office. If you have any changes to your child's pick up arrangements, i.e. you wish your child to be placed on Grab and Go, please may I ask that you try and telephone before 2.30pm or if you are sending an e-mail, before 1.30pm.

*You can also report a child's absence by notifying us through ParentMail.

Attendance – Holidays

Whilst I appreciate there are cost implications when going away during the school holidays and understand that some extended families live abroad, this is not deemed as exceptional circumstances. Every day of education that a child misses has an impact on their learning. Following legislation in 2013, leave of absence can now only be given by Headteachers for exceptional circumstances and a normal leave of absence for a 'holiday' would be classed as unauthorised. Unauthorised absences will attract the attention of the Education Welfare Officer and may result in a fixed penalty fine. The copy of the term dates is available on the school website.

Term Events and Activities

A list of dates for events currently planned for the year is attached to this letter. The Extra Curricular list was sent out last Friday via ParentMail and this list can also be found on the school website, along with application forms where available. Parents of children in EYFS and Key Stage 1 who are taking part in any of the extra curricular activities that requires a change of clothes, will need to come to school at 3.20pm to get them changed and register with the club leader.

Unfortunately, there is only one after school club (Scrumys Rugby) for Early Years during the Autumn term. Details of this club were sent out to parents on Friday. The children are very young and we feel that the school day is already long enough for them. Further Clubs may become available to them during the Spring or Summer terms, but we will advise you nearer the time.

As we will have a number of after school clubs running this term run by both staff and outside providers, we would be pleased to hear from any parents who would be able to give up their time to assist Oldfield staff with their clubs. If you are able to help, please would you contact the person running the club, as detailed on the list. Thank you.



Lunches

Please note that the price of school lunches is now £2.07 for children in Years 3, 4, 5 and 6. School lunches must be ordered via the Scopay system by midnight for the following day. If you miss the midnight deadline, you will need to send your child in with a packed lunch.

If you are sending your child with a packed lunch, we encourage healthy eating and would ask you not to include sweets, chocolate or fizzy drinks. We are a 'nut free' school and due to the increasing number of children with allergies we would ask you to bear this in mind with regard to snacks and packed lunches (this does include peanut butter and Nutella in sandwiches). There are three choices every day from Caterlink, and a copy of the menu can be found on the school website.

Universal Infant Free School Meals

All children in Early Years Foundation Stage and Key Stage One (Years 1 and 2) are entitled to a free school lunch.

PE Kit

Please ensure you that your child has their PE kit in school every day. Just a reminder that this should consist of navy blue shorts with a pale blue or white polo shirt. Our full uniform list can be found on the school website.

Lateness

The whistle will be blown at 8.50am for the start of the school day. It is a parent's responsibility to ensure children arrive at school between 8.40am to 8.50am every day. Please note, children should not be in school unsupervised before 8.40am. The school gates will be closed at 8.55am every morning. If you are arriving at school after 8.55am, please go to the school office to sign your child in and a member of the office staff will take them to their classroom. The gates will be opened at 3.10pm as usual, in preparation for parents to collect children at the end of the day at 3.20pm.

Travelling Book Fair

We will be having the travelling book fair in school on Monday, 30th September until Friday, 4th October. You can come along with your children after school between 3.20pm and 3.50pm to inspect and purchase books. Payments can be made by cash and card. As this will be taking place after school, Miss Goodson would be pleased to hear from anyone, (as soon as possible) who could give half an hour of their time to help out.

First Aid Training for Children

I am pleased to inform you that in November, all children will receive simple First Aid instruction. Children in Early Years will also receive some training after Christmas

Plastic Use

As a school, we are aware of the tremendous pressure that the environment is under due to single use plastic. We would like to play a small part in plastic use reduction and we are already looking at how we can reduce this in the kitchen and milk cartons as well as recycling plastic bottles.

We would like parents to have the opportunity to help us with this and consider alternatives to cling film and plastic straws for pack lunches. As part of the childrens' learning this year, we will be looking at how we can reduce the use of plastics in the future.

Early Riser's Club

Numbers at our Early Risers breakfast club are now almost at a maximum on most mornings, therefore booking via the Scopay system is essential. Please note that refunds are not available for missed, pre-booked sessions. Early Riser's club will be in the large hall, please use the KS1 entrance and make sure **you** sign your child in before you leave. Please do not leave it to your child to sign themselves in as they must be signed in by an adult. I am sure you will appreciate this is for safeguarding reasons. If you would like to contact the club directly, you can e-mail them at earlyrisers@oldfieldprimary.com

Just a reminder that the sessions available and prices are:

8.00am with breakfast - £4.00

8.00am without breakfast - £3.00

8.25am onwards £2.00

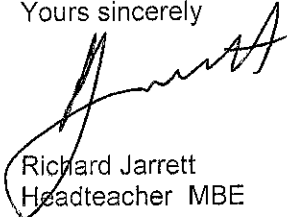
E Mail Communication

We will continue to communicate electronically with all parents via our new system ParentMail, but if you do need to contact the school, please use our office@oldfieldprimary.com e-mail address. If you do not have access to a computer, please would you let the office staff know as soon as possible, and we will arrange for paper copies to be made available for you. Spare copies can also be found in the pigeon holes in the school reception area. Any letters requiring a signed permission slip to be returned, will still be sent home as a paper copy.

During this term we will be sending home Data Collection Sheets for you to check, change as necessary, sign and return to us **by return**. Please would you make sure we have your correct e-mail address and mobile number listed. This is a mammoth task for our office staff if they have to chase data collection sheets not returned with over 420 children in the school.

Should you have anything you wish to discuss, please do not hesitate to contact your child's class teacher or myself.

Yours sincerely



Richard Jarrett
Headteacher MBE