



Excellence, Innovation, Respect

**Oakgrove Primary and Nursery
Early Years Foundation Stage**

Key Information 2019-2020

Please keep this booklet in a safe place for future reference

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School Contact Details

Oakgrove School, Primary and Nursery
Atlas Way
Oakgrove
Milton Keynes
MK10 9BD

Tel: 01908 545300 (option 5 for Primary)

Email: primary@oakgrove.school

Website: www.oakgrove.school

Follow us on Twitter @OGSPprimary

We are a strawberry and nut-free school



Due to serious allergies amongst our children, we kindly request that strawberries and nuts are not brought into school.

We appreciate your support in this matter.

Term and Holiday Dates 2019/2020

| Term Dates | | |
|--------------------|-----------------------|--------------------|
| Autumn term | Wednesday 4 September | Friday 25 October |
| | | |
| | Monday 4 November | Friday 20 December |
| | | |
| Spring term | Monday 6 January | Friday 14 February |
| | | |
| | Monday 24 February | Friday 3 April |
| | | |
| Summer term | Monday 20 April | Friday 22 May |
| | | |
| | Monday 1 June | Friday 17 July |
| | | |

Inset days

Monday 2 September 2019
 Tuesday 3 September 2019
 Friday 29 November 2019
 Monday 9 March 2020
 Monday 20 July 2020

Bank Holidays 2019/2020

| | |
|---------------------|-----------------|
| Good Friday | Friday 10 April |
| Easter Monday | Monday 13 April |
| May Day Holiday | Friday 8 May |
| Spring Bank Holiday | Monday 25 May |

Dates for your Diary

- **Wednesday 4th September**
Foundation pupils' home visits begin
- **Wednesday 11th September**
First intake group of Foundation children will start school
- **Thursday 19th September**
All children joining in Foundation will have started school by this day.
- **Thursday 26th September**
Parents Early Years Curriculum Information Meeting
6.30pm at Oakgrove Primary and Nursery
Curriculum information evening for parents of children in Nursery and Foundation, focusing on phonics in Early Years.
- **Tuesday 15th October 4-6pm and Thursday 17th October 5-8pm**
Parents Evenings – a chance for all parents to discuss their child's learning alongside how they have settled in to Oakgrove.
- **Week of 21st October – Foundation Learning Together Sessions**
Parents will be invited in to spend some time in class with their child.
- **Friday 29th November - School Closed for INSET Day**
- **Thursday 19th December, 2pm**
Foundation Nativity Performance

Foundation Staff Members

| | | | |
|--|--|--|---|
| <p>Miss Emily Barton Class Teacher, Acorn</p>  | <p>Mrs Rebecca Mayglothling Class Teacher, Chestnut</p>  | <p>Mrs Rachel Adams Class Teacher, Chestnut</p>  | <p>Miss Mica Thimaya Teacher</p>  |
| <p>Mrs Lorraine O'Neill Teaching Assistant</p>  | <p>Mrs Kelly Tracey Teaching Assistant</p>  | <p>Mrs Jo Botten Teaching Assistant</p>  | <p>Mrs Margy Martin HLTA</p>  |
| <p>Mrs Elaine Brassington HLTA</p>  | <p>Mr Dominic Parrella Teacher of Sport</p>  | | |

What your child needs for Foundation at Oakgrove School

- **School Uniform** – blue sweat shirt or cardigan, grey skirt or trousers, white polo shirt and black shoes.
- **PE Kit** – Your child will be expected to change into their indoor PE kit after October half term. Please ensure they have the following items in a clearly named PE bag - white t-shirt, navy shorts, black plimsolls or suitable trainers.
- **Book bag** – We will send home letters, ready books, library books and other information through their book bag please ensure that your child brings it to school each day. A keyring for recognition is advisable.
- **A suitable coat for the weather** - the children will spend lots of time outside throughout the year.
- **Wellies** – For outdoor play when wet.
- **Spare clothes** – We have a limited stock of spare clothes at school which we would use if your child has a toilet accident at school. A spare clothes bag with spare underwear and socks is welcome to stay on your child's peg to be returned each half term or when clothes have been used. If your child is prone to toilet accidents we would ask that you provide spare clothing that your child can use if needed. Please also ensure that staff are aware of any issues so that they can support your child's needs.
- **Water Bottle** – Please ensure that your child brings a named, full water bottle to school each day containing only water.
- **Sun hat/woolly hat and gloves as needed.**
- **Sun cream** – sun cream must be applied at home prior to the start of Foundation. Children can bring additional sun cream to school in a clearly named bottle, however your child must be able to apply it to themselves if needed.

Please name everything your child brings to school

Easy use name tags are available for www.mynametags.com or alternatively a name written in biro.

Drop Off and Pick Up Times

To help your child have a positive start to their day in Foundation we ask that you arrive at school in time for the Foundation doors opening.

- Doors open at 8.40am and close at 8.50am. Any late comers need to go through reception
- Prompt pick up at 3.05pm from carpet areas. If you are going to be late you will need to use the Afterschool Club for which there is a charge.

Morning Routine

- Until the children are confident, please bring children in to the cloakroom. Encourage the children to hang up their coats independently and to place lunchboxes into the lunch box and take water bottles to the carpet area
- Please aim for a quick goodbye in the cloakroom then handover children to a member of school staff
- Staff will then take the children to their carpet areas
- Children take part in early work activities with a Teaching Assistant on the carpet.

PE

- PE kits will be required **after** October half term
- Earrings should be removed
- Carefully label ALL uniform, including shoes
- PE uniform should be navy shorts and a white T-shirt. In colder weather the children will need a navy tracksuit.

Additional Items Children will need

- Wellies
- Waterproof, warm coat
- Book bag only please as space is very limited
- Water bottle

Milk

- All children are registered to receive free milk in school until they are five years of age. We register all children for milk unless you opt out
- If you would like your child to continue to have milk after their fifth birthday, you will need to register and pay Cool Milk online at <https://www.coolmilk.com/>

Lunch

- Children will eat lunch in the hall with the rest of the school
- School lunches are provided to all pupils in Foundation to Year 2 for free under the Governments Universal Free School Meals scheme. If you would like your child to take up the school lunch option you must book their meal selections through their Parentpay account.
- We have children who have severe and life-threatening allergies. **Please DO NOT include: whole eggs, strawberries, peanut butter, chocolate spread, biscuits etc that may contain nuts or strawberries**

Change of Persons Collecting Your Child

Please notify your child's class teacher, or the office, if any other person other than one of the people you have identified as being an 'Authorised Person' is collecting your child at the end of the school day. If you do not notify us of these changes we will not hand over your child to the person collecting them until we have spoken to you.

- You will be contacted if we are unaware of a change to pick up arrangements
- Please refer to the 'Uncollected Child' policy for more details

Communication

To help save the environment and reduce printing costs, we send the majority of our correspondence home by email. In order to make the system effective, we need to have an up-to-date email address for you. If your email address changes it is vital that you update the school with your new address.

As well as emails, letters and daily conversations, we will communicate with you via the school website (<https://www.oakgrove.school/primary-and-nursery/>), and newsletters.

Please see the noticeboard outside the Foundation area for sudden changes!

Your Child's Learning Journey

Your child's learning journey is a valuable document that tracks their progress and attainment throughout their first year in school. It is extremely important that you contribute to this by sharing achievements and experiences outside of school eg:

- Photos of days out, riding their bike for the first time, cooking, taking part in sport etc
- Weekly weekend 'WOW moments' sheet
- Examples of learning at home

Evidence can be shared by sending examples into school with your child, talking to the staff, jotting down a quick note or by email. Our Foundation Team email address is:

foundation@oakgrove.school

At Oakgrove School the children's learning journey is documented on an online system called 2Build a Profile. At the start of their first term in Foundation, parents will receive a registration email from 2Build a Profile. Once you have created an account you will receive regular updates from the school, showing you details of your child's learning observation, often linked with a photo.

Universal Infant Free School Meals (UIFSM)

Children in Foundation, Year 1 and Year 2 will be able to claim a free school meal at lunchtime. Whilst we would encourage children to claim a free school meal, you may still send your child to school with a packed lunch if you prefer.

A free school meal will consist of a 2 course meal at lunchtime together with a drink (this may be water). Parents will be asked to make their child's school lunch bookings via their Parentpay account. **All bookings must be placed by 9am on the Friday before your bookings are due to be taken, failure to do so will result in you needing to provide a packed lunch for your child.**

Free School Meals and Pupil Premium

In addition to the Universal Infant Free School Meals initiative, the Government operates a free school meal system to support children from lower income families. Pupil Premium is a funding scheme which allows schools to access additional funding linked to the number of children claiming free school meals (FSM). Please see the qualifying criteria below.

It is, therefore, vital that parents who qualify for FSM apply even if they do not wish to take up the offer of a free school meal.

Qualifying Criteria for Free School Meals

You will qualify for FSM if you are in receipt of any of the following benefits:

- Income Support
- Employment & Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs) **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs.**
- Working Tax Credit run-on - paid 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- National Asylum Seekers Support (NASS)
- Guaranteed Element of Pension Tax Credit

How to apply for Free School Meals

You can register and find out if your child is eligible by completing the Capita Online School Meals Application Form at the following address:

<https://www.cloudforedu.org.uk/ofsm/sims/>

The system is quick and simple to use and can be accessed via a smartphone or hand held device. If you qualify you will need to show the School Office the Application Summary either on your smartphone or print a copy.

All applications for free school meals will be treated in the strictest confidence.

To further support parents on low incomes, we would like to offer free school uniform items (2 polo shirts and 1 sweatshirt/cardigan) to all children who qualify for FSM (but not UIFSM).

Medical and Illness Information

If your child is unable to attend school, you should telephone the School Office on 01908 545300 before 9.00 am to notify them of the absence. If your child has shown signs of being unwell, or having a temperature, and you decide to send them into school please let us know - particularly if you have administered any painkillers.

Should your child become ill during the school day or is recorded as having a temperature above 37.5 degrees Celsius, we will telephone you, in the order of the contacts given to the School Office, and ask that your child be collected.

Prescribed medication can be administered in school, if it is required more than 3 times a day. The medication will need to be handed in at the School Office each morning and a form completed. Any long term medication should be left in school and a long term medication form completed at the School Office.

Please note the school policy with regards to the exclusion periods for the following illnesses and infections. These are in place to avoid spread and further infection amongst the other children in school:

- **Sickness and diarrhoea** – children can return to school **48 hours** after the last episode of sickness or diarrhoea.
- **Conjunctivitis** – Children can return to school after starting treatment.
- **Impetigo** – Children can return to school **48 hours** after starting antibiotic treatment or after the lesions have crusted and healed.
- **Ringworm** – Children do not need to be excluded but should be treated.
- **Scarlet Fever** – Children can return **24 hours** after starting antibiotic treatment.
- **Warts and Verrucae** – Verrucae should be covered.
- **Chickenpox** – Children can return to school once they are feeling better and all the spots have crusted over.
- **Headlice** – If you see live headlice please treat your child at home. If they are in school and live lice are seen, you will be contacted and asked to collect your child and treat them at home.
- **Slapped Cheek** – children can be in school as long as they do not have a high temperature and are well enough in themselves.

Please teach, and encourage, your child to wash their hands properly at home to try to avoid the spread of infection!

Reporting an Absence

If your child is absent for any reason, please leave a message on the absence line by calling 01908 545300, select option 1 for Primary and then 1 for the absence line. Absences without reason have to be followed up and if they are unanswered the absence will be unauthorised.

Please may we ask that you avoid making medical appointments during school hours wherever possible, but if it is absolutely necessary, we would kindly request to see a copy of the appointment letter.

Classroom doors open at 8.40am and registers are taken promptly at 8.50am. If your child arrives after this time, they must report to reception so that their mark can be recorded.

If you have any queries relating to Attendance, please contact the School Administrator, Mrs Porritt.

Holidays in Term Time

We would like to make parents aware of the Government legislation regarding taking holidays during term time which states that schools are not able to authorise absence for family holidays. Unless there are exceptional circumstances which will require evidence all holiday leave is unauthorised. If you are planning on taking your child out of school for a holiday you must complete a Leave of Absence Request form and return it to the school office at least 3 weeks before the date of your request, attaching any required evidence.

Following the Supreme Court ruling, Milton Keynes Council has updated its Term Time Holidays policy. Oakgrove School will refer parents/carers to the local authority for action (Fixed Penalty Fine) if children are taken out of school to go on holiday for five consecutive days or more during term time.

Leave of Absence - Exceptional Circumstance

We do appreciate that there are other reasons why you may request a leave of absence for your child and therefore taking part in a sporting activity, family events (e.g. close family weddings/funerals, religious celebrations, graduations etc.) and compassionate reasons will be considered on an individual basis and may be authorised. In all cases, we will need evidence of the event attached with the leave of absence request. If this is not provided the absence will be unauthorised.

Oaks Wrap-around School Childcare Provision

At Oakgrove Primary we offer wrap around care in our Oaks Fun Club with **Early Oaks** running before school and **Late Oaks** running after school. The emphasis is on creating a vibrant and fun club, which the children look forward to and enjoy every day.

At Early Oaks Breakfast Club children can be dropped off anytime from 7.45am until 8.30am. The children are offered a nutritional breakfast followed by the chance to participate in fun, educational activities or catch up on any homework they have. The fee for each session is £5.

At Late Oaks, the children are taken directly from their classes to the club at the end of the school day. They are given an initial snack and drink before they are then free to take part in any of the numerous activities that are set up for them to engage in each day. The children all sit together for a light hot tea at 4pm. Parents have a choice of 3 payment sessions to book:

- Late school collection – up to 3.30pm the cost is £2
- Early Oaks collection up to 4.30pm the cost is £8 (includes a light tea)
- Late Oaks collection up 6pm the session cost is £10 (includes a light tea)

Children will be taken to and from these clubs by a member of staff.

Bookings and payments for all 3 club sessions can be made directly from your child's ParentPay account. Childcare vouchers will be accepted – please contact the School Office with details of your Childcare Voucher provider and they will be able to give you the information you require to set this form of payment up.

Whilst we will seek to offer as much flexibility as possible, due to the need to plan for staffing ratio, we cannot guarantee places for people unless they are booked in advance. If you book a session but your child does not attend, you may be charged for the session.

Busythings Website

As a school, we subscribe to Busythings as a tool to aid children's learning in Foundation. It covers each of the Foundation areas of learning and had some excellent phonics and maths games. We also have home access to this website and hope that you might be able to make use of the site at home to practise the skills the children are learning in school.

The details of the username and password that you will need to use to access the website are shown here. If you have any questions about this site or the games it contains, please do not hesitate to contact the staff in Foundation.



Oakgrove School

Home access login

Username:

home56386

Password:

gruff6885



To access Busy Things, go to busythings.co.uk and click 'Log in'.

Please do not share these login details with anyone outside of your school.

LetterJoin

Cursive handwriting made easy!

We are part of the Letter-join handwriting scheme and any of our pupils wishing to practise their handwriting at home can now log in to the Letter-join website on iPads and tablets as well as desktop and laptop computers. There you will find the same, easy-to-use handwriting resources as we use at school.

Once logged-in, you will be able to watch how to form all the letters of the alphabet using the same style that we use at school. You can then trace over the letters and words on your tablet and print out the worksheets from your PC for real handwriting practice.

We are limited to the number of users who can log in to this account, so please only log in with this username and password/swipe code for your own personal use.

Details on how you log in to Letter-join are below.

DESKTOP AND LAPTOP LOG-IN

Simply go to www.letterjoin.co.uk

and log in, using the Desktop log-in boxes, with these details:

User name: **lj8816**

Password: **home**

Letter-join will work on the following browsers on PCs:

- Google Chrome
- Firefox
- Safari
- Opera

We cannot recommend using Internet Explorer for Letter-join.

IPAD AND TABLET LOG-IN

Go to www.letter-join.co.uk, select the Tablet Login button and log in using these details:

User name: **lj8816**

Swipe code (starting at top left):



Letter-join will run on the following tablets:

- iPads running at least iOS7 through the Safari browser.
- Windows 8 tablets (8 inch and bigger) using the built-in browser.
- Android tablets (8 inch and bigger) using Google Chrome, Firefox or Opera