



Excellence, Innovation, Respect

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

# **Key Information 2020-2021**

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](mailto:primary@oakgrove.school)

Website: [www.oakgrove.school](http://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 2020/2021

Term Dates		
Autumn term	Thursday 3 September 2020	Friday 23 October 2020
	Monday 2 November 2020	Friday 18 December 2020
Spring term	Monday 4 January 2021	Friday 12 February 2021
	Monday 22 February 2021	Friday 26 March 2021
Summer term	Monday 12 April 2021	Friday 28 May 2021
	Monday 7 June 2021	Friday 16 July 2021

### Inset days – School Closed for Children

Tuesday 1<sup>st</sup> September 2020  
 Wednesday 2<sup>nd</sup> September 2020  
 Friday 27<sup>th</sup> November 2020  
 Monday 19<sup>th</sup> July 2021  
 Tuesday 20<sup>th</sup> July 2021

### Bank and Public Holidays 2020/2021

Christmas Day	Friday 25 <sup>th</sup> December
Boxing Day	Saturday 26 <sup>th</sup> December
New Year's Day	Friday 1 <sup>st</sup> January
Good Friday	Friday 2 <sup>nd</sup> April
Easter Monday	Monday 5 <sup>th</sup> April
May Day Holiday	Monday 3 <sup>rd</sup> May
Spring Bank Holiday	Monday 31 <sup>st</sup> May

## Dates for your Diary - Subject to Government Covid-19 Guidelines

- **Thursday 3<sup>rd</sup> September**  
Foundation 'Meet the Teacher' sessions begin
- **Monday 7<sup>th</sup> September**  
Deadline for completing your child's registration via the Oakgrove SIMS Parent App – please ensure you log in and check all your child's details are correct.
- **Thursday 10<sup>th</sup> September 2020**  
First intake group of Foundation children will start school
- **Friday 18<sup>th</sup> September 2020**  
All children joining Foundation will have started school by this day
- **Monday 28<sup>th</sup> September 2020**  
School Photos
- **Thursday 24<sup>th</sup> September**  
**Parents Early Years Curriculum Information Meeting**  
Curriculum information evening for parents of children in Foundation, focusing on phonics in Early Years.  
Due to Covid-19 this will be a 'virtual' meeting event and we will notify you of times and details
- **Tuesday 6<sup>th</sup> October 4-6pm and Thursday 8<sup>th</sup> October 5-8pm**  
Parents Evenings – a chance for all parents to discuss their child's learning alongside how they have settled in to Oakgrove.  
Due to Covid-19 this will be a 'virtual' meeting event and we will notify you of times and details
- **Monday 26<sup>th</sup> October to Friday 27<sup>th</sup> October – Half Term Holiday**  
**School Closed**
- **Friday 27<sup>th</sup> November - School Closed for INSET Day**

## Foundation Staff Members

<p><b>Mrs Hayley Winter</b> Class Teacher, Acorn</p> 	<p><b>Mrs Rachel Quelch</b> Class Teacher, Berry</p> 	<p><b>Miss Katie Pink</b> Class Teacher, Chestnut</p> 	<p><b>Mrs Rachel Adams</b> Teacher</p> 
<p><b>Mrs Lorraine O'Neill</b> Teaching Assistant</p> 	<p><b>Mrs Kelly Tracey</b> Teaching Assistant</p> 	<p><b>Miss Georgia Tipper</b> Teaching Assistant</p> 	<p><b>Mrs Margy Martin</b> HLTA</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 the autumn 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 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](http://www.mynametags.com) or alternatively a name written in biro.

## Working Together to Minimise Coronavirus Risk in School

We all need to work together to ensure that school remains a safe place to be for staff and children by minimising the risk of spreading coronavirus. All parents and staff members play an important role in this and we must ask that under no circumstances do staff or pupils come into school if they have any of the coronavirus (Covid-19) symptoms listed below or have tested positive in at least the last 10 days.

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

### If Your Child Shows Any Symptoms of Covid-19 Whilst At School

If your child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

Our main Isolation room for any child that displays symptoms will be the school Medical Room. The child will be supervised by an adult at a 2 metre distance – in most circumstances, the adult will sit in just outside the room, whilst the child is in the room. If the child cannot be left unattended then an adult will sit with them and they will be wearing PPE - apron, gloves, mask/face shield.

If they need to go to the bathroom while waiting to be collected, they will use the toilet next to the Medical Room. The room will be cleaned and disinfected using standard cleaning products before being used by anyone else.



## Drop Off and Pick Up Times

Due to Covid-19, we will be operating on a staggered start and finish time across all year groups in school. This is a critical safety mechanism and it is essential that you and your child arrive on the school grounds and line up on in the designated area of the during their year group allotted time slot. Please do not arrive on site before your child's start or finish time

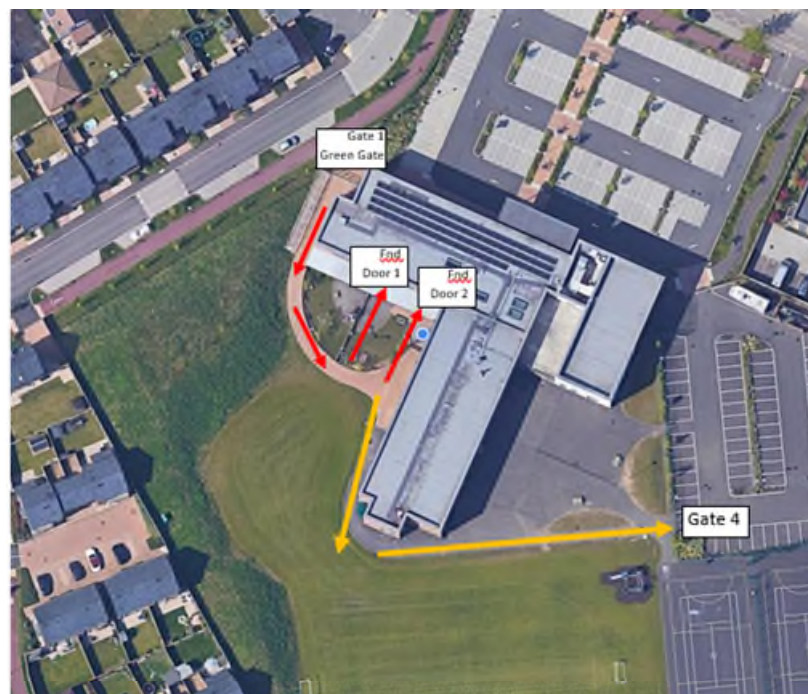
**Start time: 8.45am-9am**

**Finish time: 2.45pm-3.05pm**

To reduce the number of adults on the site at key times we must ask **that only one parent accompanies their child into school**. Once the adult has handed their child over to the class teacher they must leave the premises immediately by the route detailed below. Adults must not congregate anywhere on the school site.

Where possible, we ask that you and your child walk or cycle to school to help us reduce the number of cars and adults in car park at any time.

To further reduce the number of children and adults waiting to drop off and collect children at classroom doors, Foundation children will enter and exit the school via the 2 doors in the Foundation outdoor area. All entry and exit doors to the school are clearly marked with a 2 metre social distance yellow chevron box. Parents should not step into these boxes when handing their child over to the staff member at the door. Children will sanitise hands their hands before they enter the building and on exiting the building.



Entry Route →

Exit Route →

Foundation parents will enter the school grounds by **Gate 1**. Entry will begin from 8.45am and run until 9am. Once you have entered the gate, you will be asked to make your way to the Foundation area by walking on the right-hand side of the path as Year 3 will also begin their entry procedure on the left. Please do arrive early. If you arrive before 8.45am you will be asked to line up along the Redway to keep all entry and exit routes clear.

Social distance markings will lead off from both doors to Foundation. There is no specific line for each class, we ask parents to just join the shortest queue. Foundation staff will be at the doors to help your child sanitise their hands before entering the Foundation area. Parents should not enter the chevron boxes.



Due to space limitations, we must ask that only one adult accompanies your child in to school. Once you have dropped your child off, you must leave the site immediately by Gate 4 off the playground. Staff will be on hand to show you the way.

Once you have handed your child over to a member of the Foundation team, they will be helped to hang their belongings on their pegs and wash their hands before then take their seats on their class carpet areas. The doors and gates will close promptly at 9am.

At the end of the school day, Gate 1 will be opened to the Foundation parents at 2.45pm. Parents should be at school between 2.45pm and 3.05pm to collect their children. Due to the time limitations, staff will not be able to spend a long time talking to you on the exit doors. Please do not hesitate to email the Foundation team on [foundation2020@oakgrove.school](mailto:foundation2020@oakgrove.school) if you have any questions or concerns

## PE

- PE kits will not be required until the spring 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/>

## School Fruit and Vegetable Scheme

The School Fruit and Vegetable Scheme (SFVS) is a government programme that entitles every child aged 4-6 in fully state-funded schools to a piece of fruit or vegetable each school day. Your child will have access to a variety of fresh fruit/vegetable on a daily basis in Foundation.

## Lunch

- Children will eat lunch in the hall
- 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. Lunches must be booked by the Friday before the week they are due.
- If you are sending your child into school with a packed lunch please note that we have children in school with 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. Parents can update the school with any changes to their contact details through the SIMS Parent App.

## Twitter

To give parents an insight in to some of the great things that the children get up to in school, we regularly post updates on our school Twitter feed. We invite parents to follow us on Twitter [@OGSPprimary](#)

## Your Child's Learning Journey

At Oakgrove School the children's learning journey is documented on an online system called Seesaw. At the start of their first term in Foundation, parents will receive details on how to create a Seesaw account. 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.

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 on your child's Seesaw account.

## ParentPay

Please ensure you take the time to set up your child's ParentPay account, using the log in details in your Meet the Teacher pack. Further help on how to set up your account and make bookings can be found here:

## 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. 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.

The doors for Foundation pupils will close promptly at 9am and registers will be taken shortly after this time. Please ensure your child is in school on time to give them the best start to their day. If your child arrives after 9am, they must report to reception, where you will have to sign them in so that their attendance 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

Due to Covid-19 we are currently unable to operate our full after school care provision.

Until further notice, we can only offer a limited wrap around care offer which runs from 8am to 4pm. Children will be supervised within their year group pods. Drop off and collection for wrap around care will be via the main school entrance.

All wrap around care bookings should be made in advance through your child's Parentpay account. Each session is charged at £5.

As soon as we are able to operate our full Oaks Fun Club which runs from 7.45am - 6pm we will look to do so.

## 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](http://busythings.co.uk) and click 'Log in'.

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