



Excellence, Innovation, Respect

Oakgrove Primary and Nursery

Early Years Foundation Stage



Home Visit

Key Information

2022-2023

Please keep this booklet in a safe place for future reference

Contents

School Contact Details.....	3
Term and Holiday Dates 2022/2023.....	4
Dates for your Diary – Autumn Term 2022.....	5
Foundation Staff Team	6
What your child needs for Foundation at Oakgrove School.....	7
Important Update for Autumn 2022.....	8
Wearing PE Kits To School On PE Day	8
Foundation PE Days – Autumn Term	8
Medical and Illness Information	9
Help Us To Minimise The Risk Of Infections	10
Reporting an Absence.....	10
Holidays in Term Time.....	10
Leave of Absence - Exceptional Circumstance.....	11
Drop Off and Pick Up Times	11
Morning Drop Off Routine.....	11
Change of Persons Collecting Your Child	12
School Lunches – Innovate Food Group	12
Lunchtime at Oakgrove	13
Free School Meals and Pupil Premium	13
Qualifying Criteria for Free School Meals	13
How to apply for Free School Meals	14
Milk	14
School Fruit and Vegetable Scheme.....	14
Oakgrove Primary Holiday Club Childcare Provision.....	16
Holiday Club Dates For 2022-2023.....	16
Oakgrove SIMS Parent App	17
Communication.....	17
Your Child’s Learning Journey - Seesaw.....	18
Facebook.....	18
School Cash Office by Tucasi	18
ParentPay.....	18
Busythings Website.....	19
Foundation Parents Action Check list.....	20

School Contact Details

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

Tel: 01908 545300 (option 5 for Primary)

Email: primary@oakgrove.school

Website: www.oakgrove.school

Follow us on Facebook: **Oakgrove Primary and Nursery**

Foundation Team Email: Foundation2022@oakgrove.school

Email address to report your child's absence: primaryabsences@oakgrove.school



Due to serious, life threatening allergies amongst our children
we must insist that no nuts or products containing nuts are
brought into school.

Term and Holiday Dates 2022/2023

Term Dates		
Autumn term	Thursday 1 st September	Friday 21 st October
	Monday 31 st October	Friday 16 th December
Spring term	Tuesday 3 rd January	Friday 10 th February
	Monday 20 th February	Friday 31 st March
Summer term	Monday 17 th April	Friday 26 th May
	Monday 5 th June	Friday 21 st July

Inset days – School Closed for Children

Thursday 1st September 2022 and Friday 2nd September 2022

Friday 25th November 2022

Thursday 20th July 2023

Friday 21st July 2023

Bank and Public Holidays 2022/2023

Christmas Day	Saturday 25 December
Boxing Day	Sunday 26 December
New Year's Day	Sunday 1 January
NY Bank Holiday	Monday 2 January
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
May Day Holiday	Monday 1 May
May Bank Holiday	Monday 29 May

Dates for your Diary – Autumn Term 2022

Thursday 1st September 2022– Check Oakgrove SIMS Parent App

The Oakgrove SIMS Parent App will be open for you to check your child's registration details are all correct. Please ensure you have checked and updated your information by Monday 5th September.

Monday 5th September 2022

Foundation Home Visits begin

Friday 9th September 2022

Deadline for completing your child's registration via the Oakgrove SIMS Parent App

Monday 12th September 2022

First intake group of Foundation children will start school

Tuesday 20th September 2022

All children joining Foundation will have started school by this day.

Wednesday 28th September 2022 – 6.15pm

Foundation Parents Information Evening. Curriculum information evening for parents of children in Foundation, focusing on phonics in Early Years.

Tuesday 4th October 4-6pm and Thursday 6th October 4-7pm

Parents Evenings – a chance for all parents to discuss their child's learning alongside how they have settled in to Oakgrove.

Monday 17th October 2022

School Photos

Monday 24th October to Friday 28th October

Half Term Holiday - School Closed

Monday 24th October to Friday 28th October

Oakgrove Holiday Club Open

Friday 25th November - School Closed for INSET Day

Thursday 15th December 2pm

Foundation Nativity Performance

Friday 16th December 3.15pm School closes for Christmas Holidays

Foundation Staff Team

Mrs Hayley Winter
Class Teacher, Acorn
Early Years Lead



Mrs Rachel Quelch
Class Teacher, Berry



Miss Katie Pink
Class Teacher, Chestnut



Mrs Thirtha Karambaya
Teaching Assistant



Mrs Cheryl Abey
Teaching Assistant



Mrs Lorraine O'Neill
Teaching Assistant



Mrs Rachel Adams
Teacher /SENCo



Mrs Becky Whitefield
Teacher



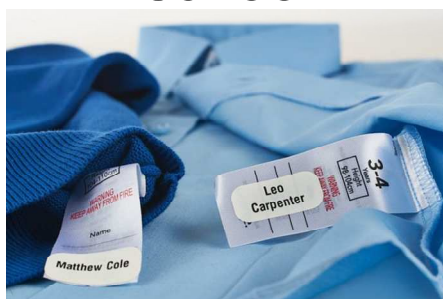
Miss Danielle Garnham
Teacher



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** -
 - White t-shirt
 - Plain Trainers, preferably black or navy
 - Plain black or navy tracksuit bottoms and tracksuit top
 - Navy or black PE shorts (for indoor PE only)
 - White or navy socks
- **Book bag** – We will send home 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 the school day. 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 online or alternatively a name written in biro.

Important Update for Autumn 2022

Wearing PE Kits To School On PE Day

Over the past year we have noticed that a significant amount of time in a PE lesson is lost to children changing into and out of their PE kits. This is having a negative impact on children at Oakgrove Primary. To help reduce the amount of PE time that is lost, we will be trialling a new initiative in September and asking parents to send their child in to school in their full PE kits on the days that they have PE.

On the days when your child's class has a PE lesson, they will need to come into school in smart, appropriate PE kit, including:

- White t-shirt
- Plain Trainers, preferably black or navy
- Plain black or navy tracksuit bottoms and tracksuit top
- Navy or black PE shorts (for indoor PE only)
- White or navy socks
- No jewellery should be worn on PE days, including earrings

As well as increasing the time that children have to do PE we are also hoping this will reduce the number of lost property clothing items we have in school and also free up some space in the class cloakrooms.

If your child is eligible to Free School Meals and you are unable to afford the cost of the full PE kit, please contact the school and we will arrange to order these for your child. For more details on Free School Meal eligibility please see page 13.

Foundation PE Days – Autumn Term

Acorn – Monday and Thursday

Berry – Tuesday and Wednesday

Chestnut – Monday and Wednesday

Medical and Illness Information

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.

If your child has shown signs of being unwell and you decide to send them into school please let us know - particularly if you have administered any painkillers.

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.

Help Us To Minimise The Risk Of Infections

Please teach, and encourage your child to wash their hands properly after using the toilet and before eating food at home to try to avoid the spread of infection.



Reporting an Absence

If your child is absent for any reason, you should notify the school office of this before 9am. Please leave a message on the absence line by calling 01908 545300, select option 1 for Primary and then 1 for the absence line.

We also have a dedicated email address that you can email to inform us of your child's absence: primaryabsences@oakgrove.school

When you call or email the school it is important that you clearly state your child's name, class and reason for absence. It is essential that you give us as much information as possible regarding your child's illness and don't just say they are unwell.

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 necessary, we would kindly request to see a copy of the appointment letter.

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.

If you have any queries relating to Attendance, please contact Mrs Tracey in the school office.

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.

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 to be signed in. If you need to drop your child off before this time you can book them in to our Breakfast Club, which runs from 7.45am
- Prompt pick up at 3.05pm from Foundation doors. If you are going to be late, you will need to use the Afterschool Club for which there is a charge.

Morning Drop Off Routine

- Parents and children should line up outside the 2 Foundation garden doors. Staff will be on hand at the Foundation doors to welcome your child into school. They will encourage them to hang their coats up in the cloakroom and put their water bottles and packed lunches in the right place before taking their seat on their class carpet area.
- Please aim for a quick, happy goodbye at the doors
- A member of the Foundation team will always be on hand in the Foundation garden area at this time if you need to talk to a member of staff in detail.
- Children take part in early work activities with a Teaching Assistant on the carpet.

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

School Lunches – Innovate Food Group

Free school lunches are provided to all pupils in Foundation to Year 2 under the Governments Universal Infant Free School Meals (UFSM) scheme.



Our school meal provider is Innovate Food Group and all meals are cooked and prepared on site. 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 Innovate online account.

If you would like your child to take up the school lunch option you must book their meal selections through their Innovate online booking account. To register and book your child's meals please go to:

<https://innovate2020.cashlessschool.co.uk/gettingstarted.php>

Full instructions on how to register and book your child's meals are on this website.

Lunches must be booked by 12 noon on the Saturday before the week they are due. If you miss this deadline you will be unable to book school lunches for the week and you will therefore need to provide your child with a packed lunch instead.

Lunchtime at Oakgrove

- Children will eat lunch in the hall
- If you have booked a school meal for your child and they do not like it, they will be encouraged to eat what they can, including extra bread and items from the salad bar. You will be notified of this by an email and we ask that you change your future lunch bookings to reflect your child's likes and dislikes. If we cannot encourage your child to eat anything or we feel that they have not eaten enough, you will be called and asked to bring something in for them to eat.
- If you are sending your child into school with a packed lunch we ask that it is a healthy packed lunch that they will enjoy and give them the energy needed for the rest of the school day. For ideas and advice on healthy lunchbox items please take a look at the NHS Better Health, healthier families website:



<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/#tips>

Please note that we have children in school with severe and life-threatening allergies. **Please DO NOT include: peanut butter, chocolate spread, biscuits etc that may contain nuts.**

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
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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 the following, none logoed free school uniform items to all children who qualify for FSM (but not UIFSM).

- 2 plain white polo shirts
- 1 navy sweatshirt or cardigan
- 1 plain white PE t-shirt
- 1 pair of black PE shorts
- 1 plain navy PE tracksuit top and bottoms

These items of uniform are ordered by the school. Please contact the school office for a uniform order form.

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/vegetables daily in Foundation.

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 8.25am. 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. If you would like your child to eat breakfast at the club they will need to be dropped off before 8.15am in order for them to have time to eat.

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 Tucasi account.

Childcare vouchers and Government Tax-Free Childcare are also accepted for payment of sessions. Please contact the school office if you wish to set up payments using childcare vouchers or Tax-Free Childcare and they will be able to give you the information you require to set up this form of payment.

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.

Oakgrove Primary Holiday Club Childcare Provision



At Oakgrove School we also run our own Holiday Care Club in school during many of the school holidays. Sessions are fun packed with a variety of planned and theme based activities each week.

Parents can book their child in for a full day session or half a day session on any day that the club is running. The pricing and times of the sessions are as follows:

Whole day sessions - cost £30 per day

Run from 8.30-5pm and include breakfast, refreshments and a light tea. Parents need to provide a packed lunch.

Morning sessions - £15 per session

Run from 8.30am - 12.30pm and include breakfast and refreshments. Parents need to provide a packed lunch.

Afternoon sessions - £15 per session

Run from 1-5pm and include refreshments and a light tea



Bookings and payment for these sessions can be made directly through your child's Tucasi account. Childcare vouchers and Government Tax-Free Childcare are also accepted for payment of sessions

Holiday Club Dates For 2022-2023

For 2022-2023 the Holiday Club will run on the following dates:

October Half Term – Monday 24th October to Friday 28th October

Christmas Holidays – No Holiday Club

February Half Term – Monday 13th February to Friday 17th February

Easter Holidays – Monday 3rd April to Thursday 6th April

May Half Term – Tuesday 30th May to Friday 2nd June

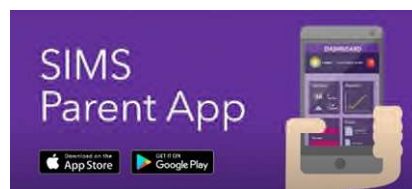
Summer Holidays – Thursday 20th July to Wednesday 16th August

For more information regarding the Holiday Club please contact Mrs Tracey in the school office or email primary@oakgrove.school



Oakgrove SIMS Parent App

The SIMS Parent app allows schools to easily communicate with parents and parents can easily manage and update key information about their child. The parent app enables you to access information about your son/daughter's school life from your smartphone, tablet or PC. Listed below is an example of what you are able to do when using the app:



- Update your contact details and other information so we always have the most up-to-date data in case of emergency
- See your child's attendance information
- See the school's contact details and key dates
- Access your child's school reports (once they are issued)
- Receive notifications to remind you about important information such as key dates for your diary

As part of your child's registration process, you will need to log in to the SIMS Parent app and check that all the information we have on our system is correct. We sent you your login details for the SIMS Parent app last week and you now need to activate your child's account in order to log in and check the information the information we hold on our system is correct. Please ensure that you have done this by **Monday 12th September**.

Helpful tutorials to guide you through registering and using the SIMS Parent App can be found here on our school website: www.oakgrove.school/our-school/parent-app/

If you need any further help with the Parent App please email parentapp@oakgrove.school

Communication



To help save the environment and reduce printing costs, we send most 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.

Your Child's Learning Journey - Seesaw



At Oakgrove School the children's learning journey is documented on an online system called Seesaw. Please activate your child's Seesaw account using the login detail provided in your home visit pack. 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 or video.

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
- Weekly weekend 'WOW moments' sheet
- Examples of learning at home

Facebook

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 Facebook feed. We invite parents to 'Like' and follow us on our Facebook page – **Oakgrove Primary and Nursery**.

School Cash Office by Tucasi



School Cash Office by Tucasi – this app/website is what you need to use to book and pay for any Oaks wraparound care or Holiday Club bookings. Please Activate your account using the login details included in your home visit pack.

ParentPay



For the safety and security of everyone at Oakgrove, we use an online payment system for the payments of trips and events, lost book costs and other school events that require a payment. Please ensure you take the time to set up your child's ParentPay account, using the log in details in your Home visit pack. Further help on how to set up your account and make bookings can be found here:

<https://www.parentpay.com/parent-account-faqs/>

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.

Foundation Parents Action Check list

- ☐ Activate your account on the SIMS Parent App. Log in and check all the information we hold on our system is correct. If you have any technical issues with this please email parentapp@oakgrove.school . Deadline – Friday 9th September. You should have received an email from the school with an activation link. For additional help you can watch the tutorials here:
<https://www.oakgrove.school/our-school/parent-app/>
- ☐ Complete and return the green 'Persons Authorised to Collect Your Child from School' form
- ☐ Activate your child's Tucasi Scopay account, following the instructions in the activation letter in your Home Visit pack
- ☐ Activate your child's Parentpay account, following the instructions in the activation letter in your Home Visit pack
- ☐ Activate your child's Seesaw account following the instructions in the activation letter in your Home Visit pack
- ☐ If your child has any medical dietary allergies you will need to complete the Pupil Medical Diet Request form and return it with the relevant medical evidence
- ☐ Register your child on the Innovate Food Group (IFG) website for school lunch bookings and ensure you book their meals before 12 noon on the Saturday before they start school. <https://innovate2020.cashlessschool.co.uk/gettingstarted.php>
- ☐ If you wish to book your child in to Breakfast Club/Afterschool Club you will need to do this via their Tucasi Scopay account. Please contact the school office if you wish to pay for this through Childcare Voucher payments or Government Tax Free Childcare.
- ☐ Contact the school office if your child needs to have medication for use in school (Inhalers/ Epipens etc)
- ☐ Notify the school office if you DO NOT wish your child to have free school milk up until their 5th birthday
- ☐ Check your child's eligibility to Free School Meals by completing the Capita Online School Meals Application for at the following address
<https://www.cloudforedu.org.uk/ofsm/sims/>

If your child is eligible, the school will receive notification of this and will update your child's records accordingly. To support parents on low incomes, we offer free, non-logoed school uniform item – please contact the school office for an order form