

Excellence, Innovation, Respect

## **Oakgrove Primary and Nursery**

### **Parent Information Booklet**

**September 2023**

**Foundation Pupils**



Please keep this booklet in a safe place for future reference

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## Welcome to Oakgrove School



Welcome to Oakgrove. The first thing for me to say is a huge thank you. Thank you for entrusting us with the education of your child. Nothing is more important to you than your child achieving their full potential. Nothing is more important to us.

Starting school for the first time is both a singular right of passage and the first big step into formal education. We know how important it is to get this first step right.

It is easy to focus on the right of passage. That photo in uniform on the first morning; the first steps into the classroom; the first afternoon collection; finding out how the first day went. We know how important this is. Our induction and transition process will support your child to feel happy and confident in their new setting from day one. It will support you to feel happy and confident too.

But as you see them off for the first time, take the chance to reflect. Reflect on all of the amazing growing and learning they have done up to this point. Perhaps reflect on how fast the time has gone. But also take a moment to see this as a big step forward on a new journey. They have entered school life. They have joined the Oakgrove all-through community. For most, they will be part of this community until they are 18. The school, will be a daily part of their lives until they leave in the summer of 2037, after 2660 school days. The school will continue to have an influence on them long after that date. The education, the qualifications and the values which school will provide and instil will set them up for life-long success.

So welcome to Oakgrove, we look forward to traveling with your child and with you. The journey starts now.

**Mark Sim**  
**Headteacher, Primary and Nursery**

## How to Contact Us

If you have any questions at any point during your child's induction process, please do not hesitate to contact the school office on 01908 545300 (option 5 for primary) or email them on [primary@oakgrove.school](mailto:primary@oakgrove.school)

You can also email the Foundation team direct on the following email address [Foundation2023@oakgrove.school](mailto:Foundation2023@oakgrove.school)



## Introduction

Before your child starts school with us in September, please ensure you have read the key information about the school that will ensure your child has a smooth transition and a positive start at Oakgrove School. This information includes:

- Key dates for your child's transition in to Oakgrove School
- The Foundation class teachers for 2023
- The transition programme for 2023
- How you can help ensure your child is ready for school
- School uniform requirements
- Oakgrove SIMS Parent App
- Persons authorised to collect your child from school
- Free School Meal application process
- Universal Infant Free School Meals
- How we communicate key information to parents
- Parents online payment system
- Oaks wrap around school childcare provision
- Holiday Club childcare provision
- Guide to the apps we use at Oakgrove Primary

## Term and Holiday Dates 2023/2024

Term Dates		
Autumn term	Monday 4 September 2023	Friday 20 October 2023
	Monday 30 October 2023	Friday 22 December 2023
Spring term	Monday 8 January 2024	Friday 16 February 2024
	Monday 26 February 2024	Thursday 28 March 2024
Summer term	Monday 15 April 2024	Friday 24 May 2024
	Monday 3 June 2024	Monday 22 July 2024

### Inset days

Monday 4 September 2023  
Tuesday 5 September 2023  
Friday 24 November 2023  
Monday 22 July 2024  
Tuesday 23 July 2024

### Bank and Public Holidays 2023/2024

Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December
New Year's Day	Monday 1 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
May Day Holiday	Monday 6 May
May Bank Holiday	Monday 27 May

## **Introducing Our Foundation 2023 Class Teachers**



**Mrs Winter**  
**Acorn's Class Teacher**  
**Early Years Lead**



**Miss Barton**  
**Berry's Class Teacher**

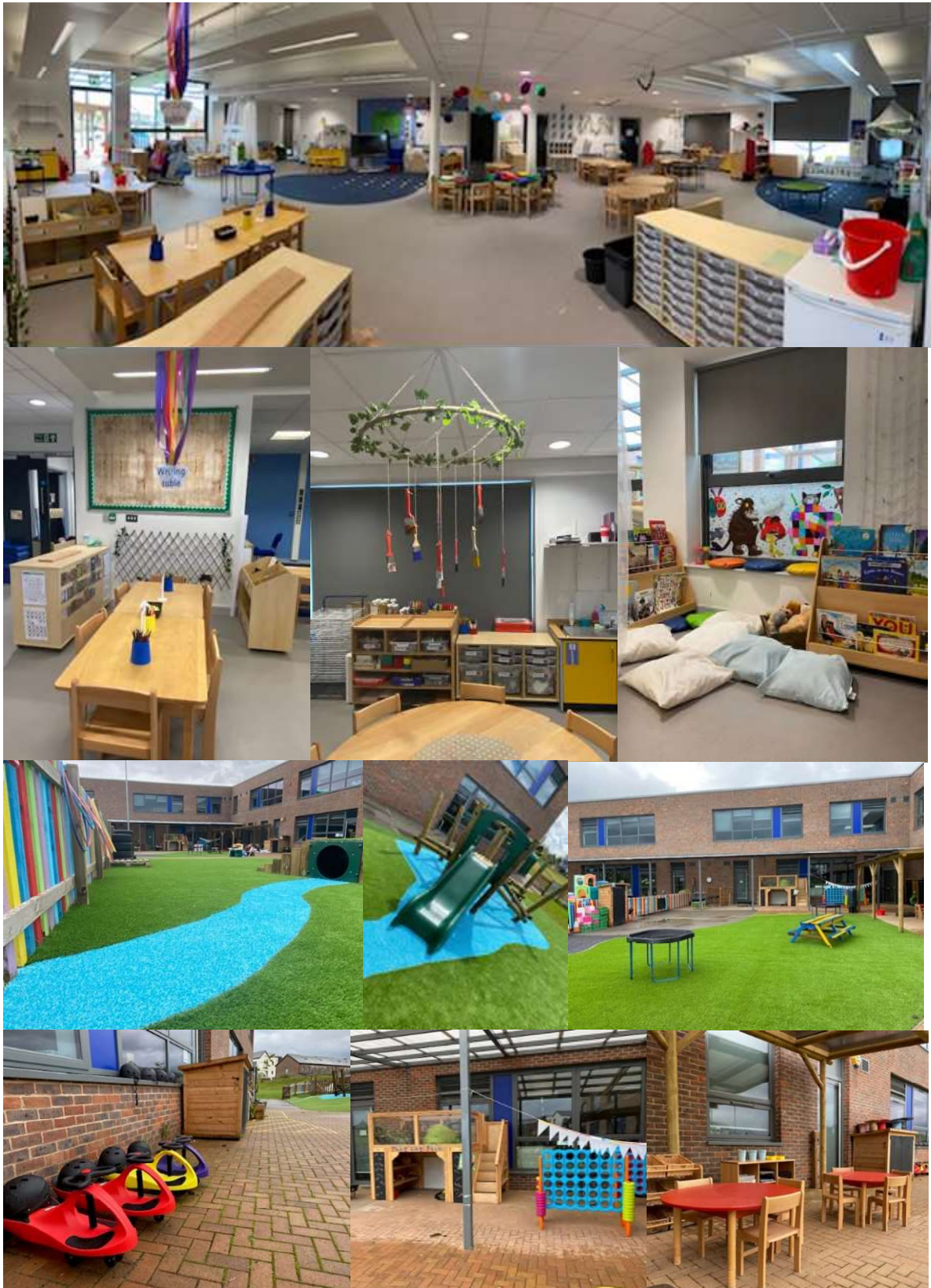


**Mrs Whitefield**  
**Chestnut's Class Teach**



## Our Foundation Area

Our purpose built Foundation area is a warm, welcoming, vibrant place for our children to explore and learn. As well as the dedicated learning spaces inside, the children have direct access to our fantastic all weather outdoor learning area too.



## Dates for your Diary

- **Friday 7<sup>th</sup> July 2023 – Transition Day Session**  
You will be allocated a morning or afternoon transition day session slot to come into school with your child and further explore the Foundation area and meet some of the other parents and children who will be joining the school in September.
- **Mid July**  
Parents will be sent login details to the Oakgrove SIMS Parent App. Please ensure you follow the instructions and create an account on the app before Friday 22<sup>nd</sup> July.
- **Monday 4<sup>th</sup> September 2023– 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 Wednesday 6<sup>th</sup> September.
- **Wednesday 6<sup>th</sup> September 2023**  
Foundation Home Visits begin
- **Wednesday 6<sup>th</sup> September 2023**  
Deadline for completing your child's registration via the Oakgrove SIMS Parent App
- **Wednesday 13<sup>th</sup> September 2023**  
First intake group of Foundation children will start school
- **Thursday 21<sup>st</sup> September 2023**  
All children joining Foundation will have started school by this day.





## **Induction Programme for Foundation 2023**

### **Recorded Stories Emailed Home – from Monday 22<sup>nd</sup> May**

From the week beginning Monday May 22<sup>nd</sup> until the end of the summer term, the Foundation staff will record themselves reading short stories. The links to these stories will be emailed out to parents and we ask that you take a few minutes each week to watch the stories and talk to your child about them. This is a great opportunity for your child to become familiar with the faces of staff who will be working with them in September.

### **Transition Day Session in School - Friday 7th July**

Parents and children will be invited to school for either a morning (9.30-11.30am) or afternoon (12.30-2.30pm) transition session in Foundation. This is an opportunity for you and your child to explore the space, have fun and play, talk to staff and also meet with other children and parents who will be starting in Foundation in September.

### **Home Visits – Starting from Wednesday 6<sup>th</sup> September**

At Oakgrove School we recognise the importance of making positive links with children's parents and families. Before your child starts school with us, their Class Teacher and a Teaching Assistant will visit you at home.

### **What to expect from a Home Visit**

If you are a parent with no prior link to the school, entering school premises and meeting Early Years practitioners can be a daunting prospect, particularly if your own experiences of education were less than positive. Home visits allow us to meet you and your child in your familiar surroundings, where you are most comfortable. Our experience has shown that these visits are fundamental in establishing positive relationships moving forward.

For children, a visit carried out by 'their' teacher shows that they are important and means that some faces will be familiar when they start school. For parents, a home visit provides an opportunity to talk about their child and the school, to voice concerns, to clear up misunderstandings and to lessen worries and fears. For parents and children, a visit gives them the opportunity to meet the teacher/s in a safe environment, where they feel confident and at ease.

For the teaching staff, a visit provides the opportunity to:

- Establish early, positive contact
- See children in their own familiar settings
- Meet other family members, people and pets who are important to the children
- Understand the problems that children might encounter at school and also to appreciate the wealth of learning that goes on in the home. This all helps to get a fuller picture of the children. Professionals can gain much from observing a child where he or she feels settled and in control

When we visit you and your child at home, the Class Teacher will:

- Talk to the parent on a one to one basis
- Establish any medical needs and answer any questions you may have at this point
- Talk through what will happen during the child's first few days at school

The Teaching Assistant or other adult will:

- Talk with the child to find out about their likes and dislikes
- Play some games with the child
- Take a photo (with permission) of the child for their peg label

This can take place in the same room or a different room if you would prefer.

## Staggered Starts from Wednesday 13<sup>th</sup> September



Staggered starts are vital to ensure that all children have a positive start to their school life at Oakgrove. When your child starts with us, they will start on a full time basis and be in school for the whole day, every day.

The first group of children to start will be those moving up from our Nursery. These children will be the most familiar with the setting and the staff and will help to be excellent role models as the other children join their classes. We introduce a new group of children into the Foundation classes every other school day, in small class groups of 6, from each of the three classes. This gives the Foundation staff the opportunity to spend 1:1 time with each child to ensure that they are well settled and confident in their new setting.

All the dates and times that you are given for your child's induction plan are fixed and cannot be changed. All children will have started full time education at Oakgrove School by Thursday 21<sup>st</sup> September.

### How You Can Help Your Child Be Ready For School?

Starting school is a big step for your child to take in their learning journey and there are a number of things that you can do with your child to help them have a positive transition in to full time education.

- **Let Us Know If Your Child Has Any Additional Learning Needs**

If you have any worries about your child's development or they are currently receiving support from educational specialist, please contact us as soon as possible so that we can discuss their needs further with you, before they start school.

- **Talk About Starting School With Your Child**



Starting school should be a very exciting time. There are so many new adventures waiting for your child here at Oakgrove. When you talk to your child, be excited for them and let them know that you are excited too. Encourage them to also tell you if they are worried about anything to do with school, and let us know about these worries so that we can help reduce any fears they may have.

- **Toilet Training**



Your child should be toilet trained by the time they start school in September. Please take time over the summer months to work with your child to ensure that they can access the toilet independently where possible. We appreciate that this is not always possible for all children and if your child has any medical issues that could impact this, we ask that you let us know about this so that we can start to work together with you on this.

- **Practice The Skills Of Using A Knife and Fork**



All children will have access to a free school lunch and many parents will take up the option of their child having a hot meal. In order for your child to be as independent as possible, it would be great if you could help them practise the skills needed to successfully use a knife and fork to cut their food with a knife and load their fork. Adults will always be on hand to help with this at lunchtime in school should help be required.

- **Help Your Child Become More Independent**



It is important that your child starts to learn how to be more independent so that they can complete tasks without the need of help from adults. Over the summer, try and encourage your child to take more responsibility for their belongings – simple tasks like asking them to help tidy up their toys and put some of their clothes away will help with this.

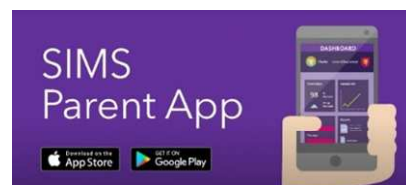
- **Encourage Them to Dress Independently**



During the school day, children will be required to put their coats on and off a number of times as they move in between the indoor and outdoor learning areas. As the weeks pass, they will also begin to take their shoes and socks off for PE as we build up to them eventually changing into their PE kits. Please work with them over the summer to encourage them to dress and undress themselves without your help and to put their shoes and coats on independently.

## **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 will be sending you your login details for the SIMS Parent app in June and you will be able to log in and check the information online from Monday 4<sup>th</sup> September. Please ensure that you have done this by **Wednesday 6<sup>th</sup> September.**

## School Communications via Email



In order to help save the environment and reduce printing costs, we send the majority of our correspondence home by email. When your child joins Oakgrove School, parental consent will be sought for us to use this method of communication for you.

For this system to be 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. We are now able to send emails to more than one contact as long as each of the contacts has parental responsibility. Please ensure you provide us with up to date email addresses for both parents if this is the case.

Please check your junk mail box to ensure that any emails from the school do not end up in there. For those of you who do not have an email address on our system, we will send home a paper copy of school correspondence from the school office.

## School Uniform

It is our aim at Oakgrove School to bring each individual to his/her full potential in a school atmosphere of harmony and shared community values. All children are expected to arrive for school smartly dressed in the correct uniform.

On PE days, children should come in to school dressed in their PE kits. We will notify you of your child's PE days before they start school in September.

### Foundation through to Year 6

- White polo shirt with or without Oakgrove Primary School logo
- Grey tailored trousers / skirt
- Navy blue fleece with or without Oakgrove Primary School logo (optional)
- Plain black tights or white socks with skirts
- Plain black socks with trousers
- Sensible flat black shoes (no logos/branding, trainers, trainer type shoes, canvas shoes/pumps or similar allowed)
- Navy blue cardigan or sweatshirt with or without Oakgrove Primary School logo

### Summer Uniform

As above with the option of:

- Navy blue checked summer dress
- Grey school shorts

### Jewellery and Hair – Applicable to all year groups

- Jewellery and make-up is not permitted with the exception of a watch
- Children with pierced ears may wear one sleeper or stud in the lobe of each ear
- Items of religious jewellery must be discussed with the Deputy Head or Headteacher



- Hairstyles need to be appropriate for school. Extreme hairstyles are not permitted, these include:
  - Not too short, nor too long, a “number 2” is the minimum acceptable in terms of length;
  - Artwork on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted;
  - Hair should be one tone;
- Hair bands and head scarves should be strictly functional and navy blue, light blue, black or white.

### **PE KIT – Applicable to all year groups**

- Navy blue shorts
- Round necked plain white T shirt
- Black plimsolls or suitable trainers
- A plain navy or black tracksuit may be worn during the winter months for outdoor sports
- Plain white /black socks
- No jewellery of any type may be worn in PE or Games.

### **Uniform Supplier Details**

Logo items can only be purchased from Maisies as they are the named outfitters for Oakgrove School. You can order uniform direct from their website

<https://maisies-superstore.co.uk/product-category/schools/schools-oakgrove-primary/>

Non logo items can be purchased locally from most major superstores.

### **Additional Items (compulsory)**

Book bag with school logo (can be purchased from Maisies.)

PE drawstring bag

Named water bottle

We appreciate parents' support in ensuring children arrive at school smartly dressed in their appropriate school uniform.

Parents must ensure that all items of clothing, bags and water bottles are clearly named.

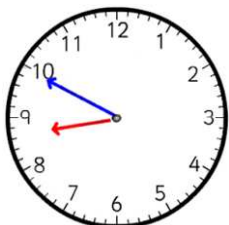
### **Attendance**

At Oakgrove School we want to work in partnership with all our parents to ensure that everything is done to make sure that all our pupils can achieve an outstanding level of attendance. We firmly believe that outstanding attendance is a key factor to the success of your child realising their true learning potential. From the moment that they arrive in school in the morning all children are engaged in learning activities and during an average school day, your child will spend over 5 hours learning in planned lessons. If they miss any of these lessons it can be harder for them to catch up, as following lessons often build upon what a child has learnt previously.

If your child's attendance at school begins to drop, we will send you letters to make sure you are aware of the drop. We will contact you and invite you in for a meeting so that we can understand the issues and look at ways that we can work together to improve their attendance if there continues to be a problem.

We have a range of incentives and rewards in place for whole classes and individual who achieve high levels of attendance and punctuality.

### Punctuality



As stated above, your child is learning from the moment they arrive at school. It is important that they arrive at school in plenty of time before the classroom doors close so that they do not miss any of the early work. Foundation doors close at 8.50am.

### 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. From September 2017, 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.**

### Collection of Children from School

The school day for our Foundation pupils ends at 3.05pm. For reasons of safety, at the end of the school day we will only hand your child over to yourselves or another authorised person. Before your child starts school with us, you will be asked to complete a form that details the persons authorised to collect your child from school.

A copy of this form will be held in each class to ensure that only authorised persons are taking your child home. Any other ad hoc changes to this will need to be communicated either via your **child's class teacher** or by a telephone call to the school office **before 2.30pm**. If we haven't received any notification and an unauthorised person arrives to pick up your child, we will not release your child until we have spoken directly to you.

## Safeguarding Handover Password

Before your child starts school with us you will be issued with a unique handover password. This password may be asked for by any member of staff who is unsure as to the identity of the person collecting your child from school at any time. If you arrange for another adult to collect your child from, please ensure you notify the school in advance of this and ensure they know your child's password in advance of their arrival.

Please share this password only with the persons who are authorised to collect your child from school.

You may be asked for this password in any of the following instances:

- When collecting your child from class at the end of the day and a member of staff other than your child's class teacher is on the door and they are unsure of your identity
- When collecting your child from an after school club and the staff member in charge of the club is unsure of your identity
- When collecting your child from the school office during the school day and the staff member does is unsure of your identity
- When collecting your child from our After School Club and the staff member is unsure as to your identity

If the person collecting your child is unable to give the correct password, we will need to ask for additional identification or make a call to you to ensure that they are who they say they are.

If you do not live with your child's other parent and they are authorised to collect your child from school, please ensure you share this password with them too.

## School Lunches



Oakgrove School's lunch provider is Impact Food Group. They have a dedicated and passionate kitchen team on site who cook and prepare all the lunch meals, from fresh every day. Parents book their child's meals in advance using the Innovate online booking system. A guide on how to set up your child's account and make their lunch selections will be included in your 'Home

Visit' information pack in September.

More information regarding Impact Food Group can be found here on their website at <https://innovate2020.cashlessschool.co.uk/>



## Universal Infant Free School Meals (UFSM)

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 book their child's meal selections in advance using the Innovate online booking system.

## **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.

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2024.

**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**

Your child may be able to get free school meals if you get any of the following:

- 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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education



## How to apply for Free School Meals



You can register and find out if your child is eligible by visiting the Capita SIMS Free school Meal Online 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 are unable to access the online system to check your child's eligibility please contact the school office for further assistance. **All applications for free school meals will be treated in the strictest confidence.**

The school will be notified directly if your child is eligible for Free School Meals.

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). Please contact the school office for a uniform order request form.

## 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 two payment sessions to book; for a parent collection up to 4.30pm the cost is £8, and for a parent collection up 6pm the session cost is £10.

Bookings and payments for both clubs can be made directly through your child's **Tucasi School Cash Office account**. Government Tax-Free Childcare payments and 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.

## Holiday Club Childcare Provision



At Oakgrove Primary we offer a Holiday Club during most of the school holidays. The Holiday Club is run by Mrs Tracey, along with other members of Oakgrove staff who will be familiar to your child. During each day, there will be a full timetable of planned activities for the children.



The club runs from 8.30am to 5pm with the following booking options:

**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.

All Holiday Club bookings must be made in advance using your Tucasi School Cash Office account. Government Tax-Free Childcare payments and Childcare vouchers can be used to pay Holiday Club bookings. Contact the school office for more information on how to do this.

For the academic year of 2023 -2024 the Holiday Club will run on the following dates:

**October Half Term** – Monday 23<sup>rd</sup> October to Friday 27<sup>th</sup> October 2023

**February Half Term** – Monday 19<sup>th</sup> February to Friday 23<sup>rd</sup> February 2024

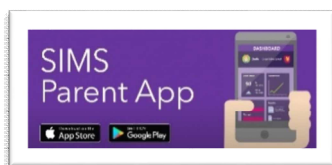
**Easter Holiday** – Tuesday 2<sup>nd</sup> April – Friday 5<sup>th</sup> April 2024

**May Half Term** – Tuesday 28<sup>th</sup> May to Friday 1<sup>st</sup> June 2024

**Summer Holiday** –four weeks of the summer holidays, starting on Monday 22<sup>nd</sup> July 2024

## Quick Guide to Apps/Websites We Use At Oakgrove School

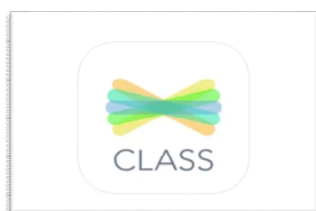
We appreciate there are a number of key apps/websites that you will need to access over the coming year. Here is a quick guide to help you know what app you need to use and when.



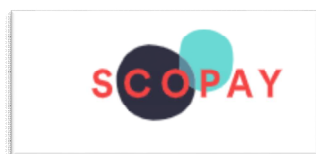
**SIMS Parent App** – Use this app to check and update key information that we hold on our information database. This includes contact details, addresses, email address and Parental permissions and consents.



Impact Food Group Online Meal Ordering website – this is where you book all the school meals you wish to order for your child.  
<https://innovate2020.cashlessschool.co.uk/>



Seesaw Class - On this app you will be able to see photos of what your child has been doing during their day at school. Details on how to link to your child's account will be given to you at your home visit.



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. You will receive your SCOPAY login details at your home visit.



Parentpay – you will use this app/website to pay for trips and to extra curriculum clubs and activities. You will receive your Parentpay login details at your home visit [www.parentpay.com](http://www.parentpay.com)

## How Can You Contact Us?

If you have any questions or need to get in touch with us before your child starts school in September you have the following communication options available:



Phone the school on 01908 545300 and select Option 1 for Primary



Email the main school email address [primary@oakgrove.school](mailto:primary@oakgrove.school)



Email the Foundation teachers at Foundation [2023@oakgrove.school](mailto:2023@oakgrove.school)



Come to the main school office between 9am and 3pm