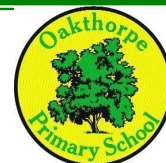


6th September 2018

Oakthorpe News



Dear Parents

Welcome Back!

We are delighted to welcome back all of our children. It has been great catching up with children and our families and hearing about your summer activities. Everyone is positive and enthusiastic about the term ahead and we have some exciting things planned. We have welcomed some new members of staff to Oakthorpe and they are settling in quickly. A full staff list is available on the school website.

I look forward to seeing you at our year group meetings next week.

Mrs J Garrad

Clubs

We are pleased to once again, be able to offer a wide range of clubs.

Breakfast club is held every morning and opens for children at 8am. The cost is £2 per day with breakfast and £1 if your child does not require breakfast and attends from 8.30am.

Club letters have been sent out and booking forms and payment should be returned to the staff leading the clubs.



Bookings are for the term and whilst you may choose to miss a session we are unable to offer places at short notice on the day. Snacks for clubs should be healthy and small and be brought to school in the morning.

Grass Roots are an external provider and provide childcare until 6pm. Further details may be obtained by contacting Jim - 07836 595 794 or Val 07769 536 416.

Year Group Meetings

Please come and meet your child's class teacher and other key members of staff at the following times:

Tuesday 10th September at 6pm—Years 3 & 4

Wednesday 11th September at 6pm—Years 5 & 6

Thursday 12th September at 9am—Years 1 & 2

During this meeting you will be given information about the coming year including key dates and events.

Parents of Year 6 children will also be given information about Secondary School Transfer.

We look forward to seeing you.

Wanted

Our Early Years Staff would appreciate donations of the following for their outdoor area:

- Toys in good condition- lego, Barbie, Happy Street toys
- Kitchen utensils and saucepans for the mud kitchen
- Dressing up clothes
- Bricks, pebbles

If you have anything which you are able to donate please drop them off either before or after school to any of the staff in the Early Years playground or pass to Mrs Hollamby.

End of Autumn Term—1.15pm on Thursday 19th December 2019

Communication

Contacting School

When you contact us by telephone, email or in person, the office staff will ask you about your query. This is to find out which staff member is most able to help or to give you the correct information. It is very unlikely that you will be able to speak to staff during lesson time and office staff will take details and pass messages on.

Class Teachers

The class teacher is always your first point of contact as they have the most up-to-date knowledge of your child. We politely request that you avoid lengthy conversations with class teachers in the mornings as they are unable to give you their full attention. Class teachers are more available at the end of the school day without their class present. They may not always be available at the end of the day and if necessary will make an appointment to see you.

Senior Leaders

Mrs Hollamby is the Assistant Headteacher for Reception and Years 1 & 2. and Mrs Pitsillides is the Assistant Headteacher for Years 3, 4, 5 & 6. They will often deal with queries and be a point of contact for questions and concerns.

Mrs Garrad is the Headteacher and Mrs Wood is the Deputy Headteacher. They will be informed if further support is required for any issue throughout the school. They can both be contacted via the office or email **office@oakthorpe.enfield.sch.uk**

Mrs Sefer is our SENCO (Special Educational Needs Co-ordinator) and is responsible for the education of our children with special educational needs and can be contacted regarding additional support or assessments. Mrs Sefer is also our Designated Safeguarding Lead. Appointments may be made via the school office.

Other Members of Staff.

Mrs Sesto is responsible for monitoring children's attendance and implementing attendance procedures, she is also our Parent Support Officer. She works on Mondays, Wednesdays and Fridays. Mrs Sesto is able to offer advice on any other parenting issues.

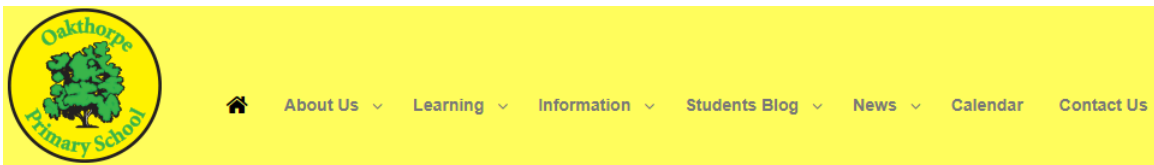
Ms O'Donovan is the Business Manager and can be contacted for information about any administrative issues and for general school information.

Governing Body

Our chair of governors is Mr Christopher Binns and can be contacted via the school office.

Website

We aim to keep our website up to date and ask that you please check the website for general enquiries such as term dates and events rather than ring the office. Newsletters are posted on the Information Section



Email and texts messages

We send a number of messages via email and text. This is to reduce both time spent on administration and cost of photocopying. Therefore please ensure that you keep us informed of any changes to your contact details. Thank You.

We hope you will find these lines of communication helpful and that your queries, big or small, are dealt with effectively. The sooner you approach us with your concern the quicker we will be able to help and prevent possible escalation.

Please make sure that we have your up to date contact details. You may email them to the office staff : office@oakthorpe.enfield.sch.uk