

2nd September 2025



Dear Parents and Carers,

Welcome back to the new school year!

We hope you've had a restful and enjoyable summer, especially with the unusually warm weather. The staff have spent the past two days preparing for your child's return, and we are very much looking forward to welcoming all pupils back through our red gates **from 8:10am tomorrow**.

The **second set of gates** will open at **8:25am** and close promptly at **8:30am**. Please remind your child to wait in the designated area by the bike shed from 8:10am onwards to ensure they are safe before the start of the school day.

Year 5 Parents

You are welcome to walk your child up to the Year 5 block on the **first couple of days**. At the end of the school day, their teacher will walk them back to the **main red gates** at 3:00pm. If you are collecting your child, please wait **outside the red gates**.

We have a photographer visiting us tomorrow to take your child's first annual school photograph.

We have assigned **bus buddies** who will collect Year 5 pupils travelling by bus, and support them in learning the routine for their journey home.

Bring a Book

Please help your child choose a **book from home** to bring in for the first week. Our Librarian, **Mrs Milkin**, will soon begin helping pupils choose books from the school library for the term ahead.

Reading Records

This year, all pupils will receive a **Reading Record** to track their reading at home. They will also take part in **tutor time reading activities** linked to the books they are reading. Pupils will be expected to read at home as part of their weekly English homework. We ask that this is recorded at least 4 times a week.

Journals

Every pupil will receive a **school journal** containing useful information about:

- the school day
- uniform
- homework expectations
- home-school agreement
- a diary for recording important dates

The journal can also be used as a **communication tool** between home and school—feel free to write notes to staff if preferred over email.

Inside the journal, pupils will find **coloured cards** (Red, Amber, Green) to help them communicate how they are feeling or if they need support during lessons. Please take a moment to talk to your child about how they might use these tools.

Attendance and Absence

Registration is taken at 8.30 am sharp. Pupils need to be in their tutor base by 8.30am.

If they are late - they will need to sign in at Reception.

We expect pupils to attend school every day, we understand that there will be periods of illness and appreciate your support to communicate this with us as early as possible.

If your child will be absent from school, you need to inform us by 8.30am. You can report this on Arbor using the planned absence feature, or you can email the dedicated email address for attendance : attendance@oakfield.mnsp.org.uk. You can also ring the school office directly and leave a message on the attendance line voicemail.

Oakfield Houses

At the end of last term, pupils and staff voted on new house names:

- **Earth** - Mr Shaddick
- **Fire** - Mrs Crowther
- **Water** - Mrs Morris
- **Air** - Mr Mephram

Pupils have now been allocated to a house, with families grouped together in the same house. We will confirm your child's house in the coming week. We are excited to foster **community, belonging, and teamwork** through a range of fun inter-house activities throughout the year.

Key Dates

Tutor Evening - Tuesday 30th September

A chance for parents to meet their child's tutor. If you wish to speak with them before this date, please contact the school office to arrange a meeting or phone call.

Open Evening – Wednesday 17th September

Our annual Open Evening is a fantastic opportunity to showcase everything Oakfield has to offer. Many pupils will be invited to support staff in this event.

ParentPay & Arbor Pay

Due to circumstances beyond our control, we are **not yet able to switch** to Arbor Pay for school meals. For now:

- **ParentPay** will continue for school meals
- **Arbor Pay** will be used for trips and other school payments

Communication & Parent Partnership

We are committed to strengthening our communication with parents this year. To support this, we are launching a **Parent Working Group**, with the first meeting on Thursday 11th September at 5pm.

If you would like to attend, please email the school office. If you can't attend the first meeting but would like to be involved, let us know and we will keep you informed about future meetings. Your views matter to us - we'd love to hear from you.

We look forward to an exciting and successful school year ahead. Thank you for your continued support.

Warmest regards,

A handwritten signature in black ink that reads "Emma Thomas".

Emma Thomas
Head of School

A handwritten signature in black ink that reads "Michelle Parsons".

Michelle Parsons
Executive Headteacher