

OLDHAM COUNCIL



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Head teacher
Mr M Roberts

AUTUMN TERM NEWSLETTER THREE, 2023

Dear Parent/carer,

As the winter fast approaches, I take this opportunity to detail some of our key messages and also to confirm the end-of-term activities in the run up to Christmas.

Pupil Attendance

If your child is absent from school, please inform the school office at the earliest possible opportunity. This will ensure our records are up-to-date and accurate.

Leave of absence including holidays in term time

All evidence shows that pupils achieve better in school when they have good attendance.

We ask parents to apply six weeks in advance for a leave of absence, including a holiday in term-time. Parents should fill in a leave of absence request form; this is available from the school's reception. Parents will be informed as soon as possible if a request can be authorised.

Careful consideration will be given to each request for a leave of absence. However, government legislation means that it is unlikely that any leave of absence, including term-time holidays, can be authorised by school. School works closely with the local authority who will issue penalty notice fines for unauthorised absences, including unauthorised term-time holidays.

Penalty Notice Fines are £120 per parent/carer per child when paid within 28 days or reduced to £60 per parent/carer per child if paid within 21 days. If the fine is not paid, the parent/carer will be prosecuted.

School Health and Safety

Medical Update/ Information

We remind parents and carers that school is only permitted to administer prescribed medicines.

'Only named medicines clearly marked with the child's name and class will be accepted into school and only if it is necessary for a child to take four doses daily. It will be kept in the school office and will be the child's responsibility. All medicine must be in the original package and have the strength and dosage required.'



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If your child requires four doses of a prescribed medicine per day, you must speak with Miss Dowden or Mrs Wychrij at the school office before administration in school. Both Miss Dowden and Mrs Wychrij have completed the necessary training to record and administer medication in school (Safe Handling and Administration of Medication, Level 2).

To facilitate this, I urge parents/carers to attend school BEFORE the school office becomes busy (ideally before 8.35am). Specific details (pupil name, medication type, dose, and frequency) of any prescribed medication administered will need to be recorded. Parental consent (via signature) is also required BEFORE administration in school. The full policy for Medicines in School is laid out in the School Medical Policy and available upon request.

Asthma

Children who have been diagnosed as asthmatic must always have a reliever/ inhaler in school. Immediate access to reliever medicines is essential. Please update school if your child's medical condition/ health changes over the course of the school year.

Local Authority Health and Safety Directive

PE: Kits and Earrings

In line with our PE dress code, we expect children to have their PE kits in school on their designated PE day (this information will be shared by your child's class teacher). As a guide we recommend the following:

A pair of shorts

A T-shirt (NO cropped tops. They are unsuitable for some contact sports)

A tracksuit/long sleeve top/jogging bottoms (For use in winter/outdoor PE if applicable)

Sports specific trainers (Trainers that offer both protection and traction)

Earrings worn by pupils must be removed before a PE lesson or covered with plasters (if the latter is the case, we recommend that a spare box of plasters is sent to school which will be retained for future lessons).

The most sensible (and cheapest!) way to adhere to this directive is for a pupil NOT to wear earrings on days when they have PE timetabled. This will save time, prevent potential pupil distress (removing or covering earrings), and advert potential loss of property (earrings being 'lost' upon removal).

In addition, I remind parents/carers that our School Uniform Policy (as circulated, July and September 2023) stipulates:

General Appearance: Earrings and Other Jewellery

Earrings: please ensure if your child arrives at school wearing an earring/pair of earrings, that they are small, discreet, and importantly, lie 'flat' to the ear. This message follows instruction from Oldham Council's Health and Safety Team to avoid an earring being 'caught' during playtime/lunchtime and potentially causing significant injury.

'Hoop' type earrings, 'large' earrings, and earrings that 'dangle' from the ear is not permitted in school. In general, no jewellery is allowed in school other than a wristwatch. This includes no rings (or any other finger jewellery) and no jewellery worn around the neck please.



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Also, no false nails (all types). Nail extensions or decorated fingernails are not allowed for safety reasons, and which may potentially inhibit learning within some curriculum areas. Nails should be natural and kept short. Clear nail varnish is permitted.

Car park and turning circle.

Please drive sensibly in and around the school car park. At present, a small number of parents are still blocking the car park entrance which decreases the visibility of other parents and pupils who cross there on their journey home.

In addition, I ask all parents who travel to school by car to ensure that the speed they adopt is appropriate to a school environment. At 'drop off' and collection, all drivers need to 'expect the unexpected' and as such curtail their speed to reflect this. Please be extra vigilant at this time of the year on your journey to and from school.

General reminders:

School opening/ start times.

The gate to the rear school yard will be open at 8.10am each day. The school office is open at 8.15am each day.

Breakfast club: Breakfast club is open at 8.20am with last entry at 8.40am.

Start-of-school day.

School will start at the times illustrated below. School entry points remain unchanged from September. In addition, parents with multiple children (excluding nursery) will be asked to 'drop off' the youngest child FIRST, followed by next youngest and so on. These details have been circulated previously. Pupils in the nursery will now be the last cohort admitted to school.

Year Group	Start time	Finish time
Nursery	8.55am (last entry, 9.00am)	3.10pm
Reception	8.45am (last entry, 8.55am)	3.15pm

Year Group	Start time	Finish time
Year 1	8.45am (last entry, 9.05am)	3.15pm
Year 2	8.45am (last entry, 9.05am)	3.15pm

If you have a child in Reception and Key Stage 1 (Year 1 or Year 2), please collect your KS1 child from the school hall first and then go to the Reception exit point afterwards. Key Stage 1 children who are not collected on time (from the hall) will be escorted to the main school entry door (by the school office) by 3.20pm.

Year Group	Start time	Finish time
Year 3	8.50am (last entry, 9.05am)	3.20pm
Year 4	8.50am (last entry, 9.05am)	3.20pm
Year 5	8.50am (last entry, 9.05am)	3.20pm
Year 6	8.50am (last entry, 9.05am)	3.20pm

PLEASE BE ON TIME. Good punctuality is essential to your child's early Reading/ Phonics progress at school. This is how we start our school day.



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School Gateway

If you have not yet downloaded the 'School Gateway' communication app, we would advise you to download as soon as possible. School is no longer using 'Parent Mail' and the gateway will be the new main method of communication between school and parents. You can download the app by searching 'School Gateway' in your smartphones App Store.

END OF AUTUMN TERM EVENTS, 2023

Tuesday 12th December (green 'morning' ticket): Infant (class 4,5 and 6) Christmas Nativity for parents: 9.45am in the school hall. A ticket letter will be circulated prior to this event.

Tuesday 12th December (yellow 'afternoon' ticket): Infant (class 4, 5 and 6) Christmas Nativity for parents: 2.15pm in the school hall. A ticket letter will be circulated to this event.

Wednesday 13th December (Christmas tree 'morning' ticket): Reception Christmas Nativity for parents supported by Year 3 & 4 choir @ 9.45am in the school hall. A ticket letter will be circulated prior to this event.

Wednesday 13th December (Snowman ticket 'afternoon' day): Reception Christmas Nativity for parents supported by Year 3 & 4 choir @ 2.15pm in the school hall. A ticket letter will be circulated prior to this event.

Thursday 14th December: Nursery Christmas Craft Session with parents/carers in the school hall at 1.45pm.

Wednesday 20th December: School Christmas Dinner Day. Packed lunch children are invited to bring a Christmas themed packed lunch on this day.

Wednesday 20th December: 'Dress Christmassy Day' for all pupils (a bespoke letter will be circulated before the event including details of the local charity school is supporting this year)

Thursday 21st December: Christmas Party Day for all pupils (a bespoke letter will be circulated before the event including details of what to wear on this day)

PLEASE NOTE THAT THE INFANT AND RECEPTION/YEAR 3 & 4 NATIVITIES ARE TICKET ONLY EVENTS.

End of the autumn term – Thursday 21st 2023

This is the last *pupil day* of the autumn term. School will close on this day at the *usual* times stated previously. INSET day REMINDER: As detailed in our holiday pattern circulated at the end of the summer term and again at the beginning of this term, school will be closed to PUPILS on Friday 22nd December 2023 to facilitate in service staff training (INSET).

The new spring term begins on: Monday 8th January 2024

School will open for the spring term on this day. Again, at the start times previously illustrated.

Thank you for your ongoing co-operation.

Yours sincerely,

M Roberts

Mark Roberts
Head teacher



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