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Head Teacher: Mr S Arnold

Tuesday 6th September 2022

Dear Parents and Carers,

Today we embark upon a new school year and it is with excitement that I look forward to welcoming all of our new Reception children and families to Oak Meadow as they begin their exciting learning journey with us. I also look forward to greeting our existing children progressing to their new year groups – preparing to meet new learning and challenges, building upon all prior learning. I hope you have all enjoyed the summer holidays – the weather - and the opportunity to spend time together as families. The information following may be a reminder of things I have shared previously – at the end of last term – but I hope you will find it useful for returning to our new term and new school year.

Our 2022 – 2023 Staffing

Staffing	Classteachers and Teaching Assistants
Reception	Miss Billingsley Miss Blunt Mrs Bradney Mrs Hannon Mrs Sadler Miss Banks
Year 1	Mrs Bristow Miss O’Connell, I Mrs Welsh Mrs Lakin-Jones Mrs Mincher
Year 2	Miss Hague Mr Dean Miss Tomlinson Mrs Guy Mrs Foster Mrs Head
Year 3	Miss Tolley Miss Findlay Mrs Chpaman Mrs Malia Mrs Hassell Mrs Sherry
Year 4	Miss Bates Mr Trott Mr Clarkson Mrs Baker Miss Mears
Year 5	Mrs Holmes Mr Hartland Mr Godwin Mrs Cooke Ms Nicholls Miss Babb
Year 6	Mrs Worrallo Miss Johnston Mr Lane Mrs Hardwick-Dawson Miss Perry

<p>Office Staff</p> <p>Miss Mills Ms Simcox</p> <p>Home School Liaison Officer</p> <p>Miss Parker</p> <p>Site Staff</p> <p>Mr Turner Mr Simmonds</p> <p>Music Teachers</p> <p>Mr Crane (Wednesdays) Mr Masson (Thursdays)</p>

*Miss Thwaites, Mrs Brain and Miss Brown are currently on maternity leave; we look forward to their return in the spring and summer terms.

For additional information, our leadership team consists of:

- Mr Lane – Deputy Headteacher
- Miss Billingsley – Senior Leader
- Miss Tomlinson – School Leader
- Miss Bates – School Leader

If a question arises, please do not hesitate to speak to the member of staff on door duty each morning or to your child’s classteacher at the end of the day. Alternatively, please speak to any member of the leadership team or look out for either Mr Lane or I who will be outside at the start and end of each day wherever possible.

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If, given your work commitments, the above times are not convenient, please contact the School Office either by telephone – 01902 558517 – or by email – oakmeadowprimaryschool@wolverhampton.gov.uk requesting a return phone call. Thank you.

Start of Term Arrangements

Timings of the school day are as follows...the first bell will sound at 8.45a.m. We would appreciate all children being ready to access school at this time as it will allow them to take their coats and bags off and settle in their classrooms in preparation for the formal start of the day at 8.55a.m. – the timing of the formal statutory calling of the register.

Within school, attendance data is monitored rigorously and we would like to work in partnership with you to ensure attendance is in line with all national expectations. In addition to our own monitoring, the Local Authority's Education Welfare Officer visits to scrutinise all attendance/ punctuality information. If at any time you would like to speak to us about your child's attendance, please ask to speak to Ms Simcox, Mrs Parker-Thornton or I. Thank you.

The School Day

We will start the school year with children entering via the following access points:

Miss Blunt – via the gated entrance on the Reception playground leading to the side entrance of the classroom
Miss Billingsley - via the main Reception/ Year 1 doorway
Year 1 - 3 via classroom doors, accessible from the playgrounds
Year 4 via the side door at the end of the building adjacent to our perimeter fencing with Coppice School
Year 5 - 6 via the entrance door between the Year 1 and 2 classrooms – on the main playground - which leads directly to the staircase leading to the upstairs classrooms

As the term progresses and the weather changes, we will review the school's access arrangements for some year groups. We will do this in order to keep classroom doors closed thus conserving the heat. I am sure we are all more fully aware of increasing energy costs and of the importance of saving energy wherever possible. As within our homes, our school energy bills have increased significantly and are impacting upon the budget considerably. I will write with more information soon.

Break and Lunch Times

The children's break time will be between 11.00 – 11.15a.m. Children in Reception – Year 2 will be provided with a free piece of fruit. However, you may wish to supplement it with a further healthy snack consisting of dried fruit or health bar as other children do similarly throughout the school.

Lunch times will be as follows:

12.00p.m. – 1.00p.m. Reception
12.20p.m. – 1.20p.m. Year 1
12.30p.m. – 1.20p.m. Years 2-6

Can I please remind you of the universal free meal offer for children in Reception, Years 1 and 2. An extensive menu is available to appeal to all children's food preferences and staff are available at lunchtime to support

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children's choices. In addition to the menu previously sent out, there will be sandwiches, wraps and rolls provided daily.

The school day will end at 3.15p.m. and children will exit via the same door as they entered at this present time.

School Uniform

During the summer holiday, I saw several news reports about the requirement for schools to undertake a uniform questionnaire and I am pleased we conducted our research and seeking of your views last summer term. (Thank you for all your positive, helpful responses.) Therefore, as you will be aware, our uniform will now consist of emerald green polo shirts rather than the apple green shirts which historically were worn in the winter months. However, if you still have apple green shirts and wish your child to wear one until next April, please do so. I am always extremely appreciative of your adherence to our school policy and thank you for your support.

<p>Boys' Uniform:</p> <ul style="list-style-type: none"> • Grey trousers (short or long); • Emerald green polo shirt (branded or unbranded); • Brown V-necked sweatshirt or jumper (branded or unbranded); • Grey socks; and • Black shoes without visible stripes or coloured branded logo. 	<p>Girls' Uniforms:</p> <ul style="list-style-type: none"> • Grey skirt or tailored trousers (short or long); • Emerald green polo shirt (branded or unbranded); • Brown V-necked sweatshirt or jumper (branded or unbranded); • Grey or white socks. • Black shoes without visible stripes or coloured branded logo; and • Within the summer term, children may choose to wear a green and white checked or striped dress.
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Again, continuing this year, we welcome donations of pre-loved uniform items to facilitate our half termly sale of uniform items which you kindly reported as being extremely useful. We will also extend the timings of it to enable access to it after the school day.

For P.E, we kindly ask that your child's kit - consisting of black shorts, a white t-shirt and black pumps - remains in school within your child's locker. Your child's classteacher will inform you of the days when P.E. will take place. This will be detailed within the curriculum newsletter which will be sent out this coming Friday. As the weather changes over the forthcoming weeks, it will be advisable to include black jogging bottoms and sweat top or hoodie for extra warmth.

Sharing of Year Group's Organisation and Expectations

As part of looking forward to the year ahead, your child's teacher has prepared a powerpoint detailing information pertaining to the year group and its organisation and expectations. They will be available on the school's website from this coming Friday. The powerpoint will detail a host of information, for example, curriculum guidelines for the year, homework routines, PE times, access to online learning, behaviour and rewards, educational visits, e.t.c. The powerpoints will be uploaded to the website within the folders entitled: 'Our Curriculum > Curriculum Information'.

Meet the Teacher

This Thursday, 8th September, your child's classteacher will share with you face to face the powerpoint detailing the year group's organisation and its plans for the year ahead. The meetings will take place within your child's classrooms at 3.30p.m. We do hope as many of you as possible will be able to attend.

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School Holiday/ INSET Dates

Information regarding the Local Authority's holiday dates can be accessed from our website. However, in summary, the school dates for this school year are as follows:

Autumn Term 2022

- **Term Time:** Monday 5 September 2022 to Friday 21 October 2022
- **Half term:** Monday 24 October 2022 to Friday 28 October 2022
- **Term Time:** Monday 31 October 2022 to Friday 16 December 2022

Spring Term 2023

- **Term Time:** Tuesday 3 January 2023 to Friday 17 February 2023
- **Half term:** Monday 20 February 2023 to Friday 24 February 2023
- **Term Time:** Monday 27 February 2023 to Friday 31 March 2023

Summer Term 2023

- **Term Time:** Monday 17 April 2023 to Friday 26 May 2023
- **Half term:** Monday 29 May 2023 to Friday 2 June 2023
- **Term Time:** Monday 5 June 2023 to Tuesday 25 July 2023

...and our INSET Days to support our staff training and development are: Monday 5th September 2022; Monday 31st October 2022; Monday 27th February 2023; Monday 24th – Tuesday 25th July 2023. School will be fully closed on these days.

Before and After School Provision

Breakfast Club and Funsters will commence immediately – Tuesday 6th September. May I please respectfully ask that if you require a Funsters place, a booking is made by contacting Miss Mills or Ms Simcox via email or telephone to book the session/s required as there is a limit on the number of places available. In advance of the session, we kindly ask for the session's payment - made via ParentPay please. This helps us immensely with staffing costs and with the purchase of resources and equipment. Thank you.

New Reception parents/ carers will receive a ParentPay letter today giving instructions for the setting up of an account. If any questions arise regarding ParentPay, please speak to Miss Mills, our school's Business Manager.

Finally, as we look forward to this term and to the ensuing weeks and months, a list of calendar events will be forwarded to you informing you of this year's planned events – ones we have planned to-date. Alongside themed days e.t.c, the calendar will also detail year group assemblies and curriculum workshops which we look forward to welcoming you to.

I am excited for the year ahead and to continue to working in partnership with you.

Yours sincerely, *Mr Arnold*

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