

Attendance and Punctuality

Good attendance and punctuality are vitally important if your child is to make the most of the educational opportunities we offer. If he/she is unwell and cannot come to school, please telephone the school before 8.30am and leave a message. Please let us know for each day they are absent. We also need a note or email when they return to school to let us know in writing why they were off, to comply with legislation which is monitored by our Education Welfare Officer. Please use our email: parent@oakfield.surrey.sch.uk

School times: Registration	8:45am - 8:55am
Break	10:30am - 10:45am
Lunch	12:15pm - 1:15pm
Afternoon session	1:15pm - 3:15pm

Children should arrive no earlier than 8.35 am as there is no supervision prior to this time. Children can register in their classroom from 8.45am. Registers close at 8.55 am. If your child is late, please ensure they are brought in via the office so they are registered. Parents are reminded not to book family holidays, long weekends away or treat days during term time as we will not authorise absence for these under any circumstance. We will only ever authorise absence for a funeral or an educational activity, e.g. participating in a sporting event, performance, taking music or dance exams, or other exceptional circumstances. If you have a planned absence from school please complete an absence request form, available from the office.

Travel to and from School

Enormous congestion is caused by parents' cars, and we strongly encourage those who live locally to walk to school. If you do need to drive, parents must not use the school car park as a drop-off point, with the exception of those who hold a blue 'Disabled' badge.* Parking is allowed in the first 5 bays nearest to school at the front of the Catholic Church. Drop-off and pick-up can be made from here, but parents must be alert to school children on foot and must not stop or park on the marked walkways which are in constant use.

We allow cycling or scooting with adult accompaniment. Year 6 children will have the opportunity to undertake Bikeability, level 2. Once passed, they may cycle to school unaccompanied, if their parents give written permission to do so.

**If you hold a blue badge please present this at the school office so that we can register it.*