



Oakfield Junior School  
Bell Lane  
Fetcham  
Leatherhead  
Surrey  
KT22 9ND  
Telephone 01372 374781  
e-mail [head@oakfield.surrey.sch.uk](mailto:head@oakfield.surrey.sch.uk)  
website [www.oakfieldjunior.com](http://www.oakfieldjunior.com)

2<sup>nd</sup> September 2022

Dear Parents & Carers,

### Welcome back to Oakfield - arrangements for the start of term

We hope you have all had a wonderful summer holiday and we are looking forward to welcoming our new Y3 pupils to Oakfield, as well as welcoming back those moving in to years 4,5 and 6 on Monday 5<sup>th</sup> September.

#### Arrival

Please bring your child to the top playground on Monday, for 8.35am. Pupils will be met by their new class teacher at 8.45am

We have cordoned off an area on our top playground while we carry out some maintenance on one of our oak trees. Please ensure your child stays clear of the cordoned area. Thank you for your patience while we carry out this work.

The school site can be accessed via the front gate on Bell Lane, or the rear gate off Gatesden Road. We strongly encourage you to walk your child to school wherever possible, and please do not park in or drive through the staff car park to drop off your child. The car park is only for taxis and blue badge holders to access. On arrival on site, any bikes and scooters can be taken to the bike shed on the bottom playground. Please ensure your child does not use the climbing frame or any other play or fitness equipment while you are dropping off or picking up. Your child will have supervised access to these areas during the school day.

Any pupils arriving late (after 8.50am) should be brought to the school office at the main school entrance. Registers close at 8.55am.

#### Medical needs

If your child may need medication while at school, (e.g. antihistamine) please bring this to the school office on Monday morning, clearly labelled with your child's name. This will be stored in our first aid cupboard and administered as agreed. Pupils with asthma should carry their own inhaler with them.

#### Going home

At 3.15pm, **year 3 and 4 pupils** will be brought to the **top playground**, to be handed over to the parent / carer collecting them. All LAN Centre children should be met at the bottom doors by the LAN Centre. Those who are booked to attend the Fetcham Kids Club after school will be escorted to the club.

**Year 5 and 6 pupils** will exit school via the **middle doors**. We ask parents to ensure that your child knows what their going home arrangements are, and if they are in doubt (e.g. if a parent does not arrive to meet them as expected) they should come to the school office to check.



### Uniform and PE arrangements

Summer uniform can be worn if preferred, for the first half of the autumn term. Please ensure your child has a pair of trainers in school each day of the week.

On the day on which your child has PE they will need to come to school dressed in their Oakfield PE kit. Class PE days are as follows:

6CK and 6M Mondays (**from 5 Sept**)

5H and 5MG Tuesdays (from 6 Sept)

3J and 4H Thursdays (from 8 Sept)

3T and 4BK Fridays (from 9 Sept)

### Parent Welcome Meetings

Parents are encouraged to join us for our year group parent welcome meetings / year group expectations, the arrangements for these are as follows:

Year 4 Mon 12<sup>th</sup> Sept in 4BK

Year 5 Tues 13<sup>th</sup> Sept in 5MG

Year 6 Thurs 15<sup>th</sup> Sept in 6M

Year 3 Mon 19<sup>th</sup> Sept in 3T

All meetings take place between 3.20 and 4pm. Pupils will be supervised by a member of staff while you attend the meeting. Please just turn up (no need to book) and don't worry if you are unable to attend - we will email parents copies of the notes from each meeting.

In the meantime please email the school office at [parent@oakfield.surrey.sch.uk](mailto:parent@oakfield.surrey.sch.uk) or telephone on 01372 374781 if you have any further questions.

Kind regards,



Mrs Debbie Willemse

Headteacher



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