

# OLDHAM COUNCIL



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22/10/2024

Head teacher  
Mr M Roberts

Dear Parent/carers,

## AUTUMN TERM NEWSLETTER TWO, 2024

### Parents' Evening-REMINDER

A parents' consultation event has been scheduled for Thursday 14th November, for pupils in Reception through to Year 6. This event is at school, in person and face-to-face.

'How to book' information is attached to this email.

### General Information/reminders

#### The people who have responsibility for Safeguarding & Child Protection are:

Designated Safeguarding Lead (DSL); Mrs L. Taylor (SENCo).  
Deputy Safeguarding Lead; Mr I Wilson (Associate Head teacher).

Governors with responsibility for Safeguarding; Mr G Shuttleworth (Local Authority Governor and Vice Chair of Governors) and Mrs S Longley (Co-opted Governor).

**Please note: When in school we have a duty of care towards your child and in certain situations it may be necessary to contact Social Care Services if we believe it necessary and appropriate.**

### Medical Information

We remind parents and carers that school is only permitted to administer prescribed medicines. The full policy for medicines in school is laid out in the School Medical Policy but please note:

**'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. Medicines will be kept safe in the school office. All medicine must be in the original package and have the strength and dosage required.'**

Once at school, if a child is physically sick, we will phone home to arrange for the child to be collected. If your child complains of being 'poorly' or is injured during the school day, we may phone home to explain the circumstances and then ask a parent/carers to make the decision whether to collect their child early or leave their child at school. **Our assessments are made by qualified first aiders who judge symptoms, injuries and most importantly, if a child is distressed or upset.**

## Pupils with asthma

**Immediate access to reliever medicines is essential.** Parents/carers need to ensure that the school is provided with a reliever inhaler if their child suffers with asthma. All inhalers must be labelled with the child's name by the parent/carer. 'Older' pupils with asthma are encouraged to 'look after' their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough to do so. Reliever inhalers for 'younger' children will be retained safely in the pupil's classroom.

## 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 and 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. Pupils in the school nursery are the last cohort admitted into school at 8.55am.

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

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.

## End-of-school day collection

If you have children 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 (next to the school office) by 3.20pm.

**Afterschool club (wrap around care, Monday- Thursday):** Finish time is 5.15pm.

## School Gateway

If you have not yet downloaded the 'School Gateway' communication app, we would advise you to download as soon as possible. You can download the app by searching 'School Gateway' in your smartphones App Store.

**End of the first half term (autumn term one)- Friday 25th October 2024**

This will be the last day of autumn term one. School will close at the end of this day at the times previously stated.

**Beginning of the second half term (autumn term two)- Monday 4th November 2024**

School will open for the second autumn half term on this day at the start times previously stated.

**End of the second half term (autumn term two) – Thursday 19th December 2024**

This is the last *pupil day* of the autumn term. School will close on this day at the *usual* times previously stated.

**INSET day REMINDER:** As detailed in our holiday pattern circulated at the end of the summer term and again now, school will be closed to PUPILS on Friday 19th December 2024 to facilitate in service staff training (INSET).

**The new spring term begins on: Tuesday 7th January 2025**

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

Please note that the school telephone number is 0161 770 7220.

Thank you for your ongoing co-operation.

Let's work together.

Yours sincerely,

***M Roberts***

Mark Roberts  
Headteacher