



September 2023
Oaklea Montessori New Town

Dear Parents and Carers,

We hope that you and your families are all safe and well and that you have been able to enjoy some of the hot spells over the summer period as well as splashing in lots of puddles too! We have been excited to welcome back our existing families and it has been lovely to see the new children settling in.

New Families...

Please ensure you read all documents in your welcome pack carefully to ensure they are familiar with our policies and procedures, and should they have any questions in relation to the details in the welcome pack please direct them to admin@oakleamontessori.co.uk

Existing Families...

If you wish to familiarise yourselves with our policies and procedures to let us know and we will be happy to forward on the relevant documents. You can find key policies on our website too.

Facebook and Parent Zone...

Please like and join our **Facebook page**... we put out lots of information via Facebook about what your children have been up to, Sign of the Week, important notices and much more.... **Oaklea Montessori Colchester, New Town | Facebook**.

ParentZone – a place for you to share your child’s learning journey at home! We love to see what you get up to. This is a great way of sharing experiences and giving your child an opportunity to share this with us. Thank you also to all of you who have been posting photos and observations through Parentzone to add to your child’s learning journey. There are some wonderful things happening and it is a delight to see. At Oaklea, every child should have 2 observations a week, however on busy weeks, there might be times when this may not be possible.

Staff news...

As some may already know, Marie has stepped up to being Oaklea New Town’s Manager at the beginning of the new term, please join me in congratulating her in new role.

We are pleased to have Sophie, who has joined Oaklea New Town.

We have exciting news; Mary is expecting her first baby in December 2023 and Jade is also expecting her first baby in March 2024. We wish them both all the best in this next exciting chapter in their and their family's lives.

Working with families...

We will be re-introducing to provide for our local Food bank at the GO4 Cafe. Please donate as much or little as you want at the nursery gate. This is something the children will help us with, to with trips to the GO4 Cafe. If this is something you want to access more discretely, please speak to any member of staff and they can assist you further. Reminder to regularly check lost property as this quickly builds up! If your child has left something behind, please ask a member of staff. At the end of term, any unclaimed lost property is donated to charity.

Reminders....

Named slippers or comfy indoor shoes must be brought in each time your child attends, as well as wellies for outdoor play. This helps with keeping the indoor floor as clean as possible and supports your child with the work cycle and routines. (We have kept some left-over slippers from last year in the foyer. If these fit your child, please help yourself and simply rename). Please ensure your child's bag also includes lots of spare named clothes for all eventualities (please bring clothes you don't mind getting messy... contact the office if you would like to purchase further Oaklea clothing). If in nappies, please provide plenty of nappies, wipes, nappy cream, and nappy bags. If your child has a comforter whilst they settle, we invite you to bring these, but please leave all toys at home. Additionally, we continue our policy of No Calpol, to reduce the risk of spreading illness – if your child is unwell, please keep them at home where they can rest and recuperate so they can return quickly to explore with their friends and teachers.

Funding and Sessions...

You should have by now received a funding form for your child for the Autumn Term, if you are eligible, we have already had lots returned to us, thank you. If you are still to return your form to us, please do so ASAP. If you believe your child is entitled to funding but you have not received a form yet, please speak to a duty manager and we can investigate this further for you.

Important note: *If we do not receive a completed and signed funding form, your child may not receive funding for the Autumn Term resulting in sessions being invoiced.*

We still have some spaces for the Autumn term – please enquire if this is something you are looking for! (Little Sparrows and Squirrels/Owls)

Additionally, if you would like ad hoc sessions, please ensure your invoice is settled as we are unable to cater for ad hoc sessions otherwise.

Any changes to funded sessions requested after headcount day will unfortunately not take effect until the Spring Term as you will have missed the deadline for the Autumn Term.

If you have any questions regarding funded sessions, please do not hesitate to contact the office for the further information.

School Applications

Applications for school can be applied from 6th November 2023 and needs to be completed and submitted by the national closing date of 15th January 2024.

<https://www.essex.gov.uk/admissions-to-essex-schools-for-the-next-school-year>

Booking Holiday Sessions

I am sure you appreciate that managing to staff prudently for holiday periods needs careful planning. So that we can ensure that booking requests are managed well and staffing is in place. All requests to book additional sessions in holiday periods will require at least half a term's notice. This will be on a first come, first served basis. The dates for making requests for October half term is: Friday 29th September 2023.

Requests can be emailed to stJohns@oakleamontessori.co.uk. Thank you for your understanding.

Topic....

Our topic for this term is 'All About Me'. We will also be looking at things all Autumn... when will the leaves start to fall? What colour are they? Can you spot any hedgehogs?

And finally...

Unless your child needs a comforter, we would remind you to leave your child's toys at home. This is to prevent them from getting lost or broken.

Please leave **all food** at home, we have many children with allergies, and we need to keep all children safe. Our mealtime policy is on the website for further information.

We wish you a wonderful start to the Autumn term 2023 and look forward to sharing your children's learning and development with you all!

Yours sincerely,

Marie Zoulova

Setting Manager

Dawn Lewis

Oaklea Director

Term Dates

Autumn Term 2023

Monday 4th September – Friday 15th December

Half term week commencing 23rd October.

Christmas Shutdown – Monday 18th December to Monday 1st January inclusive

Spring Term 2024

Tuesday 2nd January – Thursday 28th March (Term time restarts 8th January)

Half term week commencing Monday 19th February.

Easter Break – Tuesday 2nd April – Friday 12th April inclusive

Summer Term 2024

Monday 15th April – Friday 19th July

Half term week commencing Tuesday 28th May.