



02 February 2018

Dear Oakwood Parents

We trust that you have started to settle into the routine of the new year. It has been a positive start to the year and we have enjoyed getting to know all the children in our classes.

All extra murals began this week – which is always a little unsettling! We need your help in order for us to ensure a smooth transition from class into aftercare by remembering the following:

- Classroom pick up time is at 13:00, teachers will send the children out, one by one, to the parents that are waiting at the classroom door
- At 13:00 teachers will lead the remaining children to the Oakwood Hall, if you need to chat to the class teacher, please allow her to finish the registration process for Aftercare first
- From 13:00 – 13:15, children will be signed into Aftercare or their respective extra murals. Please do not come into the hall to call your child out – this really distracts the children and slows down the whole process. Please wait at the top area of the playground where your child will be at 13:15
- The Aftercare teachers will then walk the Aftercare children to the top playground and settle them in for the afternoon routine.
- The extra mural teachers will then come in and take their group to their activity
- If you would then like to collect your child, please do so from the top playground area. You will not be charged for late arrival up until 13:15 but after this time, the Aftercare teachers will have your child on the register and you will be billed. We therefore encourage parents to fetch at 13:00 promptly.
- Please make sure that your teachers have a list of all the extra murals that your child is doing to ensure a smoother registration process
- Please arrange all extra murals with the organiser of the extra mural, the school is providing the facility for the extra-murals for your convenience but cannot correspond with the coaches/teachers on your behalf

We appreciate your co-operation with this system and trust that it will be a great term further.

Yours Sincerely,

Claire Caldecott
Head of Oakwood Pre-Primary