

A whimsical illustration of five anthropomorphic leaves and plants celebrating. One leaf wears goggles and a wing, another is a strawberry, and others are decorated with holly and stars. They are set against a blue sky and green ground.

Parents' Handbook

2025 - 2026



Dear Parent(s),

Welcome to Oaklands Infant School. By now, you should have been able to visit the school at least once and have begun to get a flavour of Oaklands and our ethos. We hope to be able to work in partnership with you, to provide the best education we can for your child.

From a very practical point of view, this handbook is intended to provide you with all that essential but easy-to-forget information that you need as your child starts at a new school. It has been split into sections for ease of use and we hope we have covered all the basics.

If there is something, that with hindsight you would have found useful to know, please let us know.

Yours faithfully

Miss Ellen Weston and Mr Duncan Holland
Co-Headteachers



At Oaklands Infant School we
immerse children
in an **inspiring, nurturing**
environment that gives them
deep roots for future
growth.





Section I: THE SCHOOL DAY

Format of the School Day

Morning

8.40	Classroom doors open for drop off
8.50	Classroom doors close
8.50 - 9.00	Registration
9.00 - 10.25	Teaching Session
10.25 - 10.40	Assembly (Mon, Tue, Thurs, Fri)
10.45 - 11.05	Playtime
11.05 - 12.10	Teaching Session
12.10 - 1.25	LUNCHTIME

Afternoon

1.15	Registration
1.20 - 3.15	Teaching Session
3.15	Dismiss (Ash and Willow children are dismissed from 3.10 pm)



The format for the Foundation Stage follows the same divisions of day as the main school. However, teaching sessions will be a mixture of teacher led, child initiated and free flow sessions. The children will be involved in whole school assemblies.

Arriving at School

Children are expected to arrive at school between 8.40 am and 8.50 am, when classroom doors are open for the children to be dropped off. The classroom doors close promptly at 8.50am; all children need to be in class and ready to learn by this time. Any children arriving after 8.50am will need to be signed in at the school office. A prompt start to the day instils good habits and prepares all the children for the working day.

End of school day

At the end of the day, the children are released from their classrooms only to a known adult. If there is an occasion they are being picked up by someone else, we must be informed by email or phone prior to the child being collected.

Playtime and playtime snacks

At playtime, all the children go out into the playground. Three members of staff are on duty each day and the classes have a rota to play on the equipment.

We are part of the School Fruit and Vegetable Scheme. This means that a piece of fruit or vegetable is provided free for each child each day. This is given to the children ready for playtime. Children are allowed to bring in their own piece of fruit or vegetable if parents would prefer.



School meals and lunchtimes

Our school meals are supplied by the catering company Culinera. They supply meals to all the schools in the Corvus Learning Trust.

School meals are pre-ordered online. They can be ordered for the following week or up to a half term, but must be ordered by 8am of the day when lunch is required. All infant aged children are eligible to have a free school dinner. Four lunch choices are available including a meat, vegetarian, jacket potato or sandwich option. There is also a daily choice of pudding or fresh fruit or yoghurt. Children may bring in a packed lunch on days when they don't like the meal on offer. We encourage you to look at the menu and talk through the options.

If your child has a special dietary requirement, please email Culinera to let them know that a special diet (for example gluten free) can be arranged with the catering company.

Steve@culinera.co.uk

Please see the website for latest menus <https://www.myculinera.co.uk/oaklands>

If children bring in a packed lunch; no glass bottles, fizzy drinks, sweets or chocolate products are permitted. **NO products containing nuts are to be brought into school** as we have children with severe nut allergies.

Water is available for all children and milk is provided for Foundation Stage children free of charge until the age of 5.

For in-year pupils, lunches will need to be ordered via the school office until we've had their transfer records sent over from their previous school. This can take approximately 1 week.

Birthdays

For children's birthdays please do **NOT** bring in sweets or cakes due to allergies. The children are allowed to wear their own clothes for this special day.





Uniform

This is not compulsory, but the majority of parents do feel that they prefer their children to wear a school uniform. **Please ensure all items are clearly named.**



Winter Uniform

Grey trousers
Grey or blue skirt/pinafore dress
Light blue polo shirt
Navy sweatshirt/cardigan
Grey/white/navy socks
Grey or navy tights
Sensible black shoes



PE

Yellow t-shirt
Navy shorts
Plimsols
(please provide sweatshirt and jogging bottoms for outdoor games)



Summer Uniform

Grey shorts/navy blue tailored shorts
Blue & white gingham or candy stripe summer dress



Additional Items

Blue book bags
Blue PE bags
Water bottle
Coat- all children must have an appropriate waterproof coat with them every day.



Brigade are our supplier for all uniform, for more information on sizes visit <https://www.brigade.uk.com/parents/school/OA871IPD/>

Don't forget, the PTA is always happy to help with pre-loved uniform - just drop them an email if you need anything.

Jewellery

Jewellery should **not** be worn in school. If a pupil has pierced ears then one small, plain stud may be worn in each ear. Earrings can be very dangerous when children are participating in PE activities and pupils are responsible for either removing them or covering them with tape to avoid accidents. Alternatively, we would recommend they are not worn to school on those days. No responsibility will be taken by the school for any items brought to school and consequently lost or stolen.

Shoes

Should be flat heeled to ensure your child's safety at all times. This applies even on non-uniform days. Trainers are **not** acceptable as school shoes.

Hair

Must be neat and tidy, tied back for PE lessons, ideally all the time. **Plain** headbands and hair accessories are allowed to be worn.

Plimsolls

If your child has a verruca, plimsolls must be worn during activities when the children are normally barefoot.

Water bottles

Children can bring in their own clearly labelled water bottle, but we request that they only have water. They will have access to these throughout the school day.

Lost property

PLEASE DO NAME YOUR CHILD'S UNIFORM, INCLUDING SHOES/HATS/GLOVES etc. Unnamed clothing is put in the Lost Property box which can be found in the school hall, just inside the door to the playground. Each classroom also has its own lost property box.

Breakfast Club / After School Club

The Beehive Club provides a range of activities in a comfortable and safe environment for the Infant and Junior Schools together. Arts and crafts, games and sport, story-telling and outdoor play are just some of the activities offered. Activities vary each day and each week to meet the children's social, physical, intellectual, cognitive and emotional needs. Booking forms and further information can be found on the Beehive website: www.beehiveclub.co.uk





SECTION 2: YOU AND YOUR CHILD'S EDUCATION

Curriculum

Teaching of the National Curriculum is a statutory requirement, although it is up to schools to deliver it in their own individual way. Should you want to know more detailed information regarding the curriculum, it can be found on the website.

Religious Education and Collective Worship

RE and daily collective worship are the only elements where parents can exercise their right to withdraw their children. In this case, the Co-Headteachers should be notified in writing. Children withdrawn from these sessions will be provided with appropriate, alternative work.

Relationship and Sex Education (RSE)

Relationship and sex education is taught as part of our PSHE and Science programme in a sensitive way with regard for children's age and understanding. We promote the importance of caring families. RSE for infants is about being healthy and provides a basic start for young children to develop relationships and communication skills. If you wish to see the areas covered, please ask your child's teacher who will be happy to share the learning materials with you.

Home Learning

We encourage your support and input into your child's education as all research show the most successful and confident learners are supported by their parents.

Reading, being read to, and sharing books in the home helps to build a child's vocabulary and understanding of the world. Reading for 20 minutes a day can equate to 1,000,000 words a year. Research shows children who start school with good vocabulary and communication skills make friends more easily, have fewer behavioural issues and are more likely to do well academically. A strong, early foundation in language has even been linked to better mental health as children get older.

Weekly expectations:

- Reading – at least 4 times a week
- Spelling lists - in Year 1 and 2, there is a half termly spelling tests/dictation.
- Summer Term: Yr2 maths home-learning
- Home learning sheets are emailed out half termly which are linked to our topics. They contain ideas and activities you can do at home to support work going on in class.

Class Assembly

Each child will take part in a class assembly once a year. Year 2 will perform in the Autumn term, Year 1 in the Spring term and Foundation Stage in the Summer term.

Reports

At the end of the academic year in July you will be emailed a school report, summarising your child's achievements and the results of any national assessment they will have undertaken.





Parents' Information and Progress Meetings

At the beginning of each academic year, a Parents' Information Evening is held by each class teacher. Parents are encouraged to attend this meeting so they can meet the new teacher, find out about class routines and expectations, learn about the curriculum for the year and find out the best way to support and help your child.

During the Autumn Term and the Spring Term, Parents' Evenings are held. These provide an opportunity for individual meetings with the class teacher regarding your child's progress. The meetings are held over two evenings and take place in selected classrooms. A week or so before the Parents Evening, an email will be sent out for parents to sign up.

Should you need to speak to teachers apart from these times, they are always happy to see you. Please contact the office to arrange an appointment or speak to the class teacher directly.

You will also be invited into your child's class each half term for a Celebration of Learning where children will have the opportunity to share their work and learning.

School Outings

As a school we see the importance in offering a range of experiences outside of the classroom such as visits to the theatre, nature reserves and other places which are of particular interest to children. These are often used as a springboard for a unit of learning or to reinforce the learning in classroom. Parents are asked to contribute towards the cost of such outings. Children eligible for the Pupil Premium Grant will pay a reduced rate for these trips. The children also go off-site in the local area, to places such as the church, library and care home.

Voluntary Contributions

In order to cover the cost of cookery, DT, art and craft materials and special events within the school, we ask for a voluntary donation of £40.00 per year. Information on how to make this payment can be found in the registration pack.

Holidays and Absences

All absences should be notified to the school **as soon as possible** so that the child can be accounted for at registration time.

- For illness this must be reports via WEDUC.
- Medical email the school office
- For holiday/absence requests: you must complete an absence request form:
<https://oaklandsinfants.org/useful-forms/>

We strongly recommend that parents arrange holidays during times when school is not in session. Holidays and occasional days in term time will not be authorised apart from truly exceptional circumstances. Absences in excess of five days during any academic year could be liable for a fine. This does not have to be consecutive days but can be 10 sessions in a 10 week period. Please see the school's Attendance Policy on the website for further information. Leave of Absence forms can be collected from the entrance area or downloaded from the website These should be completed and returned to the school office at least four weeks in advance of an intended absence.



SECTION 3: A SAFE ENVIRONMENT/SUPPORT

We are proud at Oaklands to offer all our children a safe environment in which to learn, play and develop. As such we have a full set of safety policies and practices. Key policies are available on the school website. Copies of all policies are available on request from the school office.

Pupil Behaviour

At Oaklands Infants we are committed to creating a positive learning environment with high expectations of behaviour which benefits both staff and pupils. We strive to ensure that all pupils at our school, have the right to feel safe; the right to learn; the right to be respected and to have fair treatment.

Our characters state the main behaviours we expect from the children. These are displayed throughout the school and are the foundation of our behaviour expectations.

'The Oaklands Way,' a list of expectations that every member of the school community can refer to – these are clear and accessible for everyone. The Oaklands Way is taught explicitly during the first weeks of the Autumn term and revisited at the start of each term. It is continually reinforced and modelled throughout the year.

Character Rules

- **Goldie** – I will remember my marvellous manners
- **Holly** – I will have a go
- **Solo** – I will try it on my own
- **Ivy** – I will challenge myself
- **Laurie** – I will be proud of achievements
- **Casey** – I will be caring



Parent Behaviour

We encourage parents to:

- support the Behaviour Policy at all times.
- show respect and courtesy acting as positive role models.
- take full advantage of all the channels of communication made available by the school to develop good working relationships with teachers in order to help their children learn and flourish.
- make every effort to attend parents' evenings and annual parents' meetings.

Responsible Internet Use

Oaklands Infant School expects children to be responsible and safe users of IT. Parents/carers are requested to sign within the school registration form to show their support of Oaklands Infant school in this important aspect of the school's work. Our school rules for Responsible Internet Use are: -

- I understand that the school will monitor my use of the IT systems.
- I will not tell anyone my username or password nor will I try to use any other person's username and password.
- I will be aware of 'stranger danger' when I am communicating online.
- I will not give out any personal information (e.g. home address and telephone number) about myself or anyone else when online.
- I will not arrange to meet people offline that I have communicated with online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.



Pupil Premium Grant

Additional funding (known as Pupil Premium) is given to the school each year to support children who: -

- are/have been in care for 6 months or more
- have parents in the forces
- have been adopted from care
- have parents who receive certain income support payments

If your child falls into one of these categories, please complete the section in the Registration Form to ensure that the school is aware and can then apply for the additional funding. For adopted children, we will need to see a copy of the adoption certificate. Income support eligibility criteria is shown below; please call into the office for further details. Please be assured that in all circumstances strict confidentiality will be maintained.

- Income support
- Income based Jobseekers Allowance
- an Income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have
- an annual income (assessed by Her Majesty's Revenue and Customs – HMRC)
- the guaranteed element of State Pension Credit

Support Programmes

At Oaklands Infant School we will ensure that we meet the needs of all our pupils through the provision we have available and the advice and support of other specialist professionals and practitioners and ensuring that we have the resources available.

If you would like any more information about how we can support a child with additional needs, please see our SEND section on the school website. As with all interventions, the child benefits most if parents and teachers work together. <https://oaklandsinfants.org/parents/sen/>

Family Support Advisor

Nikki Lenon is our Family Support Advisor (FSA) working across both the Infant and Junior schools. She is a link between home and school and is available to discuss concerns and offer non-judgemental advice on a whole range of issues including transitions between schools, challenging behaviour, additional needs, parenting workshops, holiday clubs and childcare to mention a few. Nikki can also attend meetings and help liaise with outside agencies.

She can be contacted via the school office, the 'Parents' page on the website or via email: nlenon@oaklands-inf.wokingham.sch.uk.





Medicines in school

No children under 16 can be given medicines without their parent's written consent. The school may administer medication on behalf of parents/guardians and each request will be considered.

A Request for School to administer Short-term Medication form (pink) or Long-term Medication (blue) must be completed before leaving the medication in school, confirming the dosage and frequency/times when medicine is to be administered. Staff will only administer prescribed medication unless the medicine is for a long-standing medical issue (e.g. Calpol for migraines, Piriton for allergies, etc.) in which case a Health Care Plan must be completed. Medication should be delivered to the school office by the parent, in a secure and labelled container as originally dispensed, clearly labelled with the child's name, the name of the medication and the dosage required.

Illness

In case of illness or accidents it is important that we always have up-to-date emergency contact information so please let us know if anything changes. It is recommended that if your child is sick, they should have 48 hours without vomiting/diarrhoea before being returned to school.

Dogs

Dogs are **not** allowed on the school site to ensure the safety, health, and comfort of all pupils and staff, as well as to prevent distractions and allergies. Guide Dogs are allowed, but only with prior permission.

Bicycles

The rules of both schools **forbid** the riding of bicycles of any kind or scooters within the school grounds. There is provision for infant children to leave their bicycles or scooters in either the Infant or Junior bike racks. These are to be left at the owner's risk - the schools cannot accept any responsibility for them.

Car parking in Ellis Road

Please do **not** drive into the school grounds, especially at the beginning and end of the school day.

It is vitally important that the zigzag areas are left clear in the morning and afternoon during drop off and pick up times and that parents collecting their children in the afternoon leave their cars in order to escort their children across the road. The zig-zag lines *provide a safe crossing for our families and particularly for those Junior School pupils crossing the road independently.*

Pedestrian Access

Butler Road entrance: In the interests of safety, children, even when accompanied by an adult, are not allowed to cross the Junior car park. To approach from this entrance please use the path which passes behind the Junior School following the signs. If the gate is not open, please press the Infant School intercom button and the staff will allow access. **Parents and children must not walk along the road into the Infant School – there is no pathway and staff/delivery vehicles are constantly coming and going.**

Ellis Road entrance: For security reasons this gate is closed at 8.50am in the mornings.

It is opened again at 3.00 pm and closed at 3.45 pm.

These times are approximate and may vary slightly without notification.

Please press the appropriate button (Acorn Under Fives, Infant School or Junior School) which will connect you to that setting's office and the staff will remotely open the gate for your access to site.



SECTION 4: YOU AND YOUR SCHOOL

We encourage all our parents/carers to take an active role in our school.

Parent Participation

Parents provide valuable help in school, e.g. listening to readers, assisting with language or maths games, helping with the library or just generally supervising a group within the classroom. If you would like to come and help in school please contact your child's teacher. The school, and your child, would be pleased to see you. This is subject to the appropriate clearances etc in line with our safety policies. In order to help in school you must complete a DBS, contact the school office for a form.

Oaklands Schools Parent Teacher Association

From organising events, raising vital funds and supporting the schools – the PTA ultimately supports our children's education.

The PTA is for the parents and teachers of Oaklands Schools – as soon as your child joins Oaklands, you automatically become a member of our PTA. We are a charity helping to raise funds to improve our schools. Our primary objective is to fund part of the salaries of Teaching Assistants in both the Infant and Junior Schools.

We are friendly, fun and proud of our schools. We want to help all parents get more involved and to get to know each other – we welcome volunteers with open arms! If you have a spare hour to help at any of our events – we'd love to hear from you! Some past events include; fireworks, cake sales, discos, quiz night, raffles, Elfridges and much more!

Key Contacts:

Parents Facebook group: Oaklands PTA (os parents)

Email: oaklandschoolspta@gmail.com



Governance

Oaklands Infant School is part of the Corvus Learning Trust, which is a Multi Academy Trust. The school has a Local Governing Body, which is the committee appointed by the Board of Directors of the Trust. The Local Governing Body does not manage the school (that lies with the Co-Headteachers) but rather works in partnership with the staff to set the strategic direction of the school and is also involved with developing policies, objectives, targets and the budget.

The Local Governing Body is made up of parent governors (elected by the parents of children at the school), the Co-Headteachers, a teaching and a non-teaching staff representative, and co-opted governors. Regular forum sessions as well as the newsletter provide an opportunity for communication between parents and governors (see sections below).

The Governors can be contacted:

Website: <http://oaklandsinfants.org/our-school/governors/>

Clerk: clerk@oaklandsgov.co.uk



APPENDICIES

Staff

Co-Headteachers

Miss Ellen Weston and Mr Duncan Holland

Senior Leadership Team

Miss M Davies, Mrs Shrieve, Mrs S Bunce

Class Name	Class Teacher	Year Group
Ash	Mrs S Virgo Miss S Pike	Foundation Stage
Willow	Mrs S Whibley Mrs L Shrieve	Foundation Stage
Chestnut	Mrs K Somerville	1
Silver Birch	Mrs N Thuambe Mr A Gunn	1
Beech	Miss M Davies	2
Elm	Mrs C Joliffe	2
	Mrs S Bunce	SENCO

LOCAL EDUCATION AUTHORITY Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1BN	Tel: 0118 974 6000
Bracknell Forest Council, Times Square, Market Street, Bracknell RG12 1JD	Tel: 01344 352000

Local Governing Body of Oaklands Infant School

Governor Type	Name
Clerk	Mr A Gorham clerk@oaklandsgov.co.uk

Term dates

Up to date Term dates can be found on the school website.

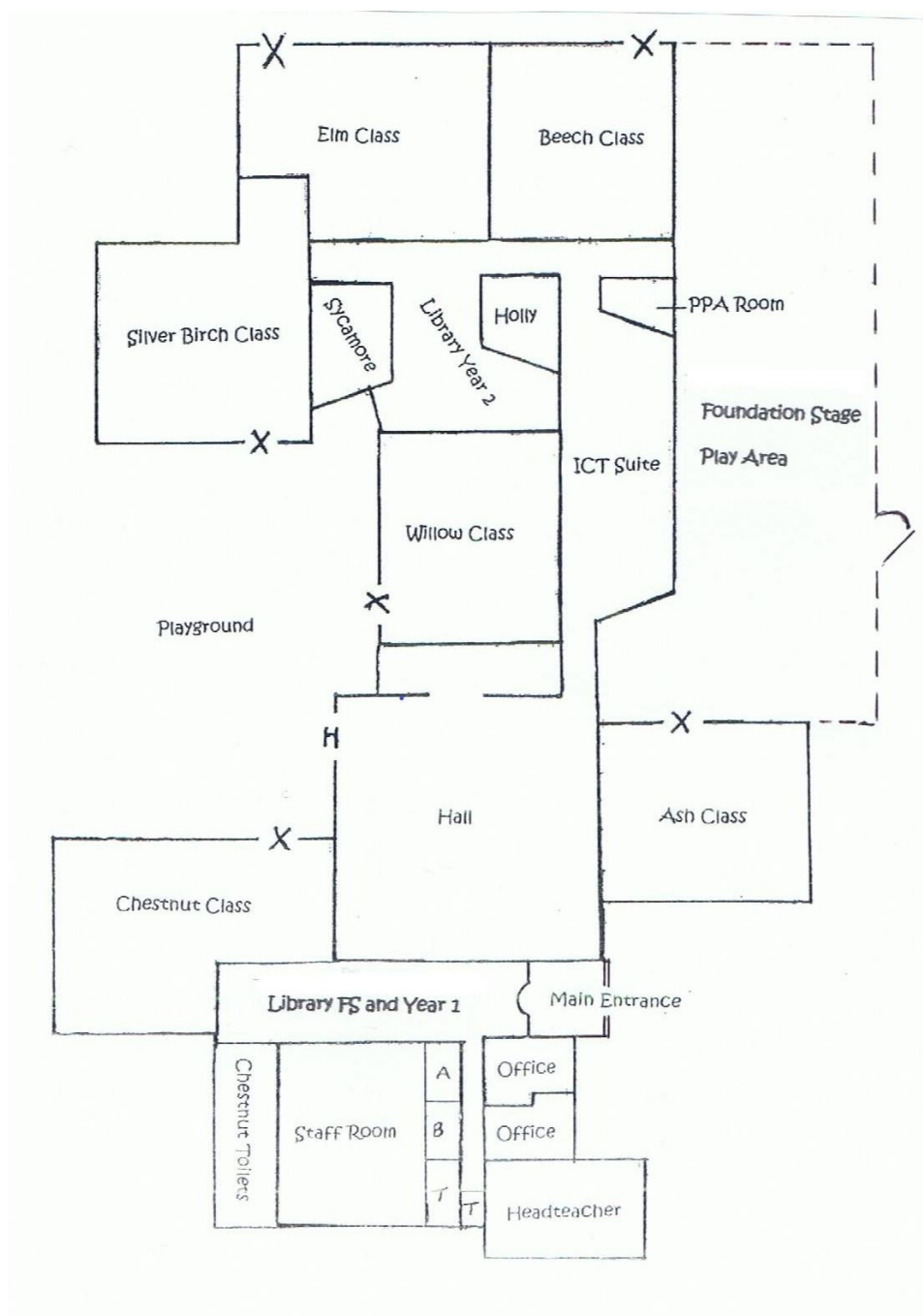
<https://oaklandsinfants.org/dates/>



Plan of the School

The classrooms at Oaklands Infant School are all named after trees. The classrooms are allotted to year groups as follows:

Ash	Foundation Stage	Willow	Foundation Stage
Chestnut	Year 1	Silver Birch	Year 1
Elm	Year 2	Elm	Year 2
T	Toilets	H	Hall door for class assemblies
X	Classroom doors – please drop off and pick up from here		



Oaklands Infant School Emergency Plan

1. Warning Systems

The warning sirens at Broadmoor have been decommissioned and a new Thames Valley Alert system is in place. We encourage all parents to register for this alert (link to register below). In the event of an escape, local schools also operate a cascade alert system. Information is passed from school to school. The cascade system is routinely tested on the second Wednesday of the first term and then periodically.

<https://thamesvalleyalert.co.uk/>

Telephone numbers for the cascade system are prominently displayed in the school office for easy access.

Schools will stay open and operate as normally as possible.

Parents will be contacted in the usual way by email/text to inform the implementation of the cascade system. Please see below regarding subsequent actions.

Welcome to Thames Valley Alert: Community Messaging

Thames Valley Police are committed to involving the community in the policing of Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes. We believe that by improving the flow of information between the community and its police we can all make a greater impact in the prevention and detection of crime and anti social behaviour.

This site provides an invitation for you to participate in the exchange of information with Thames Valley Police, Neighbourhood Watch and other community groups. As a registered recipient you will not only benefit from two way messaging but may also learn about those in your community subject of anti social behaviour orders, help identify suspected or wanted criminals or learn about community groups, events or meetings in your area

You are invited to [register now](#) to become a registered recipient of messages of information, crime alerts or witness appeals local to the area in which you live or work by email, text or telephone. [Register now to Thames Valley Alert](#)

There is now also a free smart-phone Alert app which provides the latest local policing news straight to your phone. The app can use GPS data to send you targeted messages according to your current geographical location and messaging preferences, sending you instant notifications to your mobile phone about specific information, warnings and advice relevant to that location.

Whether you live or work in Thames Valley, or are simply visiting the area, you can now receive alerts on the policing news you need to know about, locate your closest police station and view feeds via Twitter, so you'll never miss those important updates and breaking news

To download the app, visit the Apple store or Google Play and search 'Thames Valley Alert'.

[Download on the App Store](#) [GET IT ON Google Play](#)

Please note: This service is not monitored out of office hours and is not for reporting crimes or incidents. To report these please contact Thames Valley Police on 101.

****PLEASE DO NOT COME TO SCHOOL. YOUR CHILD WILL BE SAFE AND YOU MAY JEOPARDISE EMERGENCY PROCEDURES. ****

2. Action in the event of an escape

In the event of an escape, children will be required to:

- remain in their classrooms working normally with an adult
- not be allowed out during breaks or outside PE/games

School will need to:

- minimise and supervise movement between different buildings on the site
- ensure that all external doors and windows are closed and gates are locked
- ensure that visitors calling at the school without prior arrangements are asked to call on another occasion. Visitors will only be admitted to school once identification has been produced or with the approval of the Co-Headteachers

All staff on the premises consider themselves on duty during the alert.

If during the alert there is an immediate and actual intruder threat (e.g. the person(s) are known to be on-site or in the immediate vicinity of the site) action may need to escalate beyond these precautionary procedures and a school lockdown system will be actioned.



Attendance

As a parent it is your responsibility to make sure your child attends school. Every lesson counts, from the “getting to know you” first days of the Autumn term, the everyday carefully planned teaching sessions, to the final goodbyes and transition events in the Summer term. The following section provides information you may have with regards to attendance. As always, if you have any questions or need advice, please do not hesitate to ask. The Co-Headteachers will liaise with the Corvus Learning Trust who will make any final decision regarding absence requests.

Q What happens if my child is late?

- A** Punctuality is a good habit to develop – lateness is disruptive to the class and means that your child misses out on information. Arrival after the register has been called, but before 9.00am, is considered as ‘Late but present’.

Arrival **after 9.00am** is deemed ‘unauthorised’ and counts as a half day’s absence.

In severe weather conditions exceptions to this ruling apply.

Q What is the difference between an ‘Authorised’ and an ‘Unauthorised’ absence?

- A** Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours – these are called ‘**authorised**’ absences. We may ask for proof of this appointment.

Things that could be done outside school time – days out, birthday treats, routine dental appointments or having a lie-in because of a late night are all considered ‘**unauthorised**’ absences.

Q What if my child is ill?

- A** If your child is ill, s/he should stay at home. A child should not be returned until 48 hours after a bout of sickness or diarrhoea.

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

If your child is ill please make sure you let the school know via Weduc before 9.00am on the first day of absence. Please give as much information as possible rather than just saying ‘ill’ or ‘unwell’.

Q Can I take my child on holiday in term time?

- A** There has in the past been a misconception that families are ‘allowed’ to take holiday in term time during a school year. There is **no entitlement** to holidays in term time.

Your child is legally entitled to 190 days of school each year, which leaves 174 days left in which to take holidays.

**Q Can you take a 5-year-old out of school?**

A If your child is under compulsory school age (term after they turn 5) you can't be fined. However, your child will miss their key learning and have a gap in their education. If there is persistent absence during Foundation stage the local authority may issue a Notice of Concern letter.

Q What if I cannot avoid holiday in term time?

A You will need to complete our Leave of Absence request from **at least 4 weeks** before the date of the holiday. Holidays cannot be authorised for any reason under new guidance issued by the DfE. Holidays of 5 days or more will be eligible for a Fixed Penalty Notice issued by Wokingham Borough Council. It may also result in prosecution if it is deemed necessary.

Q What happens next?

A A letter from the Co-Headteachers will be sent to you within 7 days acknowledging the request and with further information regarding Fixed Penalty Notices and prosecution.

Q What is the role of the Educational Welfare Officer (EWO)?

A Local Authority EWOs regularly visit the school and check the registers to monitor absence. If your child has low attendance, the EWO may contact you to ensure this improves. They will become involved if there is persistent absence, particularly if the absence is unauthorised.

Q How much is the fixed penalty rate?

A The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Q What is the national percentage of attendance?

A We aim to have all children in school 96.78% of the 190 days required to be in school.

Absence Penalty Notices

Please be aware that if holidays of 5 days or more within a 10-week period (this does not have to be consecutive days) are taken without approval, this information will be passed to our Education Welfare Officer. Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court. A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £80, between 22 and 28 days is £160. Penalty Notices are issued to each parent, per child. However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty Notice will not be offered at all and the matter referred immediately for Prosecution. In the Court the penalty is a fine of up to £1000 and a Criminal Record. More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.

<http://oaklandsinfants.org/leave-of-absence/>