



## Term 1 2025- Week 2

Dear Parents and Carers,

Welcome back to the new school year. We hope you all had a lovely summer and have been hearing lots about it from the children.

We have had a great first week back and have been so impressed with how our new Reception children have settled into school and all classes in getting used to the routines.

It was lovely to see all those who made it to the Meet the Teacher sessions. I will ask them to upload their presentations to the class pages on the website for next week so that those who couldn't make it can see the information.

We have a really busy term ahead so please add dates below to your diary.

We have our first Open session for the September 2026 intake on **Thursday 16th October** so please let friends know as we really want to keep our numbers growing. We do have space in other year groups so please share this if you know of anyone looking for school places.

We welcome Mrs Fuller (Head of Schools), Mr Smith (Beech class teacher) and Mrs Wilson (Office Admin) and Mrs Camsell (Thurs-Bursar) to Laughton. They have made a great start and have felt very welcomed by everyone.

### ATTENDANCE

Our target for this year is **96.5%** and we will update you on our progress in every newsletter. Last year our whole school attendance was 91.5% so we want to improve on that this year.

We will continue to recognise those with 100% each term, by entering them into a draw to win a £5 WHSmith voucher. We will also recognise those whose attendance remains above our school target of 96.5% throughout the school year in our celebration assemblies.

Please do not book holidays in term time, thank you.

### REWARDS

This year on Thursdays we will be having our celebration assembly. It is a time when teachers choose 2 children from each class to receive a Headteacher's award for following one of our values. We would like parents and carers to be invited into school when their child receives a Headteacher's award so we have moved our assembly times to accommodate this at the start of the day.

You will be notified by email on a Monday if your child is going to get an award and then you are welcome to join us for assembly on the Thursday of that week at 8:55 a.m. The assembly is about 15-20 mins. We understand that not all



### Diary

#### September 2025

Mon 15 <sup>th</sup>	Poetry competition launch
Thur 25 <sup>th</sup>	Individual school photos
Fri 26 <sup>th</sup>	Macmillan Coffee Afternoon

#### October 2025

Mon 6 <sup>th</sup>	Y6 Safety in Action
Thur 16 <sup>th</sup>	New to EYFS 2026 Open session
Fri 17 <sup>th</sup>	Harvest service 2:00p.m
Tue 21 <sup>st</sup>	Parents evening 3:30-6p.m
Thu 23 <sup>rd</sup>	Parents evening 3:30-6p.m
Fri 24 <sup>th</sup>	Last day of term 1

#### November 2025

Mon 3 <sup>rd</sup>	Children return to school - T2
Mon 17 <sup>th</sup>	New to EYFS 2026 Open session
Week beginning 10 <sup>th</sup>	Anti Bullying week
Tues 11 <sup>th</sup>	Remembrance assembly
Weds 12 <sup>th</sup>	Jungle Class Residential trip

#### INSET days 2025/26

Fri 28<sup>th</sup> Nov / Mon 5<sup>th</sup> Jan/  
Mon 22<sup>nd</sup> June / Weds 22<sup>nd</sup> July

parents will be able to attend but would like to open our doors more in school, so are making this change. We are unable to give you any more notice as the awards are based on the previous week.

The earlier time for assemblies will also allow the time for children who may be struggling at the start of the day to have a soft start.

## CHERRY AND PIP CLASSES

The Reception children have settled into school really well and we are loving seeing their happy smiley faces each morning. This morning, they joined the whole school at singing worship with their Year 6 buddies.

## REMINDERS

A little reminder that we are a **NUT FREE** school and pack lunches from home must not contain any foods containing nuts, including chocolate spread, cereal bars etc. We continue to promote healthy eating in school and therefore ask that chocolate bars and sweets are not included in packed lunches. Small chocolate covered biscuits – Kit Kats, Penguin bars etc are fine. As a rule of thumb, if it is in the biscuit aisle, it is a biscuit; therefore, ok in school.



## KS2 FRUIT AND SNACKS

All KS1 and EYFS children are given a fruit or vegetable snack through the government healthy school initiative. If you would like your child to receive this in KS2 then you will need to order through the office. The cost of this is £7.50 per full term.

If you wish your child to bring in a snack from home then please make sure that it is only fresh fruit or vegetables, thank you.

## ARBOR PARENT PORTAL

All new parents will now have received a link to log in to the Arbor Parent Portal. We hope that this will help make administrative task easier to manage as well as the booking of clubs and any planned trips. If you have any difficulties, please do let Mrs Wilson in the office know, who will be able to support you.

## UNIFORM

It is great to see the children back in their full school uniform. Please ensure that they stick to the correct uniform; see below.

- white polo or white shirt
- School sweatshirt/ fleece
- Green cardigan/ V neck jumper
- Grey trousers/shorts/culottes/skirt/pinafore
- White or grey socks, grey or green tights
- Green and white checked summer dress
- Black shoes/ boots (no sandals please)
- Long hair tied back
- No jewellery except for small plain stud earrings and a watch
- No nail varnish or make up
- Please also remember to send your child into school with a coat. The weather is very variable and a sunny start can end up with several wet spells throughout the day.

We will continue to have a uniform draw each term on a random day when all the children, who are in the correct school uniform on that day will have their names go into a hat and one will be picked out for each class. The winner will receive a £5 WH Smith voucher. This is to help support our uniform policy. If you are having any difficulties purchasing a uniform then please speak to the school office.

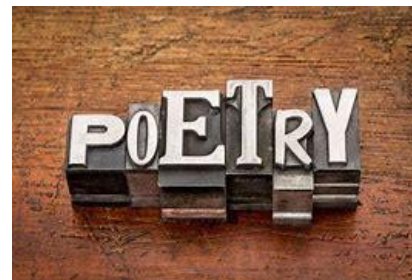
Please make sure that any long hair e.g. reaching shoulders is tied back and avoid elaborate accessories.

Uniform can be purchased from the uniform website or a provider of your choice.

## POETRY COMPETITION

On Monday 15<sup>th</sup> September we will be launching a poetry competition for years 1-6. The children will get to choose a poem that they will learn off by heart from a selection of poems. The categories are KS1, Lower KS2, and Upper KS2. All the children will learn at least a part of one of the poems but if they want to be in the competition they will need to be able to recite the whole poem as a performance.

They will share what they can recite in class. If they do not want to recite it in front of the class, they can share it in smaller groups or with a member of staff. Those that want to enter the competition will compete in class and then the finalists from each class will be heard in our whole school assembly on **Tuesday 29<sup>th</sup> September**. From this, a finalist will be selected to go to the finals at Ringmer Primary School on the afternoon of **Thursday 2nd October**. This competition is between the local primary schools and is to promote the reading of poetry and develop skills in memorising text.



## DATA COLLECTION

At the start of every academic year, we update our contact details for the children. I'm sure you can appreciate it is imperative that we have up to date information in case of an emergency.

If you haven't done so already, please check the details on your Arbor parent portal and make any changes as necessary. Thank you.

## OPEN SESSIONS

We have the first of our Open Sessions for parents and carers with children due to start school in September 2025 on **Thursday 16th October 2025 at 9.15am & 1.30pm**. So that we can monitor numbers, please can you book with the school office on 01273 858260 or email [fireleoffice@oaktree federation.co.uk](mailto:fireleoffice@oaktree federation.co.uk) where you will also need to confirm who will be attending with you. The session will last a maximum of 45 minutes, and you will have the opportunity to meet with the Executive Headteacher, Rachel West.

Please spread the word if you know anyone who has a child due to start school next year. The other Open Day dates are on **Monday 17th November 2024** and **Wednesday 7th January 2025**.

The ESCC closing date for applications is **15th January 2026**.

## SECONDARY SCHOOL ADMISSIONS

If your child is due to start secondary school in September 2026 you will soon receive a leaflet about how to apply. Information can also be found on;

[https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/secondary\\_school/](https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/secondary_school/)

The closing date for secondary school admissions close on **Friday 31st October**.

## BIRTHDAYS

We will continue to celebrate your child's birthday in school with our birthday stickers. Please remember not to bring in things to hand out such as sweets, cakes etc. for the whole class as we are trying to promote healthy food choices. Many thanks.



## ATTENDANCE PROCEDURES

Whilst this may seem like a lot of information, we are required to enforce our attendance procedures by our Local Authority. We thought it may be useful to remind everybody of our procedures at the start of the year.

As you are all aware, it is important that your child is in school as much as possible.

Ideally, we would aim for children to be in school 100% of the time, however, we also recognise that there many reasons which are unavoidable, such as illnesses where we would not expect to see your child in school.

If your child is too unwell for school, please let the school office know on the first day of absence by 8.45am, and each subsequent day. You can either email in or leave a message on the absence line by calling the office number 01273 858260. Any unexplained absence will be recorded as unauthorised, and prolonged unauthorised absence could result in a fixed penalty from ESCC.

The morning session starts at 8.45am. If your child is late after the close of registration they need to be brought in via the main office to be signed in, where they will receive a 'U' registration code. If they are late before the register closes, the teacher will mark them on the register as late with an 'L'. We are aware of a few children who find coming into school a challenge. Please be assured that we will work together with families, to support transition into school. Please let us know if you have any concerns.

Please can we take the opportunity to remind you that holidays are not authorised in term time. Any absence from school can affect your child's progress with their learning. A new National Penalty Notice Framework came into effect from 19 August 2024. All holidays taken in term time (of 10 learning sessions, which do not have to be consecutive) incur a penalty fine of £160 per child per parent, or £80 if paid within 21 days. A session is a morning or afternoon. Please complete a withdrawal from learning request if you need to take your child out of school for any reason other than illnesses. Please also book medical appointments outside of the school day whenever possible.

We will continue to review everybody's attendance every three weeks, from the end of term 1, as part of our attendance policy, and will write to all parents whose children are at risk of persistent absence based on the Local Authority set target of 10%. We understand that there are a number of reasons for absence, and we will work closely with you to support you in every possible way that we can. You can view your child's current attendance by logging into the Parent Portal. Thank you for your support with this.

## SCHOOL DINNERS

From September, a daily lunch for KS2 children will cost **£3.06**, therefore a weekly cost of **£15.30**. Just a reminder that pupils moving into Year 3 will have to register for Parent pay if their child is having paid school dinners from September. The school office sent out the registration codes this week. Please let the office know if you haven't received this. The menu for this term can be found on the school website.

Please could everyone ensure that their parent pay accounts have no outstanding balances at the end of every week. This will help the office as we will not have to chase any debt owed as this can take up a lot of time for office staff. If there remains an outstanding balance on a Friday, you will be asked to send a packed lunch in for the following week, or until the debt is paid. Thank you for your support with this.

## AFTER SCHOOL CLUBS

The following clubs will take place in September, 3.15pm-4.15pm. Please book online via the parent app, unless specified to book directly with the providers.

Monday	Football Club	Brighton and Hove Albion
Tuesday	Modelling Club	Mr Fox

Thursday

Multi Sport

Brightsparks

Code Club will be starting in term 2, after the October break.

If there is a club that your child would like to have at our school on Mondays and Wednesdays, please email [firleoffice@oaktreefederation.co.uk](mailto:firleoffice@oaktreefederation.co.uk) and we will look into setting it up.



### **MACMILLAN COFFEE AFTERNOON**

We will be raising funds for Macmillan on **Friday 26th September at 2p.m** in the school hall. Staff will provide some cakes and we would also be very grateful for donations too. Please pop along for a chat, cake and cuppa from 2p.m on this day.

Thank you for all your support.

Kind regards

Mrs Rachel West and Mrs Jeannette Fuller