

TO THE PARENTS OF FOUNDATION

September, 2014

Dear Parents

I would like to share with you some very important notices, which you will need to read carefully and diarise as high importance for the effective running of our Foundation Department:

- **End of School Day:** As from Sunday 21st September, Foundation children will be finishing at the **regular time of 12:55pm.** We have allowed two weeks for children to settle in and have a shorter day, and it is now time for them all to complete a full day. No parent will be allowed up to the Foundation Department before this time as from the above date. If your child has an appointment during the day, you are required to fill in a Leave School Early Form at the School Office and attach the appointment card to the slip.
- **Beginning of School Day:** As noted in the last newsletter, Foundation children are to come up at **7:15am onwards to class.** Please use the first Foundation door, closest to the school office, not the far door. Your support and co-operation in this matter is greatly appreciated.
- **After School Nursery:** We will be starting this **paid service from Sunday 28th September.** We allow time for the children to get used to their own class, teacher and teacher assistant before we send them to other classes after school. Please until the above date, collect your child from school at **1:15pm at the latest.** The after school Nursery will run daily from **Sunday 28th September from 1:15pm until 2:15pm** and has a **25KD monthly charge.** This needs to be paid to the school accountant before the end of each calendar month. **If you are not wanting to use this service you must pick up your child before 1:15pm each day.**
- **Advanced Notice:** After around one month at school, we move on to the next level of independence for your child, which is coming up to their classroom on their own. As we have the Eid Holiday from October 3rd until October 11th, we are going to allow one more week of the children being brought up to their classrooms after the holiday break. So, as from **Sunday 19th October, all Foundation children will be required to come up the stairs without their caregivers.** There are always school assistants and staff members to assist them and help them up to their classrooms.

I thank you in advance for your support, co-operation and compliance in these above matters, as the safety of our children is of the utmost importance to us here at Oxford Academy.

I look forward to meeting you this coming Saturday at our Parent Information Open Day.

Kind regards,

Clare Howarth – Head of Foundation