



Oakfield Schools

21st November 2025

Parent Communication Guidelines

1

Building Positive Relationships

Building positive relationships with families is key to supporting our students. These simple guidelines are here to help keep communication with parents clear, professional, and consistent.



2

Emails

- Email is great for non-urgent questions or if you'd like to ask for a meeting.
- Include your child's full name and year group
- A short message explaining what you need help with



3

Phone Calls

- If something is urgent please phone the school office, if there is no answer be sure to leave a message.
- Our office staff will pass on your message to the right person.



4

Parent/Teacher Meetings

If you'd like to meet with a teacher or member of staff, please contact the school office to arrange a time.

You can do this by:

- Emailing the school office
- Phoning the school office



5

A Few Helpful Reminders

- We ask that all communication is respectful - we're here to help and work together.
- If a message is urgent and time-sensitive, always call rather than email.



Dear all,

We hope you have managed to stay warm and safe during the recent snow flurries.

This week, we wanted to take a moment to talk about communication. We recognise that in an age of 'instant communication,' it can sometimes feel as though school communication should operate at the same pace.

As you know, staffing in schools is incredibly busy, and our daily focus is on providing excellent learning experiences for our children. Our office staff manage a wide range of statutory duties, including attendance, meals, safeguarding and other essential processes. Likewise, school leaders are often teaching or have diaries that are heavily committed to the needs of the week.

Because of this, we work hard to respond to all parent queries in a timely manner and to schedule meetings as soon as availability allows.

We take our roles very seriously and are continually working to improve our school so that every child receives an excellent educational experience.

We fully acknowledge that there may be times when parents feel that something could have been handled differently and wish to discuss this with us. We welcome these conversations and value your partnership.

We do ask, however, that any communication from parents remains respectful and professional, and is grounded in a shared understanding that we care deeply about every child and are committed to doing the very best for all.

I'm sure we will all agree that staff working within education have the right to come to work without facing hostility and aggression, including in written communications.

Thank you for your ongoing support.

Curricula enrichment activities throughout the year		
Year group	Destination	Date
R	Northern Stage Theatre	11/12/25
	Tynemouth Aquarium	9/07/26
	Trip to the library	tbc
1 / 2	Centre for Life	05/11/25
	Washington Wetlands	2/07/26
	Church and Library	tbc
	Fun run	22/05/26
3	Panto	11/12/25
	Laing Art Gallery – Sketching	21/01/26
	Fun run	22/05/26
	Jewish Community local walk	tbc
	Durham University Oriental Museum– Egypt	03/06/26
4	Sunderland winter Gardens Geography Trip	21/10/25
	Panto	11/12/25
	Jarrow Hall – history trip	20/04/26
	Fun run	22/05/26
5	Panto	11/12/25
	Shipcote Art Gallery – in school workshop	tbc
	Centre for life – Science day	27/01/26
	Shipcote art gallery – Art (awaiting booking window to open)	tbc
	Fun run	22/05/26
6	Lockerbie Manor residential	26-28/11/25
	Panto	11/12/25
	Fun run	22/05/26
	Field work enquiry	tbc
	South shields leavers trip	10/07/26

Diary Dates for 2025-2026		
New / amended events added are highlighted in yellow after week 1		
24/11/25	Reception handwashing workshops	
26/11/25 – 28/11/25	Year 6 residential	
29/11/25	Christmas Fun Morning for prospective reception starters	
1/12/25	Rearranged Y1/2 parents update session	
03/12/25	School Christmas Fayre	15.30
8/12/25	Year 1/2 Christmas sing – Year 1 parents viewing	2pm
9/12/25	Year 1/2 Christmas sing - Year 2 parents viewing	2pm
10/12/25	Reception Nativity	2pm
11/12/25	Reception trip to Northern Stage	
15/12/25	Year 4 Christmas party	
16/12/25	Year 5 Christmas party	
17/12/25	Year 3 Christmas party	
17/12/25	Reception Christmas party	
18/12/25	Year 1/2 Christmas party	
18/12/25	Year 6 Christmas party	
19/12/25	Carols under the veranda (KS2)	13.45
20/12/25	Christmas Holidays	
05/01/26	PD day – school closed for children	
06/01/26	Start of Spring Term	
13/01/26	Family learning – year 6	am
14/01/26	Family learning – year 5	am
15/01/26	Family learning – year 4	am
16/01/26	Family learning – year 3	am
19/01/26	Family learning – year 1	am
20/01/26	Family learning- year 2	am
21/01/26	Family learning – reception	am
w/b 9/02/26	Science week	
w/b 16/02/26	Parents evenings – learning plan reviews	tbc
w/b 23/02/26	Half term	
02/03/26	Spring 2 term begins	
05/03/26	World book day	
03/04/26	Easter Holidays (<i>note: Good Friday at start of holidays</i>)	
20/04/26	Summer 1 term begins	
w/b 11/05/26	SATS week	
w/b 18/05/26	Sports week	
22/05/26	Gateshead Saltwell Park fun run	
w/b 01/06/26	Learning plan review week	tbc
15/06/26	Class photographs day	
01/07/26	Summer Fair	15.30
08/07/26	Reports out to parents	
13/07/26	Year 6 leavers concert	17.30
14/07/26	Reception summer picnic	pm
15/07/26	Year1/2 summer picnic	pm
17/07/26	Occasional day – School closed	
18/07/26	Start of Summer holidays	

2025 – 2026 Term Dates	
Term	Dates
Autumn 1	02/09/25 – 23/10/25
Autumn 2	03/11/25 – 19/12/25
Spring 1	06/01/26 – 20/02/26
Spring 2	02/03/26 – 02/04/26
Summer 1	20/04/26 – 22/05/26
Summer 2	01/06/26 – 16/07/26
PD days & other non-school days	01/09/25 24/10/25 05/01/26 04/05/26 – bank holiday 17/07/26 – occasional day

PE Days	
Reception	Tuesdays and Thursdays
Year One / Two KM	Mondays and Wednesdays
Year One / Two CR	Mondays and Fridays
Year One / Two BG	Wednesdays and Fridays
Year Three	Wednesday (Outdoors) Friday (indoor)
Year Four	Tuesday (Outdoors) Thursday (indoor)
Year Five	Monday (Outdoors) Wednesday, 5B Swimming / 5R (indoor) (This will swap during the Spring term)
Year Six	Monday (indoor / outdoors mix) - Friday (outdoors)

Clothing and Accessories in School

Thank you for your continued support with school uniform — it really helps our children feel part of the same team and keeps everyone focused on learning.

As we move into the new term, we have noticed a few items starting to appear in school that are not part of our uniform policy. To help us maintain consistency and avoid things getting lost or broken, we would be grateful if you could support us by ensuring children do not wear or bring the following items to school:

- Jewellery (necklaces, earrings, bracelets, etc.)
- Smart watches
- Bandanas
- Large or decorative hair accessories (e.g., hairpieces, unicorn horns, oversized bands)
- Toys, trading cards, or similar items from home

Your support makes a big difference. If you have any questions about the uniform policy or need any help, please just let us know.

Thank you, as always, for working with us.



Saltwell Junior Parkrun

The Saltwell Park Junior Parkrun is a great opportunity for children to participate in sport, and it is free! You just have to register on the website. Many pupils already take part and volunteer, include former pupils of school. It is held every Sunday at 9.00 am. Please follow the link for more information and to register.

[home](#) | [Saltwell junior parkrun](#) | [Saltwell junior parkrun](#)



A reminder about the timings of the school day

We just wanted to send a gentle reminder about the start times for both schools.

- **Infant School:** The school day begins at **8:55am**.
- **Junior School:** The school day begins at **8:50am**.

Children should be in their classrooms and ready to start learning at these times so that they have a calm and settled start to their day.

If a child arrives after these times, they will need to enter via the main school entrance. As part of our statutory attendance procedures, we are required to record the reason for lateness. This helps us ensure children are safe and allows us to offer support to families where needed. These procedures are in place for all schools.

We kindly ask that interactions with office staff remain calm and respectful while they carry out these required duties.

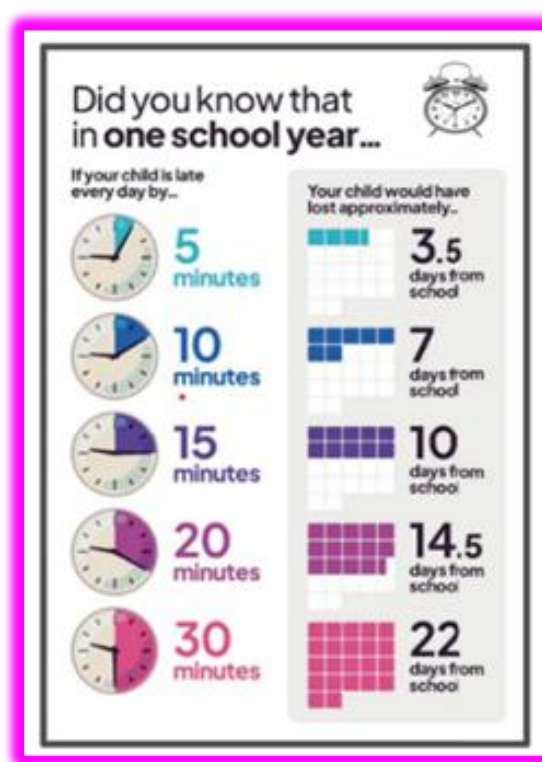
Thank you for your continued support in helping us maintain a positive and welcoming school environment.

Xmas Party food

We ask for a donation of £1 to enable staff to purchase party food for the children. The payment system is open for these donations and closes on December 12th. Thank you.

Xmas Fayre donations

Thank you to all parents who donated bottles or chocolate items for the Xmas fayre. We are looking forward to a successful fayre and appreciate your generous support.



Sharing success

Star points total per week			
	3/11/25	10/11/25	17/11/25
R	223	455	476
1	319	284	407
2	461	225	528
3	140	60	540
4	20	93	309
5	316	57	259
6	97	488	159

Safeguarding



It is important that trusted adults feel able to help children and young people cope with grief –particularly at the moment, when we are mourning the loss of a public figure who was cherished by so many. Children are seeing bereavement and sadness being featured heavily the national news and in their favourite online spaces, and hearing it being talked about extensively among families and in the community. How can we help them in processing grief healthily at this potentially upsetting time?

In the guide, you will find tips such as understanding what grief is, encouraging coping strategies and reaching out for support.

School Attendance and Punctuality

School year	Attendance					
	Autumn 2					
	Week 1		Week 2		Week 3	
	Attendance	% late	Attendance	% late	Attendance	% late
Junior Overall	96.5	0.78	96.3	0.97	95.2	2.0
Infant Overall	94.6	0.44	97.0	1.0	95.6	1.98
6	97.9	0.25	96.2	0.66	95.5	1.3
5	95.9	2.0	95.1	2.0	92.5	2.6
4	96.8	0.0	96.3	0.69	95.4	2.0
3	95.4	0.97	97.4	0.64	96.9	1.3
2	94.6	0.56	98.4	1.3	96.7	1.53
1	94.0	0.79	95.0	0.28	94.7	2.78
R	95.2	0.0	96.6	1.43	95.2	1.85

We hope you have a wonderful weekend!

Miss Chisholm - Executive Head Teacher

Miss Hartness – Executive Deputy Head

Mr Thompson – Executive Deputy Head

