



WELCOME TO OAKLANDS SCHOOL

May 2026

Meet the Senior Leadership Team



Sarah Osborne
Head Teacher



Ingrid Spencer
Deputy Head Teacher



Vicky Bland
Assistant Head
Teacher



Sally Bott
Assistant Head
Teacher



Sammy Nour
Assistant Head
Teacher

The School Office

- Office Opening Times: 8am – 4pm
- An answer phone is available outside of these times.
- Contact Details: 01162415921
- office@oaklands.leicester.sch.uk

Meet the Office Staff

Jo Searle

School Business Manager



Tara Mistry

Finance Officer



Vitu Kava
Admin Officer



Neena Pancholi
SEN Admin Officer



Your Contact Details

- Must be up to date; please inform us of any changes
- We need at least **2 contact numbers** per child
- We need an **email address** also
- There must be someone available to be contacted throughout the school day in case of emergencies

What do I do if my child is ill?

- Contact the school by 9am ([0116 2415921](tel:01162415921))
- Inform Transport Team ([0116 4540902](tel:01164540902)) that your child will not require transport that day
- Please do not pass messages via transport (as the school office need to know the reason)

What do I do if my child has an appointment?

- Notify the school
- Send in appointment card/letter
- If your child has an appointment in the morning we will expect your child back in school after the appointment and vice versa

What do I do if I need to request leave for my child?

- Fill in the absence request form in plenty of time and send it to the head teacher.
- Do not assume holidays will be granted
- Leave must be for exceptional circumstances only

Attendance matters

- Your child's attendance is vital
- All absences will be followed up by the office staff or senior leaders
- If your child's attendance **falls below 90%** we will support you to improve this with the help of the EWO (Education Welfare Officer)

The Role of an EWO – Education Welfare Officer

- To support parents
- To work with the school to improve children's attendance
- To monitor absence patterns

School Transport

- If your child is eligible for school transport please apply online – for details of how to do this see your pack or speak to an office member of staff
- If your child's transport is late or you have any other issues regarding transport for your child please contact them directly on 0116 454 0902 and press option 1 followed by option 2

The School Day

- School starts at 8.45 am
- School finishes at 2.30 pm
- We run an after school club; which is available once a fortnight until 3.45pm

School Organisation

The school is split into 4 pathways

- Nurture

- Willow

- Elm

- Cherry

Nurture Pathway

Nurture pathway children are working at an engagement model level and benefit from learning in an active and exploratory way. They will learn through:

- Intensive interaction
- The curiosity programme
- Early stages of communication development
- Sensory theatre
- Continuous provision
- Creative and multi-sensory learning
- The interoception curriculum

Willow Pathway

Willow pathway children are at the earliest stages of language learning and need support to develop their attention, communication and interaction skills. They will learn through:

- Intensive interaction
- Play interaction
- Use of communication boards moving to simple communication books
- Basic Makaton
- Sensory stories
- Basic numeracy skills
- Learning about basic self-care
- The interoception curriculum

Elm Pathway

Elm pathway children will have some language and be initiating communication and interactions with others. They will be beginning to learn sounds and make meaningful marks. They will learn through:

- The Mastery Maths Approach
- Use of communication books or electronic AAC
- Makaton
- Play interaction
- Book study units
- Phonics sessions
- Sunshine circles
- Developing independence

Cherry Pathway

Cherry pathway children will be able to communicate intentionally with others using their preferred voice and be able to concentrate for longer sessions. They will learn through:

- Group work
- Maths mastery
- Book study units
- Phonics sessions
- Makaton
- Use of communication books or electronic AAC

Lunch times

We are a Healthy School.

If you provide your child with a pack lunch we ask that it is:

- Healthy and Balanced
- No sweets or fizzy drinks
- Crisps, chocolate or a treat is limited.

Nut Free School

- Please check the food you send in with your child
- They may not be allergic but other children and staff in the school are!

Limited or restricted diets

- It is our aim to support you with your child's dietary needs.
- All allergies will be taken into account when cooking/ eating in school
- If your child requires pureed food or specific diets e.g. gluten free please do let us know – it would be useful to get some specific information from the dietician.
- We are unable to reheat food sent in from home but lots of our parents use a thermos flask, and this works well.

Free School Meals and Pupil Premium

- All Key Stage 1 children are entitled to a free school meal.
- However if you think you meet the criteria for free school meals please complete the paperwork online – see the admission pack for more details or speak to a member of office staff.
- This means we will get additional money for your child – **Pupil Premium** - to support their learning and can be used for a wide range of resources that can be used at school or home.

Sending money into school

All monies should be sent into school in a sealed envelope clearly stating:

- Child's name
- Child's class
- Amount of money
- What the money is for

Family Support Worker



- Our family support worker, Mala Chohan, is available everyday between 10am and 2pm except on Fridays which is 10am to 1pm
- If you would like an appointment either over the phone or face to face please contact the school.
- She can offer practical help and emotional support to families experiencing various problems.

Class Dojo

- These are completed daily and is a way of the classroom staff letting parents know how the child has been and what they have been doing.
- Please check them daily and feel free to write in them to pass on any relevant information.
- You will receive information from your child's class teacher at the start of the new year which will tell you how to sign up. If you have any problems please do contact the school.

Other ways to keep informed

- The School Website : <https://www.oaklands.leicester.sch.uk/>
- Facebook: <https://www.facebook.com/OaklandsSchoolLeicester/>
- Newsletters
- Oaklands Youtube Channel: [Oaklands Youtube - YouTube](#)

Contacting your class team

- If you want to speak to staff regarding your child please be aware that it is not possible to speak to classroom staff during the day as they are teaching and are required in the classroom.
- You can request that you would like them to make telephone contact with you but this will be at a time suitable for staff, normally at the end of the school day and within 48 hours.

Meetings

- There are 3 parents evenings each academic year, dates will be published on the website and letters sent home at least 2 weeks prior to the arranged date.
- Your child will also have a dedicated Annual Review of their Education Health & Care Plan, which we encourage all parents to attend.

Parent Workshops

- We organise a range of parent workshops throughout the school year usually twice a month.
- We have a range of speakers attend these, both external and internal, to share key information and strategies with you.
- We also run a four week workshop for parents about Autism.

What happens next?

- Home visits – you have already been sent the date and time of these.
- You will also receive a date for your child's stay and play session after half term – these will be on the week beginning 29th June.

Any Questions?

