To the parents of children in KG and Reception

Dear Parents

September, 2013

It is my pleasure and privilege to welcome you to the Foundation School here at Oxford Academy for the 2013/14 academic year. My name is MsClare Howarth and I am the new Head of Foundation. I have been teaching for 22 years and in this time have covered an age range from 4 years to 17 years. I have taught in New Zealand, England and Kuwait and held two previous leadership positions. My home country is New Zealand and I just spent the past two months visiting family and friends there over the holiday period.

I am extremely excited to be leading a hard-working and dedicated team of teachers and teaching assistants and am confident we are in for a wonderful year of learning. I would like to extend a warm welcome to our new teacher, Ruba Al Soumi, who is the teacher in Reception A. I am sure everyone will make her welcome and she will be in for a positive and rewarding year.

Outlined below are some guidelines to help both you and your child to settle into their classroom and help assist with a smooth beginning of Term. As a team we realize there is a lot of information and things to remember, so we hope this helps you.

**Beginning of school day:** The Foundation Department is staffed from 7:15am. Children should go directly to class and not be left in the main playground unattended. It is important that young children have a clear start to the day and settle down for registration with their teacher. In order to help with this, please ensure that your child is in school at the latest by 7:30am.

**End of day procedure:** The day ends at the **new time of 1:00pm for the Foundation Department.** We recommend that children be collected promptly at this time, as young children tend to get tired, hungry and sleepy after a busy day at school. They can also become distressed when they see their friends being taken home. Please see the After School Nursery hours later in this newsletter, if you wish to use this service.

**Physical Education Classes:** On PE days children must come to school in PE uniform. Please have all PE clothing clearly labeled with your child’s name and worn to school on their PE days.

**School Uniform:** Please make sure that all items of school uniform are clearly labeled with your child’s name. Please keep spare underwear in their school bag in case any
accidents occur at school. For security reasons, children should always come to school in full uniform. We will advise you in advance of costume and celebration days.

**Jewellery:** Jewellery of any kind is not to be worn by children to school.

**Lunch:** Please send a sandwich, some fruit or vegetables and water, juice or milk. We recommend that children bring only nutritious food to school. Canned and glass bottled drinks are not allowed. All drinks should be in a plastic bottle or Tetra Pac easy to open.

**Homework:** Foundation sends homework three times a week.

**Communication:** Any letter sent home will be given to your child (placed in their bag/folder). If you wish to discuss a matter with your child's teacher please make an appointment through the school office.

**Health:** Having healthy children helps us to have a healthy learning environment. Please keep your child at home if he or she shows signs of nausea, fever, coughing, vomiting, diarrhea or any other warning signs of an oncoming infection.

**Birthday Celebrations/Class Parties:** We are very aware of how exciting a birthday is for children in the Foundation School; however we need to keep celebrations realistic and manageable. For this, we ask you to consult with your child's teacher well in advance if you would like to bring in some food to share. We also ask that it be only cup-cakes (not big cakes) and any fruit and water to share. This helps to maintain our healthy eating focus and keeps us on track with our class learning time.

**After School Nursery:** As at the end of last year, we will be offering our After School Nursery again this year. The hours for this will be 1:30 - 3:00pm daily and will be held in the Foundation Building. The cost of this after school service is 25KD per month, which must be paid in order for your child to attend.

Lastly all Foundation Staff Members would like to welcome you to our school or welcome you back if you were involved in our school last year. We trust you had a safe and enjoyable holiday break.

Kind Regards

Clare Howarth

Head of Foundation