



As-salamu alaykum (peace be with you)

Dear Parents and Carers,

Welcome back to the Olive School Hackney! I hope you have had a wonderful summer break and are ready for all of the wonderful things we have in store for your children.

Over the summer holiday the builders have been very busy making sure that the UTC is ready for our children in Reception, Year 1 and 2. We have had 3 new classrooms built for our children and new toilets for Reception and Year 1. We also have 2 spacious play areas for the children to use during their lunch times and break times. I'm sure the children will enjoy exploring their classrooms and new areas.

Important Information

Drop Offs

Years 4 and 5

Please ensure that Year 4 and Year 5 children are dropped off at the gate from the Mosque entrance on Cazenove Road. The gates open at 8.05am for parents and carers to wait in the mosque playground with their children until the school building opens. Staff will be on duty at 8.15am to ensure your children go to their classrooms safely.

Should you wish to leave a message for the class teacher, you can speak to the members of staff at the gate or at the office.

Year 3

Children should be dropped off at the Alkam Road entrance. The gates open at 8.15am. Staff will ensure that the Year 3 children make their way to their classrooms.

Coaches

Although we were very late in getting the decision for the coaches from the ESFA this year, we are fortunate to have them to transport the children to the UTC. Please see the timings below.

Year 1 and 2

Coaches will take the children in Year 1 and 2 from the **Common** to the UTC site every morning as last year.

If your child is now in Year 2 you can drop your child to the coach from 7.50am. We will place a sign in the coach window to say which class the coach has been assigned to carry. If your child is in Year 1, please drop your child off at the coach by 8.10am as the coaches will be leaving at exactly 8.15am.

You must ensure that you give the name of your child to the member of staff holding the register at the door of the coach and ensure your child boards the coach. **If you are late in dropping your child then it will be your responsibility to take him/her to the UTC.**

If your child is using the coach service we will not be accepting them into breakfast club as there is insufficient time to allow for breakfast before leaving for the coach.

Diary dates

4th September—Autumn Term starts

6th September—Reception home visits start

8th September—curriculum letters sent out

11th September—Breakfast club starts 7.30 am

11th September—meet and greet Yr 1 and 2

12th September—meet and greet Yr 3

13th September—meet and greet Yr 4

14th September—meet and greet Yr 5

28th September—book fair

29th September—Macmillan Coffee Morning



Boosters and Enrichment Clubs

Booster and enrichment clubs will take place from Mondays to Thursdays starting from **2nd October at both the UTC and Cazenove Road**. We will be sending out more information about how your child can choose their enrichment for the Autumn Term at a later date.

Breakfast Club

Breakfast Club is available to children from Reception to Year 5 at both Cazenove Road and the UTC. Due to the growing demand for this service we have now set criteria in place in order to keep the numbers within a reasonable health and safety standard.

We will be writing to you by the end of this week if your child has received a place or is on a waiting list as the breakfast club will start on **Monday 11th September**.

Breakfast Club starts at 7.30am, with breakfast served from 7.40am. If your child is taking the coach from Cazenove Road to the UTC, we will no longer be accepting them in breakfast club due to the lack of time between the start of breakfast club and the walk to the common.

School Uniform

Please ensure that your child is appropriately dressed for school, including the correct PE kit. Please refer to our Uniform Policy in the Parents Handbook and our website for the correct items for school uniform. All items should be clearly labelled. We will be contacting you personally if your child is not wearing the correct uniform. Trainers and boots are not allowed in school.

Trainers and boots are not

Meet and Greet Meetings

We will be holding Meet and Greet meetings this half term. These meetings provide an opportunity for you to be introduced to the team working with your child. The teams will provide you with information about the curriculum and expectations.

There will be two meetings each day to allow for any travel between the sites.

Monday 11th September Year 1 and 2 UTC Hall 3-3.30pm and 3.45-4.15pm

Tuesday 12th September Year 3 Cazenove Road Hall 3-3.30pm and 3.45-4.15pm

Wednesday 13th September Year 4 Cazenove Road Hall 3-3.30pm and 3.45-4.15pm

Thursday 14th September Year 5 Cazenove Road Hall 3-3.30pm and 3.45-4.15pm

Coach Escort Payment

If your child is in Reception, Year 1 or 2 and you would like your child to travel by coach to the UTC site, please be advised that the cost for this will be £12 per week. You will receive a personal letter with the information as the first payment will be due at the end of September.

If your child is pupil premium, the cost will be £6 per week, payable at the end of September.

Water

We encourage children to keep hydrated throughout the day, especially in the hot weather. Although we now have water fountains in the playgrounds at Cazenove Road, please remember to provide your child with a bottle of water with your child's name on each day to drink during lesson times on both sites.

Traffic

A reminder to be considerate when dropping off and picking up your children on both the Cazenove Road site and at the Common. Please do not block other drivers and road users—only park where you know it has been permitted.

Please do not park in the way of the coaches on the Common—the coaches need to drop off and leave quickly so that they don't get a parking ticket.

Please do not park in or block neighbour's drives. If you are seen to do this or cause a disturbance you will be asked to meet with the Principal.

UTC

Please park away from the UTC building as there is no stopping outside on Basing Place. If you are seen using this road as a drop off point, your child may lose their place at the school as you are breaking the lease agreement between the school and the UTC.

PE and Swimming



If your child is in years 3, 4 or 5, please bring your child to school wearing their PE kit on their PE day. Please ensure that your child wears black jogging bottoms and the school jumper in case the weather is cold. Children should also wear the white school T-shirt under their school jumper.



Year 5 will take part in swimming lessons during the Autumn Term. This will start on Thursday 14th September with the girls swimming first, the boys will swim after the Autumn half-term holiday.

A letter will be going home shortly with the timings and information.