

OAK HILL SCHOOL

EXECUTIVE HEADTEACHER: Joanne Kelly

HEAD OF SCHOOL: Kevin Grant

A P BARNET MULTI-ACADEMY TRUST



15th December 2025

Dear Parents/Carers

Re: End of Autumn Term 2025 and Spring Term 2026 Arrangements/Reminders

This letter is to advise you of the end of the Autumn Term arrangements and provide information about the beginning of the Spring Term. I am also taking this opportunity to remind you of expectations we have.

This has been a very busy term. Pupils have worked hard, some have taken exams and assessments, and most pupils are attending well. We are pleased to have continued to expand our extra-curricular offer, and pupils have benefitted from being taken on many trips including:

Ice Skating at Ally Pally
Woburn Safari Park
Buckingham Palace for the Changing of the Guards
Science Museum
Powerleague
Apple Store at Brent Cross
Imperial War Museum
Local excursions to explore local history and nature
Watford Theatre for a Pantomime production of Jack and the Beanstalk

End of Autumn Term arrangements

The Autumn Term ends at **12 noon on Friday 19th December 2025**. If your child travels by school transport, they will be collected from school at this time. If they make their own way home, please ensure you make arrangements for the early finishing time.

Spring Term arrangements

School opens for pupils on **Monday 5th January 2026 at 8.45am**. All pupils are expected to return on this day.

School lunches

The cost of a school lunch has not been increased and remains at £2.80 per day, £14 per week. This must be paid in advance. Pupils receive both a cooked breakfast and a cooked lunch for this amount. **Please ensure that you put enough money on account each week/term.** Please also advise the school before the end of term if your child will be bringing a packed lunch to school for the Spring Term. This is so that we can avoid ordering and subsequently wasting too much food. The weekly menu is put on the school website on the Thursday before so please

ADDRESS: Church Hill Road, East Barnet, Hertfordshire, EN4 8XE

TELEPHONE: 020 8361 4639

EMAIL: office@apoakhill.org.uk

REGISTERED IN ENGLAND NO 10711125

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check this and if there is a day when you know your child is unlikely to eat, please send them in with a packed lunch.

School uniform

Please ensure that your child wears the correct school uniform every day, ie white polo shirt, grey sweatshirt with school logo, plain black tailored trousers, black shoes or trainers with no colourful logos. If your child is not wearing school uniform, we will contact you and request that you bring their uniform to the school so that they can change.

Absence reporting

We are experiencing an increasing number of instances whereby parents/carers are not following the absence reporting procedures of the school. If your child is absent from school, you must advise the school office before 9am in the morning. This must be done by telephone.

We cannot accept emails or messages sent via the escorts on transport and we will not authorise the absence until we have spoken to you directly.

Parent/carers and staff relations

I would like to remind you that I will not tolerate parents/carers being rude, shouting at or swearing at my staff. Through this letter I am advising you that in such instances my staff will politely request that you cease your manner and/or language, and will then tell you they are going to terminate the call.

Contact during the school day in case of emergency

I would like to thank parents/carers for responding to calls we may make to you during the course of the school day, and urge you to continue in this vein. The vast majority of these calls are to inform you that your child is unwell, has left site without permission, or requires an early collection from you due to illness/injury or aggressive/unmanageable behaviour.

My staff and I pride ourselves on putting the safeguarding of children at the forefront of everything we do. If we contact a parent/carers to ask that their child is collected from school, this will be as a result of an extensive first aid or safeguarding assessment carried out by fully trained staff. We do not do this lightly as we understand that everyone has commitments and we endeavour to respect these. However, there are instances where it is absolutely not safe to keep a child on the school premises.

Allergies

I would like to remind you that we are a nut free school. Please ensure that any food your child brings in with them to school does not contain nuts.

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School Website

Finally, I would like to remind you that much information about the school including term dates, weekly menus, copies of all letters, curriculum statements, as well as photographs from school trips and events, can all be accessed at:

www.apoakhill.org.uk

If you have any urgent concerns or questions during the holiday period, please email office@apoakhill.org.uk and we will contact you as soon as possible if necessary.

May I take this opportunity of wishing you a happy and peaceful break over the holidays.

Yours sincerely

A handwritten signature in black ink, appearing to be "K Grant".

Kevin Grant
Head of School