

# Oxley Park Academy



## WELCOME TO RECEPTION !

### September 2026



### **Dream**

**Little people dream BIG!**

This is the start of your Oxley Park learning journey.  
In Nursery and Foundation you can have  
the wildest of dreams and act these  
through play and being creative in ways  
you may never have before.

Role play, art, construction, outdoor play  
and exciting spaces to explore.

Dream of being a fire fighter, a police officer,  
a doctor, a nurse or a pop star. Dream of being a chef,  
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## *Class of 2033 - Information Pack*



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## Info: Contents

### Information included in this pack...

You will find the following information within this pack.

- Information from the Oxley Park Academy Admin Centre
- Information about the Arbor parent portal and app and how to book school meals
- Applying for Support Funding – Pupil Premium
- Fab Uniform Expectations
- Cool Milk Information leaflet
- Tapestry Information and Consent

### Things we need you to do...

Please complete and return the following online forms

- Login to Arbor and complete admission details
- Apply for Support Funding – Pupil Premium
- Register for Cool Milk – if wanted
- Complete the Tapestry Consent Form



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*Info: Admin Centre*

## Welcome from the Academy Admin Centre

It is our pleasure to welcome you to Oxley Park Academy. We will do our best to help with any queries you may have. Please see below a few highlights of the areas that the Admin Centre manage.

### Who's who:

- Our Academy Administrators are Mrs Bright, Miss Finning and Mrs Monaghan. They will answer most of your queries and be on our welcome desks at both campuses.
- Mrs Farthing co-ordinates our curriculum enrichment and after school activities.
- Mrs Jewell is our Academy Business Manager; Mrs Preston is our HR Officer and Mrs McCorquodale is the Academy Finance Manager.

Although our Academy Admin staff are based across both campuses, you can pop into either campus and someone will be there to help! If you have a particular question for a specific individual, you can give the school a call and from either campus you can be put through or if easier, drop us an email to [office@oxleyparkacademy.com](mailto:office@oxleyparkacademy.com). We will ensure your email gets to the right person!

**Absence:** If your child is going to be absent from school, you must call the office before 9:00am to report this or email [attendance@oxleyparkacademy.com](mailto:attendance@oxleyparkacademy.com). There is an answer machine to take calls before 8.30am. If your child is absent for more than one day, please ring in every day they are absent.

We also ask that you advise us if your child will be in late due to a medical appointment. (Only dental/medical appointments are authorised and please supply your appointment card/letter.)

**Late arrival at school:** Gates open at 8.25am and doors open at 8:30. Doors close at 8.40am. If your child arrives late (after 8.40am) and the school doors and gates are locked, they need to be signed in at the welcome desk by an adult before going to their class. Late arrivals are disruptive to lessons, so do please try to avoid this. Please note that if your child is persistently late this would have a detrimental effect on your child's learning and an appointment will be arranged for you to see Mrs Draper to discuss the situation.

**Collection arrangements:** Children will only be handed over to an adult we know and are expecting to collect your child. Please do make sure that both school and your child are aware of any change to their usual after-school collection arrangements. If, in an **emergency**, you need to notify us during the day, please ring before lunchtime if possible.

**Medicine:** If your child has been prescribed medicine, you will need to complete and sign a medicine form before we can administer it. These can be accessed on our website or direct from either campus.

**Scooters/Bicycles:** We encourage parents to walk, ride or scoot with their children to school. We respectfully ask that everyone dismounts from their scooters and bicycles at the main gates and push them down to the bike sheds. This is to ensure the safety of all our pupils.



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*Info: Admin Centre*

**Car parking:** We are aware many parents are driving their children to school. Can we please ask for your consideration when parking your car for the safety of children walking to school and our local residents.

**Useful forms:** Many of the forms you may need can be downloaded from the 'Admin Centre' page on the school website: <https://www.oxleyparkacademy.com/forms/>

**Support funding:** *Your child may be eligible for additional funding to support their education known as Free School Meals (FSM) /Pupil Premium.* Please see the section 'Support Funding' for information on how to apply for this on the eligibility website <https://apply.cloudforedu.org.uk/ofsm/sims> If you are unsure how to do this or struggle with filling the form in then please speak to the school office and we can help you with this.

#### **School meals:**

- All children in Reception, Years 1 and 2 are entitled to a Universal Infant Free School meal.
- For when your child is in Y3 and above they may be entitled to continue with Free School Meals if they are in receipt of Pupil Premium funding.

Bookings are made through the Arbor parent portal or app and must be booked in advance.

**Contact details:** It is vitally important that we have up to date contact numbers, in case we need to contact you during the school day, so please do notify us of any changes as soon as they occur. This can be done by updating your details in Arbor, using the change of details form (available to download as stated above) or by e-mail. It is your responsibility to keep us up to date with any changes.

**Communication:** We do our best to keep the school website calendar updated with the latest information. Please do also read the weekly Friday Round-Up (<https://www.oxleyparkacademy.com/oxley-park-academy/news/friday-round-up>) and the termly curriculum newsletters (<https://www.oxleyparkacademy.com/oxley-park-academy/our-school/reception>) which will both be emailed to you and available on the school website. Our Executive and Associate Principals will also communicate directly through the Principals' Post.

**Wrap around care and holiday clubs:** Wrap around care and holiday clubs at Oxley Park Academy are provided on site by Premier Education. For details of their offering, you can look on our website <https://www.oxleyparkacademy.com/wraparound-care-premier-education/> to book a place on their provision please use the Premier Education web site <https://www.premier-education.com/>

#### **The Admin Centre Teams can be contacted as follows:**

Oxley Park campus

T: 01908 503870

E: [office@oxleyparkacademy.com](mailto:office@oxleyparkacademy.com)



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*Info: Admin Centre*

Shenley Wood campus

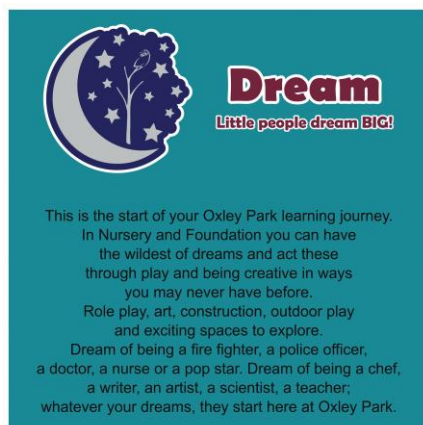
T: 01908 506899

E: [office@oxleyparkacademy.com](mailto:office@oxleyparkacademy.com)

The academy website is [www.oxleyparkacademy.com](http://www.oxleyparkacademy.com) and will keep you updated with future dates and announcements.

You can also follow us on Facebook, Instagram and Twitter ~ Oxley Park Academy and Nursery

**We very much look forward to welcoming you as part of our Oxley Park community!**



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## To Do

## ARBOR – PARENT PORTAL

Arbor will be your go to for all payments and communications including trips, lunch bookings and messages.

This is also where you will complete your child's admissions details.

An account has been set up for you using the email address provided to the council on your school application. Please go to <https://login.arbor.sc> and click **Forgot your password?** to finish setting up your account.

*(Please note: If you already have an Arbor account for a child at another school you will need to select Oxley Park Academy when you log in. You may need to uninstall and reinstall the app once you have completed initial login in order to see both schools)*

If you experience any difficulties getting access, please complete this short form and we will be happy to contact you and iron out any issues. [Arbor Login Help – Fill out form](#)

Further help articles for Arbor can be found on their website <https://support.arbor-education.com/hc/en-us>

## Completing the admission details in Arbor

Once you have logged into Arbor go to the home page and select the child who is joining us from the drop down menu (if you have more than one child at Oxley Park only).

Go to “View Student Profile” (web version) or “Profile” (app version).

Please complete the following sections:

- **Student Details:** Ethnicity, religion and language
- **Student Contact Details:** This will be pre-populated with details given at the time of the council application but can be amended
- **Family, Guardians & Contacts:** Please ensure there are at least 2 emergency contacts. Please indicate the relationship, whether the contact can collect and which priority order the contact is. If you wish to add a second primary guardian with parental responsibility, please complete this form: [Arbor Login Help – Fill out form](#)
- **Meal Preference and Dietary Requirements:** Please add any requirements. If these are medical issues rather than preferences, please ensure further details are provided under medical.
- **Previous Schools:** Complete if applicable
- **Medical:** Please give details of all allergies and medical conditions. Immunisation details are not required. If your child has a serious medical condition which requires specific actions by the school (eg asthma, diabetes) we will be in contact with you to complete a health care plan.



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## To Do

- **Consents:** Please give consents as applicable to your child. Please note:
  1. **Photo consents:** We often post on social media showing what the children have been working on and awards that are made during our FAB Friday celebrations. We need your consent if you would like to be able to see your child in these posts.
  2. **Tapestry:** This is a key communication tool between home and school, allowing you to see updates on your child's learning journey, further details are provided later in this information pack. Please ensure you give your consent to these options to allow us to set you up with an account.

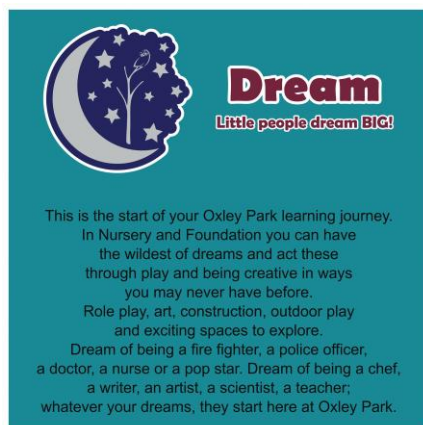
Outstanding requests for information will also show in the notices section of the parent portal.

## Booking lunches in Arbor

All children in reception and years 1 & 2 receive free school meals. These can be booked by selecting meals from the drop down in quick actions in the web parent portal or if using the app, click the 3 lines and select meals. Further help on booking meals can be found in the Arbor help centre [here](#).

Our current partner is Aspens. There is a daily choice of a main meal, vegetarian meal, pasta or jacket potato. Further details can be found here: <https://www.oxleyparkacademy.com/the-bistro-and-academy-meals/>. If your child needs a medically approved diet due to allergies or other condition, please complete the [special diet](#) form and return to the school office on [office@oxleyparkacademy.com](mailto:office@oxleyparkacademy.com).

Bookings for meals close a week in advance so please make bookings in good time.



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## To Do

## Important Information: Possible additional funding to support your child's education

### What is support funding?

You may be aware that the government allocates additional funding to schools for the benefit of its children. One of the criteria used to calculate this additional support funding, known as the **Pupil Premium**, is based upon the number of children at a school who are eligible for **Free School Meals (FSMs)**.

The funding was introduced by the Government in April 2011. It is a grant designed to give additional money to support schools in raising the attainment of children from families with lower incomes. It has been identified nationally that children from lower income families perform less well at school than their peers.

### What is the benefit to me and my child?

Pupil Premium funding is used by the school to support the pupils as the school chooses in order to help pupils make good progress. The current Pupil Premium Policy and Strategy document can be found on our website. Previously funding has been used for: small group tutoring, funding additional iPads and reading books, 1:1 mentoring and funding resources to enhance our wider curriculum for these pupils, subsidising music lessons and school trips. During Covid, Pupil Premium pupils were also awarded food vouchers during the school holidays for parents and carers to use in supermarkets. In the summer holiday MK Council will be running subsidised clubs and activities targeted at children in receipt of Pupil Premium.

### My child doesn't want school meals why should I apply?

Even if you do not want to use the FSM element of the pupil premium, by registering your child, you will still receive the other support.

### My child is in Foundation, Year 1 or Year 2 and already receives Universal Free School Meals. Why should I apply?

By applying for Pupil Premium/Free School Meals your child will receive the other benefits attached to the funding. They will also continue to be eligible for pupil premium for 6 years.

### Am I eligible?

To check the eligibility criteria please visit the free school meals web site <https://www.gov.uk/apply-free-school-meals>. **Anyone receiving Universal Credit will be eligible for Free School Meals from September 2026. Those on incomes below £7,400 will also attract pupil premium funding.**



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## To Do

### How do I apply for the funding?

If you think you might be eligible for the funding, the Free School Meals Application Form will check your status. Please use this link to sign up - <https://www.cloudforedu.org.uk/ofsm/sims> . The system may say 'pending' or 'not found'. This is by default until your details have gone through their checking procedures.

It can take up to 2 weeks to complete the eligibility check; if eligible, you will receive email confirmation. If found not eligible the service will continually check every two weeks for any changes. Once your eligibility has been confirmed then your child (if Y3-6) will be able to receive their free school meals if they would like them. These are booked in the normal way, but the funding is automatically applied to the account.

If you would like us to complete the form on your behalf, please fill in your details [here](#).

### I have additional questions

If you have any questions or concerns please do not hesitate to contact our Academy Office [office@oxleyparkacademy.com](mailto:office@oxleyparkacademy.com) or look on the school website <https://www.oxleyparkacademy.com/pupil-premium/>

If you do not have access to the internet to apply or have trouble with the form, please contact one of our Office Team who will arrange a time for you to be able to use a computer at the school and support you in your application.



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## Info: Fab Uniform Expectations

We would like everyone to continue to uphold our **FAB uniform expectations!** You can help us with this when purchasing new uniform, PE Kit, bags and pencil cases etc. See the website for our latest uniform details:

<https://www.oxleyparkacademy.com/uniform-information/>

Please do make sure that you keep to a formal, traditional style when purchasing skirts, trousers (eg: no skinny leg cut) and shoes. Thank you in advance.



Here is the uniform list:

- Grey school trousers, skirt or pinafore
- Blue polo shirts
- Burgundy (Dark Wine) school sweatshirt or cardigan
- Plain Black school shoes
- School reversible waterproof fleece / coat – optional



**Year 6:** Children wear a school blazer, blue shirt and tie with grey trousers/skirts.



We also ask that when you are purchasing trainers, you keep them plain black or white please. We don't wish to see any major branded colourful ones for school use. This does help us ensure they don't become a distraction to children especially, when they are in their kits all day, which they will be on their PE days. Once again thank you in advance!

**Indoor P:E:** A plain t-shirt in your child's house colour and black shorts. Children will work in bare feet in the hall.

**Outdoor P:E:** Plain black sweat top/hoodie and black jogging bottoms/shorts. No stripes or logos. Plain dark/white trainers. Children must wear jogging bottoms / shorts or plain, black, full-length leggings are allowed.



We also like our PE kit to be smart! Please do make sure the clothes you buy are plain clothes as listed and please do note that only plain, black, full-length leggings are acceptable. This is not a change to the standards already in place.



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## Info: Fab Uniform Expectations



Please don't forget to label every single item - it will be a huge help to keep lost property down to a minimum and save you lots of money having to re-buy lost jumpers, etc!

Please keep bags and lunchboxes as small as possible, in order to fit into lockers.



We will also be insisting on no nail varnish, jewellery (other than stud earrings and a watch) keep hair bows and attire simple, small and in either neutral or the academy uniform colours. Hair should be in a simple style of natural colour. No extreme styles please. We will be reminding children that we are here to learn, and not to parade in a fashion show, so please do support us and not create a difficult situation between school and home. If your child is giving you grief, please do share this with them so they know it is us setting the FAB standards and not you refusing to buy the top-level trainers in the shop!

Please remember that all children need to bring their own water bottles into school, each day. It is also parents' responsibility to ensure that children have sun cream applied before school, and bring their own, named sun cream into school if they need to apply more during the day.

We will provide all the necessary equipment your child needs, but if your child wishes, they may have one small pencil case. Again, this will be stored in their bag, in their locker or cupboard.



In summary, keep everything simple and as small as possible, that way your child will have everything they need, and it won't impact on our learning spaces.

Whilst uniform with logo is not essential, if you require any further information regarding our embroidered school uniform, or wish to order, please visit Maisie's in Wolverton, <https://maisies-superstore.co.uk/> or call 01908 313313.

Thank you all in advance for your support.



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## To Do: Cool Milk



## FREE and subsidised school milk

Register your child today!



**Cool Milk**  
[www.coolmilk.com](http://www.coolmilk.com)

Is your child entitled to FREE milk?

Child under 5?

Every child under the age of five is entitled to FREE school milk.

 Register your child online for FREE school milk today.

Child over 5?

Every child over the age of five is entitled to milk at a subsidised price of around £14 per term.

 Register online now and you can pay straight away!

Register your child for school milk today.

Sign them up in a few clicks...



Go online and quickly register your child for school milk at [www.coolmilk.com](http://www.coolmilk.com)



Need help? Contact our Customer Service team on 0800 321 3248 or via email at [registrations@coolmilk.com](mailto:registrations@coolmilk.com)

The UK government continues to support school milk. Milk for under-5s is fully funded by DHSC via the Nursery Milk Scheme. Milk for over-5s is subsidised by Defra via the School Milk Scheme. Company registration no. 3803430 England

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## *To Do: Tapestry and Consent*

## An Introduction to Tapestry

### What is Tapestry used for?

An easy-to-use and secure online learning journal helping staff and families celebrate their children's learning and development



Tapestry builds a very special record of a child's experiences, development and learning journey through their early years and primary education. Using photos, videos, and diary entries, a teacher or early years educator, along with the child's parents or carers, and the child themselves if they're ready, 'weaves' the story of the child and how they are growing and developing. The Tapestry platform then works seamlessly to enable these memories to be kept as a permanent record of each child's unique journey. All information held in the platform is stored securely and can be downloaded and shared as required. Parents or carers are able to view their child's progress, the activities provided for them, and how much fun they're having, whilst also uploading their own comments and media.

### Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

Parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

### Safeguarding and Confidentiality

The safeguarding of your child is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own username and password. Once we create your account you will get an email with a link, this will allow you to set up your own password. We are aiming to add your children as soon possible in September but we cannot add your child until we have received your consent.

Only you will have access to your child's journal, it cannot be seen by other parents. **It is crucial that you do not share photos or videos from your child's journal on social media or through other online platforms.** Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

### How do I get onto the system?

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details. We will set up the account with the primary e-mail address for your child.



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*To Do: Tapestry and Consent*

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction> or it is available as a free app from the Apple Store and also on Android devices.

### **What do I need to do now to get access?**

Please complete the permissions in the Arbor parent portal, the team will then be able to set up your account within the first few weeks of term.