



# Oaklands Infant and Junior Schools

Butler Road, Crowthorne, Berkshire, RG45 6QZ

**Executive Head of Oaklands Schools: Mrs H West**  
Head of Infant School: Miss E Weston Tel: 01344 774644  
Head of Junior School: Mr D Holland Tel: 01344 773496



9<sup>th</sup> May 2025

Dear Parents/Carers,

**Important Notice: Additional Half-Day INSET – Wednesday 2nd July 2025 (Early Collection at 1:00pm)**

We would like to inform you that on Wednesday 2nd July 2025, Oaklands Schools will be holding an additional half-day INSET (staff training) session, beginning at 1:00pm. This decision has been approved by our Board of Trustees and is part of our ongoing commitment to ensuring the highest standards of care and support across our schools.

During the summer term, we are implementing the use of a new digital safeguarding system called CPOMS across both schools. This software will further enhance our ability to manage and respond to safeguarding, pastoral, and welfare concerns involving pupils and staff. In preparation for the official rollout of this system on Wednesday 3rd September, all school staff will need to undertake comprehensive training on its use.

To facilitate this, the school day will end at 1:00pm on Wednesday 2nd July, and we kindly ask that all children are collected promptly at that time, after they have had lunch.

For families using Beehive After School Club, please note that a separate communication will follow directly from the club. However, we understand that Beehive staff will be available from 1:00pm to 4:00pm to care for children who are pre-booked for that afternoon session.

We apologise for any inconvenience this may cause and greatly appreciate your support as we take this important step to further strengthen our safeguarding procedures.

Yours faithfully,

Mrs H West  
Executive Head  
Oaklands Schools



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Company number 11045796  
Registered Office: Edgbarrow School, Grant Road, Crowthorne,  
Berkshire, RG45 7HZ