

School office & reception

Tel: 01782 513000 Email: office@oxhey.staffs.sch.uk

Office opening hours: Monday-Friday 8.30am-4.00pm

Meet the staff.....



Mrs Siddorn splits her time between Oxhey First School & Reginald Mitchell Primary School.



Mrs Rogers works Monday & Tuesday.



Mrs Butcher works Wednesday, Thursday & Friday.

Sickness Absence

If your child is unwell please call school as soon as possible, if leaving an answer phone message or emailing please give your child's full name and the reason for the absence.

Other Absences

If your child is going to be absent due to other reasons other than sickness or medical appointments please complete a request for leave form. This form is for all children regardless of age.

Medication

We can administer certain medications * if they have been prescribed and have a dispensing label showing. You will be required to fill in a medication slip.

* conditions apply.

Website

Our website is full of information including:

- Copies of letters sent home
- Newsletters
- Calendar events
- Lunch menus
- Policies & Procedures
- Forms

ParentPay

We are a cashless school, any charges i.e. lunches, trips and tiger club are added to your child's Parentpay account. We do have debt policies in place which can be found on our website.

Tiger club

Our before and after school club needs to be pre-booked by emailing

tigerclub@oxhey.staffs.sch.uk

We will send a text when bookings are open.

Text service

We communicate a lot through our text service, please ensure you update us if you change your mobile number. Unless prompted to reply to a text, please don't text the service as incoming texts are not always monitored, instead please call or email us.