



Information Booklet

Statements,
agreements and
information to assist
you in completing
the online
admissions
form.

Information
accurate for

Entry in 2021-22

Introduction

When completing the online admissions form you will be asked to confirm you have read and accept the terms of certain agreements with the Academy. All of this information can be found on the following pages. Please see the below table of contents to assist you with finding this information as and when you need it.

There are also parts of the form which indicate you will be sent a further online form to complete if you answer 'yes' to the question– such as medical needs. Please be aware that this is not an automated form and will be sent once your submission has been checked by our admissions officer. If you do not receive an additional form you were expecting, or if you have any queries about the completion of the online form/information in this booklet, please do not hesitate to contact Caroline.Leeson@oasiscoulsdon.org.

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Sodexo School Meals– Allergy Procedure

Sodexo has had many years' experience in catering for schools and from information obtained from parents, clients and professional experts, Sodexo has in place allergy procedures to manage your child's allergy requirements.

If your child has been diagnosed with a food allergy, please complete the online form (which will be sent to you if you indicated an allergy or dietary requirement on the schools admissions form) to assist us in catering for your child's needs. This form needs to be returned prior to your child's first day at Oasis Academy Coulsdon, and ideally at least 14 days in advance.

Returning this form 14 days prior to your child's commencement date will allow Sodexo to evaluate and clarify this information where necessary, enabling us to make any specific arrangements or adjustments to ensure the most appropriate provision of meals for your child.

Please ensure that you also inform us whenever there is a change to your child's medical condition which may affect their food requirements, or if there is an update from the doctor regarding their food allergy.

The details of the allergy must be supported by either a doctor's letter or a letter from a dietitian regarding the required diet. A medical letter will ensure that Sodexo staff are able to identify specific allergens in ingredients so that an appropriate diet can be provided.

One example to highlight the need for a medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg and egg contained within products are fine to consume. This information will be essential to ensure that we provide a diet suitable for your child's allergy whilst also preventing their diet from being restricted further.

We hope that you are able to assist in the prompt identification of your child should they suffer from a food allergy, providing all necessary information required which will enable the safe provision of meals.

If you require any further information about Sodexo's Allergy Procedures, please do not hesitate to contact the Academy.

Biometrics and ParentPay

Biometrics

Our Academy building is equipped with the latest technology which not only enhances teaching and learning but also our safeguarding procedures. The new technology will also benefit you, by providing a fast, efficient and secure way to pay for a variety of items including trips and catering. Part of this new technology has been the installation of a biometrics system for our cashless catering service at the Academy.

Biometrics and Security

The Biometrics system uses an image of a fingerprint to create a mathematical algorithm. The image of the fingerprint is destroyed and only the numbers remain; these cannot be reinterpreted back into a fingerprint image. Students and Parents can therefore be assured that the fingerprint image is **not** retained and **cannot be used** by any other source for identification purposes.

Biometrics in Schools

By introducing Biometrics, our lunch service has been further improved, as it removes the emphasis on students having to remember their lunch cards and alleviates the chance of identity fraud. Students enjoy even faster speed of service as they no longer have to search for swipe cards and administrative staff save valuable time by no longer having to issue new cards.

The Biometric registration process will begin for all our new Students to the Academy on their first day with us.

ParentPay

ParentPay allows us to accept electronic payments for all Academy items such as your child's dining account and Academy trips at www.parentpay.com

ParentPay offers you the freedom to make payments whenever and wherever you like, 24-7, safe in the knowledge that the technology used is the highest internet security available. You will receive login details that can be used to activate your account or add the Academy page to your existing account. Making a payment is easy and simple. ParentPay holds an electronic record of your payments to view at a later date.

You are able to view on Parent Pay details of each item of food served, each credit made to the system, for any time period and show a current balance. There is a daily 'spend limit' programmed into the system of **£6.00**, this can be increased or decreased for an individual student by making a written request to the Academy Catering Department.

As a cashless Academy we no longer accept cash payments for any item/event. All payments required to be made by parents will be available on your ParentPay account. In line with the majority of other schools across the country, the Academy no longer accepts cheques.

If you have any queries about ParentPay please contact Academy finance via email: finance@oasiscoulsdon.org We will be happy to discuss your queries or consider exceptional

Student Lockers

Students are expected to take responsibility for ensuring their locker is kept clean and tidy. At the end of each term we will ask all students to remove any belongings in their lockers so that they can be thoroughly cleaned during the summer break.

Students will only be able to visit their locker at the start of school and at the end of both break and lunch and then at the end of the Academy day. Students are not allowed to go to their lockers during lessons. If they are found to be ignoring this expectation we will take the locker away.

To ensure that lockers are kept in good condition and looked after for future years we ask each student to sign to the conditions below stating that they will look after and maintain the locker in the condition they have been given it in.

The conditions are:

- Only your belongings maybe kept in your locker.
- No food or drinks are to be left in the lockers overnight.
- Nothing to be stuck to the locker (either inside or out)
- The locker and its contents are YOUR responsibility – you must not give your locker PIN number to anyone else.
- You will only go to your locker before or after the Academy day, at break or lunch times, not at change of lessons.
- Once in the building, outdoor coats must be removed and stored in the locker.
- The cost of any repairs to a damaged locker will be the responsibility of the student.

Family Leaders will carry out termly, random locker inspections

circumstances.

Photography and Use of Images

We sometimes take photographs of students who attend Oasis Academy Coulsdon for display in the Academy, on our website, in our prospectus/newsletter and on Social Media accounts. We really value using photos of students both to be able to showcase what they do here and to illustrate what Academy life is like to others. We would therefore be grateful if you could indicate your consent for what images of your child can be used for on the online admissions form. You are able to change your preferences at any point of your child's time at the Academy.

Computer and Internet Access

As part of the curriculum and the development of ICT skills, Oasis is providing supervised and safe access to the Internet and use of E-mail. We believe that the development of the skills used when accessing the World Wide Web and e-mail are essential for children as they grow up in the modern world. We also believe that the benefits from access to such facilities exceed any perceived disadvantages. Before Oasis Academy Coulsdon allows students to use the Academy's computer systems to access the Internet or use our e-mail facilities, we ask you to read the following Rules for Responsible Internet and e-mail Use, and then sign the Agreement.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of students to access inappropriate materials, the Academy cannot be held responsible for the nature or content of materials accessed through the Internet. Oasis Academy Coulsdon will not be liable for any damages arising from each students' use of the Internet facilities.

Oasis Academy Coulsdon has in place an E-Safety system that will safeguard and protect all students as set out under our 'Acceptable Use' Policy, if a student is found to breach these safeguards Oasis Academy Coulsdon has the right to place a sanction on the student that could include restricted access to the ICT provision within the Academy or removal of Internet and e-mail access for a set period of time (minimum of one week).

Should you wish to discuss any aspect of Internet or e-mail use please telephone the Academy to arrange an appointment.

Data Protection Act—Fair Processing Notice

Schools, Local Education Authorities (LAs), the Department for Education (DfE), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on students in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about students, must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The Academy holds information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the Academy as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the student is transferring, to the Department of Education and skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements

The **Local Authority** uses information about students to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the student may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual students cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about students to administer the National Curriculum tests and assessments portfolio throughout Key Stages 1 to 3. The results of these are passed on to DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved. www.qca.org.uk Data Protection Officer, QCA, 83 Piccadilly, London W1J 8QA

Ofsted uses information about the progress and performance of students to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual students.

The **Learning and Skills Council** uses information about students for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual students cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Department for Education (DfE)** uses information about students for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfE will feed back to LAs and schools information about their students for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school/academy. The DfE will also provide Ofsted with student level data for use in Academy inspection.

Separately from the Data Protection Act, regulations provide a student's parent (regardless of the age of the student) with the right to view, or to have a copy of, their child's educational record at the Academy. If you wish to exercise this right you should write to the Academy.

Where relevant, student information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans. Student information may be matched with other data sources that the Department holds in order to model and monitor students' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Student data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician. The DfE may also disclose individual student information to independent researchers into the educational achievements of students who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- Academy at Oasis Academy Coulsdon, Homefield Road, Croydon CR5 1ES;
- The LEA's Data Protection Officer at the Education Department, Croydon Council, Bernard Wetherill House, 8Mint Walk, Croydon. CR0 1EA;
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- The DfE's Data Protection Officer at DfE, Caxton House, Tothill Street, London, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Providing information to CEIAG -Careers Advisor Provision

For students approaching or above age 13 the school may share information with our current Careers Advisory Service - CfBT. This information includes the name of the student and any further information educational details relevant to the Careers Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning, and employment. However parents, or the student themselves if aged 16, can ask that no information beyond name and address (for student and parent) be passed on to CfBT. If as a parent, or as a student aged 16, you do not want us to share student data information name and academic results, then please contact the school within two weeks of receiving this note.

Home Academy Agreement

	The Academy will:	The Parent/Carer will:	The Student will:
<p>Teaching and Learning: Students deserve the highest possible standard of teaching and support to help them learn.</p>	<ul style="list-style-type: none"> Place an emphasis on literacy and numeracy to ensure mastery Provide an enriched curriculum which challenges and motivates Use regular assessment to track pupil progress Ensure early intervention for those students experiencing difficulties 	<ul style="list-style-type: none"> Take an interest in what their child is learning Support the Academy's philosophy of high expectations for all Encourage their child in the importance of learning 	<ul style="list-style-type: none"> Come to school ready to learn Work hard in all lessons Complete their homework everyday Push themselves to improve and be the best student they can be
<p>Attendance and Punctuality: Students have the right to education and parents have a legal responsibility to make sure children attend regularly.</p>	<ul style="list-style-type: none"> Contact parents after a period of unknown absence Contact parents of children who regularly arrive late for school Educate students in the importance of attending school regularly Reward students who have 100% attendance 	<ul style="list-style-type: none"> Make every effort to make sure that their child will attend school every day and on time Inform the school as soon as possible about any absence and the reason for it Wherever possible, avoid taking students out of school during term time Arrange medical appointments outside of school hours where possible 	<ul style="list-style-type: none"> Attend school every day and arrive on time Be punctual to all lessons
<p>Behaviour and Safety: Students learn best in an orderly environment where they are clear on what is expected of them.</p>	<ul style="list-style-type: none"> Have a behaviour policy which creates a safe and caring environment for everyone Make sure that all staff, students and parents know what behaviour is expected Consistently implement the behaviour policy, sanctions and rewards Encourage staff and pupils to have a positive attitude to learning and caring 	<ul style="list-style-type: none"> Give praise at home for good behaviour and attitude at school Work with the Academy to find solutions in cases of unacceptable behaviour Endorse the Academy's behaviour policy and support the work of the Academy in all matters that affect their child's education 	<ul style="list-style-type: none"> Follow the Academy rules in terms of what is expected of them in lessons and around the Academy Have a positive attitude to learning and the Academy
<p>Homework and Extracurricular learning: Learning outside of lessons is crucial if students are to reach their full potential</p>	<ul style="list-style-type: none"> Keep parents/carers informed about homework when it is set through Show My Homework Provide suitable materials and advice on home based activities and how to help Give constructive feedback to students on homework activities Provide computer access before and after school for homework to be completed Provide opportunities for extra-curricular activities 	<ul style="list-style-type: none"> Encourage their child in homework and communicate with school through their planner once a week Check Show My Homework on a weekly basis Encourage their child to read everyday Speak with their child about school and their learning every day Encourage their child to participate in extracurricular opportunities whenever possible 	<ul style="list-style-type: none"> Complete all homework set and return it to school on time Read everyday Learn to work independently to improve their learning skills Participate in extra-curricular opportunities whenever possible.
<p>Communication: Good communication between home and school is essential to make sure that pupils get the support they need.</p>	<ul style="list-style-type: none"> Be opening and welcoming at all times and offer opportunities for parents to become involved in Academy life Make sure that parents have information about their child's progress, behaviour and general school matters Make sure that parents are informed about what their child is learning Respond to parental queries within 48 hours of them being received. 	<ul style="list-style-type: none"> Tell the Academy about anything that may affect their child's learning or behaviour Attend parent evenings Raise concerns promptly and directly with the school Use an appropriate tone and manner when liaising with staff at the Academy 	<ul style="list-style-type: none"> Take letters home, notes and reports from school and give them to their parents Talk with parents and teachers about any worries in school
<p>Preparedness & Organisation: Being prepared and organised for learning is essential to learning and is a valuable life skill</p>	<ul style="list-style-type: none"> Ensure that our teachers plan all lessons they teach Have the materials and resources available for learning to take place Support students in developing their organisation skills Prepare students for the next stage in their education 	<ul style="list-style-type: none"> Make sure their child wears the correct uniform everyday Make sure their child comes to school with the necessary equipment and books Ensure their child has access to a nutritious and balanced diet 	<ul style="list-style-type: none"> Wear the correct uniform everyday Come to the Academy with the correct equipment and books

Equipment

Daily Equipment

Students entering the Academy are advised to have a strong bag appropriate for its purpose and expected to have the following equipment: *Some items are available from the Academy Shop*

- Horizons iPad & charger– to be brought fully charged daily (*issued once students join the Academy*)
- A **clear** pencil case (enabling staff to see contents clearly)
- Pens – Black, Blue, Red and Green
- Plain and coloured pencils - felt tips are not advisable
- Calculator
- Protractor
- Ruler
- Rubber
- Compass
- Small English dictionary
- Good quality A4 ring bound sketchbook

From Year 8 all students will need a pocket dictionary for the modern foreign language they have chosen to study. Students should also bring a reading book with them every day.

Student Personal Organiser

With the introduction of our Horizons iPads for every student, we are replacing traditional planners with apps and functions on the iPad.

Students will use Microsoft Teams to access homework assignments and useful information, the Bromcom student app to access their timetable, and they will be encouraged to use the notes and reminders apps to help keep themselves organised.

Senior staff conduct equipment and uniform checks each morning at the main gate. Students are expected to arrive equipped to learn. Any student failing to bring adequate equipment will be sent home to get it. Parents will of course be contacted if this happens.

Appearance

Rules concerning appearance:

- No make up.
- No jewellery is to be worn (with the exception of a wrist watch).
- Any items of jewellery will be confiscated and stored in the school safe until a parent can collect it.
- Every article of uniform must be marked with the student's name.
- Each student must be responsible for his/her own clothing.
- Clothing must not be left in school overnight.
- Outdoor wear must not be worn inside the Academy building.
- No hooded tops or bandanas are to be brought into the Academy.
- Nail varnish and/or fake nails are not allowed.
- Trainers may only be worn for P.E. and break time.
- Headscarves should be plain blue or black.
- Hair must be appropriate for the Academy, presentable and safe. The following applies:
 - ⇒ Long hair should be tied back with a plain black, navy blue or green hair band.
 - ⇒ Hair must not be dyed in anyway other than natural hair colours. Coloured streaks in hair is not permissible.
 - ⇒ Hair must not be shaved below a 2 grade.
 - ⇒ Tracks, tramlines, designs, Mohawks or steps are not allowed.
 - ⇒ Tracks or lines are not to be shaved into eyebrows.

Please ensure your child is fully aware of these expectations if they visit the hairdressers unsupervised. Students flouting the rules on hair will work in isolation or at home until the problem is rectified.

Uniform and appearance will be checked rigorously each morning at the gate by members of the Academy Leadership Team. Family leaders and Mentors will check students' uniform throughout the day.

As with all Academy policies, we ask parents for their full support in ensuring their child is appropriately attired. Those who arrive inappropriately dressed, or without the correct uniform and equipment, will be sent home to rectify it. Students who choose not to follow the uniform rules within the Academy will face consequences. In the first instance a 15 minute detention will be issued on the same day. Persistent offenders will receive more serious consequences.

Buying Uniform

The Academy uniform is supplied by **Hewitt's of Croydon**. You will find a leaflet enclosed giving you information and guidance on how you can purchase uniform. Inside this leaflet you will find information on Academy rules, expectations and guidance on Uniform and Appearance.

Buying Uniform from Hewitt's of Croydon

You are able to either visit Hewitt's in store at Hewitt and Son Ltd, 45-51 Church Street, Croydon, CR9 1QQ or order on line at www.hewittsofcroydon.com. You will need to register as a first time user; when doing so please ensure you have selected 'yes' to the question 'are you registering for school uniform' and then select Oasis Academy Coulsdon from the list of schools below.

You will find enclosed a price list of uniform available from Hewitt's as well as the Academy uniform list. Whilst all items are available from Hewitt's it is not necessary to buy all of the unbranded items from the store, for example shirts, blouses or shoes. Please note, the Academy has pre-approved styles of trousers and skirts that students must wear; these styles can be seen and are available online on the Hewitt's website or a member of staff in store will be able to show you the Academy styles from their range. If you have any questions or queries regarding uniform, please contact the Academy.

Items available from the Academy

The Academy stocks a very small number of student ties should you need to replace your child's mid-year and you are unable to order from or visit Hewitt's.

Items to buy from other stockists

Whilst it is possible for you to buy all uniform from Hewitt's, there are certain items that you can buy from other stockists. These items include things such as a white shirt with a top button suitable for wearing with a tie, and black sensible shoes. Please refer to the Hewitt's uniform price list for an outline of these items.

If you are unsure about any item of uniform, please do not hesitate to contact the Academy.

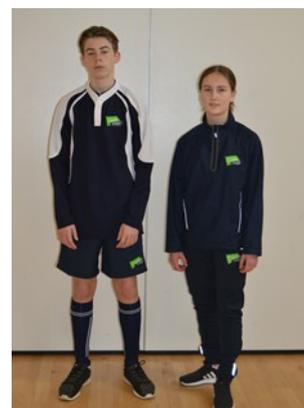
Uniform

Academy Uniform

It is the policy of the Academy that all students wear the official Academy uniform and follow the expectations regarding appearance. We expect our students to wear the full Academy uniform with pride. We are preparing students for the world of work and we must all appreciate that standards of dress and appearance are important.

Uniform is not intended to be a fashion statement and the wearing of correct, full uniform is not negotiable.

Year 7 – 11 Academy Uniform



Compulsory Academy Uniform

Girls & Boys

Black Blazer with Academy badge

White shirt with top button

Academy tie:
Green-Yrs. 7-8,
Blue-Yrs. 9-10, Black- Yr11

Black formal shoes -that can be polished

School bag, waterproof and large enough to hold both text and exercise books which can be securely fastened (no plastic drawstring bags)

Optional -black V-neck Academy jumper and black rain coat

Girls

Black skirt (knee length /pleated) or Black tailored trousers

Black or white socks or neutral/black tights -no patterns

Boys

Black tailored trousers

Black or white socks

Compulsory Sports Kit Boys & Girls

Girls & Boys

Navy Academy Polo shirt

Navy Academy shorts

Academy socks (long) and short white socks

Multi Sports Top

Trainers –laced (non-marking)
and Studded Football Boots

Shin-Pads, Gum-shield

Optional Sports Kit Boys

Track-suit top/bottoms

Navy base layer with Oasis logo

Optional Sports Kit Girls

Track-suit top/bottoms

Navy base layer with Oasis logo

Skorts (*skirt and shorts combined*) as an alternative to shorts

ALL CLOTHING SHOULD BE CLEARLY AND INDELIBLY MARKED.

Stationery Shop

The Academy runs a stationery shop for students to purchase items throughout the Academic year. Students can visit Student Reception to purchase the below items throughout the year (please note this is the only exception where cash will be accepted. Pre-filled pencil cases are available to pay for on ParentPay).



Oasis
academy
coulsdon

Price List

<i>Pen</i>	<i>10p</i>
<i>Pencil</i>	<i>10p</i>
<i>Small Ruler</i>	<i>10p</i>
<i>Large Ruler</i>	<i>20p</i>
<i>Compass</i>	<i>40p</i>
<i>Protractor 180°</i>	<i>20p</i>
<i>Erasers</i>	<i>20p</i>
<i>Pencil Sharpener</i>	<i>25p</i>
<i>Highlighter Pen</i>	<i>20p</i>
<i>Pre-filled pencil case</i>	<i>£4</i>



Dear Parents & Carers

RE: Academy Fund

I am writing to invite you to make a voluntary contribution to our Academy Fund.

The purpose of the Academy Fund is so that we are able to continue to provide additional items and extra-curricular activities which we do not receive funding from the Department for Education for. For example: vegetable and plant seeds for our raised beds, pond cleaning equipment, specialist watercolour paper and paints for art classes, table tennis equipment, chess sets and board games for wet breaks and lunchtimes.

We have also been able to purchase larger pieces of equipment, such as a state of the art laser cutter for the technology department and mats for the gymnasium.

I hope that families will feel able to contribute as much as they can. An annual contribution of just £20 per year (less than £2 per month), for instance, will make a big difference. If families are in a position to make a larger donation, we would welcome this.

Parents and carers may pay via Parentpay or set up a direct payment to the Academy's Barclays Bank Account No. 03096335 Sort Code 20-65-82. Please put your child's name as a reference for this payment.

If you are a tax payer you are able to increase the value of your donation by 25% by completing and returning the online Gift Aid form. Over £1,250 has been claimed to date.

I do hope you feel able to support the Academy in this way and thank you in advance for helping us enrich your child's education.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'C Green'.

Ms C Green
Principal



Principal – Ms Catrin Green

Homefield Road, Old Coulsdon, Surrey, CR5 1ES
Tel: 01737 551 161. www.oasisacademycoulsdon.org

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