

Welcome Back – Information and Updates

4th September 2026

Dear Parents, Carers and Children,

We hope you have all had a relaxing and enjoyable summer break, with plenty of opportunities for fun, rest and making special memories together. We are really looking forward to welcoming everyone back through the school gates on **Monday morning**. There is a real sense of excitement as we begin a new school year filled with **new opportunities, challenges, learning and achievements**.

There is lots of important information to share with you to help everyone have a **smooth and confident start to the new term**. To make this easier to manage, we will be sharing the information in **two stages**, so that you are not overwhelmed with too much information at once.

Stage 1 – Information and Reminders

This letter contains the key information and important reminders you will need for the first day back and a smooth start to the term.

Stage 2 – Welcome to Year Presentation

At the start of week 3, we will share our Welcome to Year presentations with lots of detailed information and the school year ahead and specific information related to your child's year group.

What's included in this letter?

For ease, here are the key areas covered:

- **First Day Back** – timings and how to find your child's classroom
- **End-of-Day Arrangements** – dismissal locations and procedures
- **Walking Home Independently** – MS Form for Years 5 and 6 parents/carers to give permission for their child to walk home without an adult (Action required)
- **Shine Wraparound Care & Extra-Curricular Clubs** – drop-off and collection information
- **School Car Parks** – important changes to access
- **School Uniform and Equipment** - reminders
- **School Lunches** – reminders about ordering lunches through Select
- **Reporting Absence** – important reminders about how to let us know if your child is unable to attend school
- **PE Changes** – information

We appreciate you taking the time to read this information and hope it helps everyone to feel **prepared and confident for Monday morning**.

First Day Back: Routines and Reminders

On Monday, classroom doors/area doors will be open as usual at 8.40am and there will be the usual staggered start to entry to school, and all pupils should arrive by 8.50am. It is important that we begin the year with the routines that children are already used to and will be expecting.

Please be reassured that the staff will be focussing on ensuring that the children feel happy and welcomed back to school and this will be their main priority in the morning. All year groups have plans in place to show children where to put lunchboxes coats etc during the first part of the morning so the children should just take these into their classrooms to begin with. Please can we ask that you drop your child at the door and staff will welcome them into the building from there. At the end of the day, all class teachers will be out on the playground and will be looking forward to seeing you.

Start of Day:

Doors open: 8.40am

Morning Session Starts: **8.50am**

End of Day:

Reception 3.10pm

KS1 (Years 1 & 2) 3.15pm

KS2 (Years 3 – 6) 3.20 pm

If your child is in reception, you will have details of the different timings for their induction programme for the first 2 weeks of term.

Please note that both sets of green gates (back gate and main playground gates) will be locked at the slightly earlier time of 3.30pm and we ask that you leave site swiftly after collection so that we can secure the site in readiness for our after-school clubs.

Please see below for information about your child's drop off and collection points.

There will be lots of staff on hand to direct you so please just ask if you are not sure.



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Year Group	Classroom	Teacher	Morning Drop Off	End of Day Collection
Reception	Butterfly	Mrs Weston	Main Reception Doors	Main Reception Doors
Reception	Honeybee	Miss Slaney	Classroom Door	Classroom Door
Reception	Ladybird	Miss Wilson	Classroom Door	Classroom Door
Year 1	Caterpillar	Miss Mason	KS1 Cloakroom Doors	KS1 Cloakroom Doors
Year 1	Firefly	Mrs Smith	KS1 Cloakroom Doors	KS1 Cloakroom Doors
Year 1	Beetle	Mrs Bailey & Mrs Lerner	KS1 Cloakroom Doors	Beetle Classroom Door
Year 2	Dragonfly	Mrs Wilmott	Classroom Door	Classroom Door
Year 2	Damselfly	Mrs Shier & Mrs Soper	Classroom Door	Classroom Door
Year 2	Mayfly	Mrs Armitage & Mrs Russell	Classroom Door	Classroom Door
Year 3	Hedgehog	Miss Taylor	Classroom Door	Classroom Door
Year 3	Red Squirrel	Mr Gillam	Classroom Door	Classroom Door
Year 3	Otter	Miss Fellows	Classroom Door	Classroom Door
Year 4	Snapdragon	Mr Brown	Classroom Door	Classroom Door
Year 4	Foxglove	Miss Campbell	Classroom Door	Classroom Door
Year 4	Dandelion	Mrs Atkins	Classroom Door	Green Gates by the side of the Pier Hall
Year 5	Green Woodpecker (Upstairs)	Miss Phippen (& Miss Napier from December)	Pier Building Main Doors	Pier Building Main Doors
Year 5	Golden Eagle	Miss Luce	Classroom Door	Green Gates by the side of the Pier Hall
Year 5	Kestrel (Upstairs)	Miss Dane	Pier Building Main Doors	Pier Building Main Doors
Year 6	Oak Class (Downstairs)	Mrs Gomes & Mrs Senior	Classroom Door	Green Gates by the side of the Pier Hall
Year 6	Willow (Upstairs)	Mr Hughes	Pier Building Main Doors	Pier Building Hall Door
Year 6	Maple (Upstairs)	Mrs Herbert	Pier Building Main Doors	Pier Building Hall Door

Keeping Pupils Safe

End of Day Handover

We have robust procedures in place to ensure your child's safety at the end of the school day. Please help us to ensure smooth and safe handovers by doing the following:

- Reception & KS1 parents/carers – please wave & step forward when you see your child at the front of the line so that you collect directly from your child's teacher
- KS2 parents/carers – please wave/make eye contact with your child & child's teacher when you see them at the front of the line.

Your child's teacher will not hand them over until this contact has been made.

If your child is being collected by someone different from usual, you **must** contact the welcome desk to let them know as we will not be able to release your child without your prior permission. Please call 01275 843142 or email as soon as possible to inform the team (enquiries@sppschoo.uk)

All teachers will have registers of pupils attending after school clubs and children will be accompanied to their collection points by members of school or Shine staff.

Permission to leave site without an adult (Applicable to year 5 & 6 pupils only)

If your child is in year 5 or 6 and you are happy for them to leave the site without an adult, please give permission for this by completing the short MS Form (link below). Please complete this as soon as possible and please note that this form will close on Friday 12th September. Without this permission, we will not be able to let your child leave the site without an adult.

Please note that this only applies to end of day (3.20pm) and end of extra-curricular clubs (4.30pm). For Shine provision after 4.30pm or collection after evening events/trips etc. children must be collected by an adult.

[Permission To Leave Site Without An Adult \(School Year 2026-2027\) – Fill in form](#)

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Site Security and Access to School Car Parks - IMPORTANT CHANGES *

From Monday, the main site gates for vehicles will be locked every day between 8.30am and 4.45pm. The pedestrian gate will also be locked daily between 9.00am and 3.00pm.

There are two key reasons for this change. Firstly, in line with the requirements of **Martyn's Law**, we are continuing to strengthen security measures across the school site. Secondly, we want to create a safer environment for everyone by **separating pedestrian and vehicular access** to the school.

You may have noticed the new gates at the staff car park, along with the new pedestrian fencing. These measures have been introduced to help us safely separate vehicles and pedestrians and reduce the risk of interactions between the two, particularly at busy drop-off and pick-up times.

If access to the school site is required during the school day, an **intercom system is available at the gates**. Please use the intercom to contact the school, and a member of the **Welcome Desk team will be able to assist and provide access where appropriate**.

If you or your child has a **Blue Badge** and you require access to one of the school car parks, please contact enquiries@spps.school.uk so that we can discuss the best options to support your access to the site.

As part of these arrangements, **children arriving by scooter or bicycle will be asked to dismount before entering the school site through the car park entrance**. This will help us to maintain a safe and manageable flow of pedestrians through the entrance at our busiest times.

We will be **closely monitoring the new arrangements over the coming weeks**, particularly during peak drop-off and pick-up times, to ensure that the flow of pedestrians is working effectively. Staff will be on hand at the gates during the initial weeks to monitor the arrangements, support families and address any teething problems that may arise.

Please also remember that the **rear car park is not available for parent use during peak drop-off and pick-up times**. Parents and carers are welcome to use this space when dropping children off for **Breakfast Club** or collecting children from **after-school clubs**, outside of the peak times. During the busiest periods, we need to restrict access because the bottleneck onto the main High Street can make it difficult to maintain a safe and clear route for pedestrians. **The barriers will be closed each day between 8.20am and 3.30pm.**

We recognise that these changes may take a little time to get used to and appreciate your patience and cooperation while the new arrangements become established.

School Uniform and Equipment Reminder

Wearing the correct uniform is an important part of being a member of our school community. Please see below for a reminder of our school uniform expectations.

- Grey trousers/shorts/skirts or dresses
- Red or white polo shirts
- Red jumpers/cardigans and fleeces
- Red gingham summer dresses
- White or grey socks
- Black shoes

There is **no expectation to purchase branded uniform items**. However, if you would like to purchase a branded item, a **fleece is always a useful option**.

We also have a great selection of **pre-loved uniform**, including fleeces, jumpers and other items. Please just ask if you need anything — we are very keen to share our stock and help families where we can!

PE Kit

- Plain red t-shirt
- Black shorts or joggers
- Black or white daps or trainers

Please note that club football kits or any other sporting kits are NOT part of our uniform.

Equipment Reminder

- **Bags:** Please only bring a **drawstring sports bag** (any colour). We do not have space to store backpacks.
- **Book bags:** Children need a **book bag** for their reading book and reading record. Older children can use their drawstring bag for this.
- **Stationery:** **All stationery and learning equipment is provided by school**, including pencil cases for KS2.
- **Water bottles:** Please bring a **clearly labelled water bottle containing water only**. Squash and other soft drinks are not permitted.
- **Lunch boxes:** Packed lunches should be brought in a **clearly labelled lunch box**. Please remember that we are a **nut-free school**.
- **Please label everything** clearly so that we can return lost items to their owners.

Select School Lunch Orders

Please ensure you have entered your child/children's meal choices for next week prior to the 8am deadline each morning. If you have not ordered a school lunch, a packed lunch will need to be provided.

Please note: All years are to use Select, including Reception, Yr 1 and Yr 2 who receive free school meals.

New reception Starters

You will need to register your child for school lunches if you have not used the system before. This can be done using the school code and child code that will be provided to you in the coming weeks.

<https://select.aspens-services.com/>

Attendance & Absence Procedures

Regular attendance at school is essential to ensure that your child is able to settle well, establish positive routines and relationships, and learn successfully. While we recognise that there are occasions when absence is unavoidable (for example, due to illness), our aim is for all children to attend school as close to 100% of the time as possible.

Please note that absences for illness, medical appointments, or compassionate leave are considered **authorised absences** and do not contribute to the national threshold used to issue fines for low school attendance.

However, in line with national government guidance, **term-time holidays will not be authorised**. In exceptional circumstances, certain days may be considered on a case-by-case basis. Children who have more than 10 unauthorised absences within a rolling 10-week period may be subject to a fine.

For full details, please refer to our Attendance Policy, which can be found on our school website.

To report your child's absence please use StudyBugs to inform us before 8.30am on the day of absence. Please note, where children are off for more than 1 day, you will need to inform us every day that they are off. This is part of our safeguarding procedures. If you are not registered on StudyBugs, you can do so here: <https://studybugs.com/>.

Alternatively, you can email attendance@sppschoo.uk however the best method is through StudyBugs and this links directly with our school registers.



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PE Changes

As you know, we are changing our **PE provision** this year, and all children will have **PE twice a week**.

On their PE days, children will be able to **wear their PE kit to school**, meaning there is no need to bring a separate PE kit into school.

PE will begin during the week commencing **Monday 14th September**. Details of each year group's PE days will be shared with you **next week**, so you will know which days your child should come to school in their PE kit.