

# Tickhill Estfeld Primary School



**Headteacher: Mrs A Painter Bsc(Hons)**

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Tuesday 2<sup>nd</sup> September 2025

Dear Parents and Carers

I do hope that you have all had a happy Summer and that you are looking forward to school re-opening. We are very much looking forward to welcoming all of our existing children and families back to Estfeld and also many new families to our school too.

There are not many changes to the school day/expectations so the below is merely a reminder for those who have contacted us with questions. There are changes for year three pupils as they move into a new Key Stage but Mrs Butterfield will send a separate letter detailing these changes.

## **Start and End of the School Day**

Just a reminder that a member of school staff will be on duty at the school gates at the beginning and end of the school day to assist parents and pupils. Entry to the school site continues to be through the gate adjacent to the school drive. A one-way system operates on site and all must leave by the exit gate, which is adjacent to the cycle storage area. This makes it less congested for pupils and parents.

### **Morning**

Gates open from 8.45am. Reception and KS1 parents may accompany pupils to the playground and drop-off at the cloakroom door, where they will be met by a member of school staff. Parents should leave the school site by following the one-way system. Teaching assistants will be at the classroom doors to greet pupils and the teachers in the classrooms with a morning activity for the children to complete.

KS2 pupils should enter the school site independently and go directly to their cloakroom door, where they will be met by a member of school staff. Parents should not enter the school site, other than year 3 parents who can take their pupils to their classroom door for the first week of term as a transition period.

Gates close at 8.55am, when all cloakroom doors will be closed. All pupils arriving after this time must ring the bell at the pedestrian gate and go directly to the School Office. Pupils who are late must be accompanied to the School Office by an adult. Registration is at 8.55 exactly. Please aim to get children to school for 8.45am if possible as they miss morning activities and an additional ten minutes learning a day when they only just arrive before the doors close.



## Afternoon

Gates open from 3.10pm. Cloakroom doors will not open until 3.15pm, which is the end of the school day.

Reception and KS1: A member of school staff will ensure that children are only released when their adult is present. Please stand near to the cloakroom door.

KS2: Pupils will be released at their cloakroom door at the end of the school day and allowed to leave independently. Parents should arrange to meet their children either on the KS2 playground or on Common Lane. Pupils in Years 3 and 4 will use the one-way system to exit the school site if they are not being collected on the playground. Pupils in Years 5 and 6 will exit through the entry gate adjacent to the drive. **Only** pupils in Year 5 and 6 will be allowed to walk home independently.

## Uniform/equipment

Pupils should wear full uniform from Wednesday and bring their school bag and coat. If your child has PE then they should wear their PE kit for the whole day. Please see below for PE days. PE will start on the first day for Year six, so these pupils should come to school in their PE kit on this day.

Monday – Y2, Y3, Y6

Tuesday – Reception, Y2, Y3

Wednesday – Y4 (not in the first week), Y5 (not in the first week), Y6 (from first Wednesday)

Thursday – Y1, Y5

Friday – Reception (not first week), Y1, Y4

Reception and KS1 should use their book bag for reading books and home learning. KS2 pupils should bring their drawstring bag for reading books and any home learning. Please remember that **only the bags purchased from school should be used**. If you require a replacement bag, they are available to purchase on ParentPay.

Pupils should bring a water bottle every day. These must only contain water and children will be reminded to bring them home each night to be washed and refilled. Please ensure the bottles are plastic and clear as the metal ones are too heavy and have caused injuries. Also, please do not send children to school with very expensive water bottles as they may get damaged or misplaced.

## Jewellery/Nail Varnish

Children should wear no jewellery to school at all other than a plain pair of silver or gold studs but these should not be worn on PE days. A watch can be worn but no smart watches please and again not on PE days. Nail varnish and make up is not permitted at all.

## PE Kit Reminder

Just a reminder that PE kit is a red school jumper or cardigan (not hoodie or fleece), trainers, black joggers or shorts (not leggings) and a plain white t-shirt. Please ensure that the trainers children wear for PE are sports trainers and not fashion trainers. There should be no logos on any of the PE kit other than the school logo. A reminder that shorts should either be football style or cycling shorts which are just above the knee. We do have some spare shorts and joggers in school that pupils will be asked to change into if they are wearing leggings or shorts which are inappropriate.



## Parent Coffee Mornings

Mrs Gregory will continue to hold her coffee morning each week and all parents are welcome. These will be held on a Wednesday morning this year and will start on 10<sup>th</sup> September at 8.55am. If you have any concerns and wish to speak to Mrs Gregory before this time, please contact the school office and Mrs Gregory will be in touch.

## Staff Car Park

Please only use the staff car park if you or your child have a blue badge (even if you are just visiting school briefly). If you are eligible to use the car park, please only arrive after 3pm for the end of day as pupils may be outside before this time and it could be a safeguarding risk. When in the car park, please keep your child(ren) close to you as there will be other cars moving which could be dangerous.

## Reminder about Unauthorised Absence

The Department for Education (DfE) introduced new guidance for schools for managing and supporting attendance in 2024. They also introduced a new national framework for penalty notices and amended the law.

Absence from school should only occur when pupils are unfit to learn, where there is an exceptional circumstance or when your child has a day of religious observance. Please note that that **a family holiday can no longer be classed as an exceptional circumstance due to parents' working patterns, set holidays or a child's additional needs**. It is expected that any holidays taken will be referred for the consideration of a penalty notice being issued by the local authority.

The National Framework for Penalty Notices was also introduced to provide consistency. All schools are now required to refer absences for fines. This can be due to a holiday/unauthorised absence or repeatedly being late to school. Fines are issued by the Local Authority and with effect from August 2024, the fine for school absences for each parent will be £80 if paid within 21 days or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within a three-year period, this will be charged at the higher rate of £160. Fines will be capped at two fines within a three-year period. Once this limit has been reached, other actions such as a parenting order or prosecution will occur.

Apologies for the long letter but hopefully the information above will answer any questions about returning to school. If you have any further questions, please do get in touch.

Kind regards  
Mrs Amanda Painter



Headteacher