



Ecclesfield Primary School

High Street
Ecclesfield
SHEFFIELD
S35 9UD

Tel: 0114 2467396

Fax: 0114 2570854

E-mail: enquiries@ecclesfield-pri.sheffield.sch.uk
Executive Head J. Eagleton BSc Hons PGCE NPQH

Tuesday 5th September 2023

Dear Parents and Carers,

We hope you have all had a restful break over the summer and we are looking forward to welcoming you back for the new academic year. Below are a few reminders ready for our start on Wednesday 6th September.

Entrance and Exit Procedures September 2023

Both Montenev Road and Well Lane entrances will be open for entry and exit to school as usual. In September they will be closed earlier. Please see the information below.

FS and KSI (Y1 and Y2) will start at **8.30am** and registration will be **completed by 8.40am** so the children need to enter the classroom at **8.30 am promptly please. FS/KSI teachers will be in the playground to collect children from 8.25am.**

KS2 will be collected by their teacher by **8.35am** and taken into class for registration by **8.40am** at the latest. Year 5 and Year 6 should wait on the Y6 yard, Year 3 and Year 4 should wait on the KS2 yard.

The doors will be closed at 8.40am promptly.

The gates around school will **be closed by 8.50am.**

Children arriving after **8.40am** will have to enter the school via the school office and registered there as late.



Year group	Time collected from playground	Exit Time	Location for drop off and collection
Y6	8.35am	3.10pm	Y6 playground
Y5	8.35am	3.10pm	Y6 playground
Y4	8.35am	3.10pm	KS2 playground
Y3	8.35am	3.10pm	KS2 playground
Y2	8.25am	3.00pm	KS1 playground
Y1	8.25am	3.00pm	KS1 playground
FS	8.25am	3.00pm	Entry KS1 playground Exit FS Playground

Punctuality is extremely important. Your child needs a good start to the day. At registration time, the teachers share the plans for the day ahead and deal with any issues. If your child is not in school on time, they will not know what the day looks like for them.

If your child is walking home or meeting you in a different location, please ensure the class teacher is aware. We would also ask that this information is formally communicated to us via the £0.00 **sQuid** offer entitled “**Pupil Exit Instructions**” by the deadline of 11.59am on Tuesday 5th September.

Gate Closure Times

Below is a table setting out the various gate locking and closing procedures. Opening and closing times are now also on the gates.

	<u>Gate 3 and 4</u> Front of school near the main office	<u>Gate 2</u> Monteney entrance	<u>Gate 5</u> Y6/Y5 playground
Morning Open	8.20am	8.25am	8.30am
Morning Close	8.40am	8.40am	8.40am
Afternoon Open	2.45pm	2.50pm	2.55pm
Afternoon Close	3.25pm	3.30pm	3.30pm



The **Well Lane barrier** is closed between 8.00am and 9.30am and between 2.30pm and 4.30pm.

Hanwell Lane Car park is open from 7.30am for Breakfast Club drop off only.

PE Days

All children should be in full school uniform every day (including off-site visits) unless it is your child's allocated PE day in which case the child should wear PE Kit all day.

When it is your child's PE day, we expect them to **come to school in their PE kits** which consist of the following items:

- Plain white T shirt
- Plain black PE style shorts or plain jogging bottoms.
- A school jumper or a plain navy-blue jumper
- Trainers or plimsolls.

Football kits are not to be worn.

Hair should be tied back and **please ensure your child is able to take out any stud earrings.**

F2 (Lions and Tigers)	Y1	Y2	Y3	Y4	Y5	Y6
Tuesday Friday	Tuesday Thursday	Y2HK Monday Friday Y2B Wednesday Friday	Wednesday Thursday	Y4L: Tuesday Y4W: Friday Swimming Wednesday (From Week 2)	Tuesday Friday	Wednesday Thursday

Snacks for Break Times

At Ecclesfield Primary School, we are always looking at ways to support our children in living healthy lifestyles throughout the school day including break and lunchtimes.

In **FS** and **KSI** fruit is free of charge and offered to all children.



If your child would like to bring their own snack we ask that it is a healthy snack, some suggestions are; a piece of fruit, whole wheat crackers, carrot sticks and hummus, yogurt tubes with nut free granola.

Water

We would also remind you that children should bring **water only** in a named bottle to school rather than juice. Children will be able to re-fill their water bottles throughout the day.

Contact Information

Please ensure that school is updated with any changes to your contact information (e.g. home address, email address, telephone number, etc.). Please use the **sQuid** offer entitled “**Change of Contact Details**” to communicate any changes to us.

Medication and Asthma Inhalers

On 6th September, please bring any asthma inhalers and ongoing medicines to the school office where they will be recorded. These items should display the prescription label showing your child's name. Please complete the £0.00 **sQuid** offers as follows, prior to the first day back.

"Medicine Administration" - for ongoing medication

"Asthma Medication Permission" - for inhalers to be kept in school

Mobile Phones for Year 6 pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure.

However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore, pupils are allowed to bring mobile phones into school if they are walking to or from school without parents. Pupils **MUST** ensure their mobile phone is turned off when entering school grounds (including Well Lane) and **MUST** be handed in to the teacher where they will be stored securely.

We ask that parents complete the **sQuid** offer entitled “**Y6 Mobile Phone Agreement**” by 11.59pm on Friday 8th September and reiterate these rules to



your children. Class teachers will then go through these rules with their children and ask them to sign to agree.

Office Hours

Parents are still requested to initially phone the school office or to email to request a meeting or support or for any other queries, before entering the school.

If you wish to contact the school office, please do so as follows:
Telephone: 0114 2467396 (lines manned 8.00am - 4.30pm, Monday-Friday)
Email: enquiries@ecclesfield-pri.sheffield.sch.uk

Pupil absences can be communicated to school 24 hours a day via the ParentMail Absence Text System.

We are excited to see you all on Wednesday.

Kind regards

Mrs Eagleton and Mrs Travers

