



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

2nd September 2024

Dear Parents and Carers,

We hope that 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 to help with readiness for our start on Wednesday 4th September.

School Start and End Times

Foundation Stage (FS) and KSI (Y1 and Y2) will start at **8.30am**, and registration will be complete by **8.40am**. Please ensure that your child/ren are on time and ready to meet their class teachers, who will be collecting the children from **8.25am**.

KS2 (Y3, Y4, Y5, Y6) will be greeted by their teacher in the playground at **8.35am**, and they will be taken to class for registration by **8.40am** at the latest.

Year group	Time collected from playground	Registration start time	Registration End Time	Exit Time	Location for drop off and collection
Y6	8.35am	8.40am	8.50am	3.10pm	Y6 playground
Y5	8.35am	8.40am	8.50am	3.10pm	Y6 playground
Y4	8.35am	8.40am	8.50am	3.10pm	KS2 playground
Y3	8.35am	8.40am	8.50am	3.10pm	KS2 playground
Y2	8.25am	8.30am	8.40am	3.00pm	KSI playground
Y1	8.25am	8.30am	8.40am	3.00pm	KSI playground
FS	8.25am	8.30am	8.40am	3.00pm	FS playground



The FS and KSI classroom doors will be closed at **8.40am** promptly.

The KS2 doors will also be closed at **8.40am**.

The gates around school will start to be closed by **8.50am** at the latest.

Children arriving after **8.40am** will have to enter the school via the school office, and they will be registered late.

The **Well Lane barrier** is closed between **8.00am** and **9.30am** and between **2.30pm** and **4.30pm** so that children can enter school safely.

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

Punctuality is extremely important. Your child needs to have a good start to the day. If your child is late, they miss out social time with their friends before settling into school, the introduction to the day's timetable, learning starts straightaway so being late means your child/children will miss explanations for the first learning tasks of the day.

As children move up school, being late can cause embarrassment to the child who is late and can disrupt the rest of the class.

If you are struggling to get your child into school on time, then please speak to a member of staff for help and guidance with this. Mrs Phillips and Mrs Cowlshaw are the staff to contact in the first instance.

Upper Key Stage Two:

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 **ParentPay** offer entitled "Pupil Exit Instructions" by the deadline of 11.59am on Tuesday 3rd September 2024

PE Uniform.

On your child's PE day, they wear their PE kit to school for the full day.

For PE, your child will need:

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

Football kits are **not** to be worn. Please ensure PE kits do **not** contain any logos.



Hair should be tied back, and please ensure that your child is able to take out any earrings before a PE lesson or a swimming lesson themselves.

Earrings should be studs only. No other jewellery should be worn.

Below are the details of the PE days for each year group:

F2 (Lions and Tigers)	Wednesday
Y1	Thursday and Friday (Y1B) Monday and Thursday (Y1N)
Y2	Tuesday and Friday
Y3	Tuesday and Thursday
Y4	Wednesday (Swimming so no PE kit) Thursday
Y5	Wednesday and Thursday
Y6	Monday and Wednesday (Y6KN) Wednesday and Friday (Y6L)

Communication

Class Dojo will continue to be used for reward points for the children. Please note that the message function is not available. The year group email system will continue to be in place; providing parents with a dedicated class email. The details of which you will find below:

Year Group	Email
F2 (Lions and Tigers)	f2@ecclesfield-pri.sheffield.sch.uk
Y1	y1@ ecclesfield-pri.sheffield.sch.uk
Y2	y2 @ecclesfield-pri.sheffield.sch.uk
Y3	y3 @ecclesfield-pri.sheffield.sch.uk
Y4	y4@ ecclesfield-pri.sheffield.sch.uk
Y5	y5@ ecclesfield-pri.sheffield.sch.uk
Y6	y6@ ecclesfield-pri.sheffield.sch.uk

Please note the following:

- Emails will not be checked during the school day continuously as the teachers will be in class with the children.
- Emails will not be responded to after 5.30pm. Any emails received after this time will be responded to the following morning after 8am, if the email needs a response.
- If there is an urgent issue, please contact the office between the hours of 8am-5.45pm.
- Emails to enquiries@ecclesfield-pri.sheffield.sch.uk will be checked until 6pm.



- e. Emails sent over the weekend by parents/carers will be looked at on Monday/start of the following week.

Medication and Asthma Inhalers

On **Wednesday 4th September**, please bring any asthma inhalers (in date) 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 ParentPay offers (as listed below) prior to Tuesday 3rd September so that we can prepare the necessary paperwork.

"**Medicine Administration**" - for ongoing medication

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

Care Plans

If your child currently has a care plan with us and you wish this care plan to be carried forward into the next school year (September 2024 onwards), Please complete the **ParentPay** offer entitled "**Care Plan Sept 2024**" by 11.59pm on **Tuesday 3rd September 2024**.

If you do not wish/need your child's care plan to continue into the new school year, please complete the same **ParentPay** offer to inform us of this.

Breakfast and After School Clubs

Bookings for the Autumn term 2024 for both clubs are now live on ParentPay.

Breakfast Club opens at 7.30am and After School Club closes at 5.30pm every weekday. Further information regarding these clubs can be found on our website <http://www.ecclesfieldprimary.co.uk/>.

Please ensure that your child does not bring toys, cards or any other play items into school. These invariably cause a distraction in class, and we would not want children getting upset if they are lost or damaged.

We are excited to see you all on Wednesday.

Kind regards,

Mrs Eagleton, Mrs Robinson and Mrs Travers

