



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



31 August 2022

Dear Students and Families

Ref: Welcome to the school year 2022-23

Welcome and welcome back to Abbot's Lea School. This week is Week 1 of this academic year and we have spent as a team preparing for your arrival on Monday, 5 September 2022 – we cannot wait to see you all!

This letter is a reminder of a few important pieces of information, rules and expectations:

School attendance

All students are expected to attend school for 190 days a year, as per the Term Dates published on our website:

<http://www.abbotsleaschool.co.uk/wp-content/uploads/2022/02/Term-dates-2022-23.pdf>

Children will, on occasions, feel unwell. In such situation, families should use their judgment as to whether with some minor medicinal support, the young person is likely to be able to cope with, benefit from, and enjoy their school day. If you decide that attendance is possible, yet the child is under the weather, please alert your child's class team that they may not feel 100% and please remain available on the emergency phone number that day, should your child deteriorate during the day. You should contact the class team using the class team email address or call Reception.

We will only call you to collect your child from school if, after a period of support, they are clearly too unwell to stay at school or if their condition worsens and they are in need of a medical assistance.

If, on the other hand, you decide in the morning that your child is too unwell to attend, you must email: reception@abbotsleaschool.co.uk or call 01514281161 on the first day of illness absence, specifying the health problem your child is suffering with.

If your child does not appear at school and we have not received a notification of their absence by you, will call you after the morning registration, for safeguarding reasons. Please note that we are obliged as a school to make such welfare telephone call and/or to make a welfare home visits, too.

If your child has developed school-attendance concerns, school-attendance refusal or school phobia and you struggle to get them to school, please contact the Class Teacher to discuss support on offer. We are here to help and are very experienced in such complex circumstances.

Please note that term time holidays will never be authorised.

Transport

The school day starts at 9am and ends at 3pm. Most students arrive on the local authority provided transport with some brought and collected by their families. The gates for drop off in the morning will be opened at 8:45am, with the staff welcoming students at 9am, and for afternoon collection at 2:45pm, with the students dismissed at 3pm. Please do not arrive before the gates opening times, and please accept that you need to allow up to 30 minutes for the drop off/collection as the traffic is very heavy during those times.

It is always quicker to park in the neighbourhood – free on street parking is available - and walk through to/from the main school building.

School uniform

All students at Abbot's Lea School must wear a school uniform. Each Key Stage uniform is slightly different and I link here the guide for your convenience:

<http://www.abbotsleaschool.co.uk/wp-content/uploads/2022/07/School-Uniform-Policy.docx>

All uniform items must be labelled. The school team will always try to help find and reunite misplaced items, but we are not liable for loss of property whilst at school.

Our uniform supplier is: <https://www.whittakersschoolwear.co.uk/store/southport/> Orders can be made online or purchases made in the Southport branch of the store.

We also hold a Nearly New Swap Shop from time to time and you should contact our Office Team on reception@abbotsleaschool.co.uk or call 01514281162 if you would like to donate good quality items, or re-home an item via this wonderful free-of-charge scheme.

From September, any student not wearing a correct uniform will be reminded of that by an issue of the reminder slip. If you receive such a slip, please kindly ensure that the non-compliance is rectified in time for the following day.

Personal comfort items

We recognise that many of our students have personal items they love and which bring them comfort on the way to and from school. We therefore accept that one small personal item may therefore be brought to school and we will make arrangements to store it during the day ready for the journey home.

Please ensure any such items are appropriate for school-age children, label them and explain to your child that the items will be kept safe once their school day starts at 9am. They will get the items back just before 3pm in time for end of the day.

Mobile phones/tablets

We accept that some students may be using technology on the way to and from school.

It is, however, our school's firm policy to request that any such devices are given to the Class Team immediately upon arrival to be given back to the students at the end of the school day. We store such items as securely as possible during the school day, whilst not accepting any liability for loss or damage.

This system is not to inhibit our students' use of the Internet during the day – as you know, we are fully committed to digitalisation of learning and provide each of our students with the suitable technology to access learning.

Equally, if any point in the school day a student requests that they are able to contact their family member, we can support them by allowing them access to the school phones (this is likely to be with staff supervision and only to the numbers you have provided us with).

The reason for not allowing the students to keep or use their personal devices during the school day is related to our statutory safeguarding duties.

Regrettably, over the years, we have experienced some difficulties with implementing this safeguarding duty, as some students have refused to hand over their devices. This has been difficult for the students in question, others in the class and also for the staff.

I therefore write to you today to seek your support with the process we follow in such situations:

1. Students are encouraged to come to school without phones or other devices
2. If families decide that their child will benefit from having such device with them on their journey to school, they are asked to reiterate our school's expectation of surrendering these upon arrival
3. Staff will do their best to keep all such devices safe, whilst the school does not accept liability for any loss or damage
4. If a student refuses to hand over their electronics to the class team, staff will support them to do so for a period of up to 15 min
5. If after that, the situation is not resolved, the family will be called and expected to arrive on site without delay to collect the item and take it home with them.
6. If the student continues to refuse to hand over the item, the family will be asked to take the student home and the learning that day will be home-based/remote. The family will also be asked to ensure that the next morning the student arrives either without such technology or with full acceptance of the school rules and commitment to handing it to the class team.
7. Mobile phones or other electronics will be returned to the student at 3pm.

I realise that for some it is very difficult as technology is now a major part of our lives, but I know you will agree that safeguarding of the children and young people must always come first.

Communications

The school day for the students starts at 9am and ends at 3pm. Our school staff work from 8:30-4:00pm. During the lesson times (9am-3pm), the class team are with the students and so, unavailable for returning calls or emails. We therefore ask for your patience with routine enquiries which they will attend to during their administrative time (8.30-9am, or 3-4pm). If the matter is urgent, please do contact us via reception@abbotsleaschool.co.uk or on the phone 01514281161 and we will always make the time to help and assist.

Our official communications will be sent, as needed, via Parentmail, and our *Head's Weekly Newsletter* published on our Facebook page each Friday afternoon.

On behalf of the whole team of Abbot's Lea School, I wish you a good weekend and look forward to seeing our students – returning and new – on Monday!

Yours sincerely



Mrs A Hildrey
Headteacher