



ABBOT'S LEA SCHOOL

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



5 July 2023

Dear Families

Ref: Academic year 2023-24

As we end this academic year and get ready for the next one, I write to share with you a few points related to:

- attendance at school,
- uniform expectations,
- mobile devices, and
- communications.

I want to thank those of you who continue to ensure that your child attends school each day and appears presentable at all times, with full compliance with our school's uniform requirements. For those new to the school, or others who may benefit from a reminder, I wish to reiterate our expectations regarding both of these important issues:

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/2022/09/Term-dates-2023-24.pdf>.

I enclose, at the end of this letter, a 1-page summary of those for your attention (or, as is the case in my family practice – for the fridge door!).

Children will, on occasions, feel unwell. In such situation, you should use your judgment as to whether with some minor medicinal support, they are likely to be able to cope with, benefit from and enjoy their school day. Please alert your child's class team that the child may not feel 100% and remain available on the emergency phone number that day, should they deteriorate during the day. We will only call you to collect them if, after a period of support, they are clearly too unwell to stay at school.

If 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.

Please note that term time holidays will not be authorised. All exceptional term time absence requests will be considered by me as the Headteacher and should be sent to reception@abbotsleaschool.co.uk

School uniform

All students at Abbot's Lea School must wear a school uniform.

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 free pre-loved uniform swap shop and you are both encouraged to donate good quality clean uniform items to us, as well as warmly welcome to take items in the right size for your child. Please contact our Office Team on reception@abbotsleaschool.co.uk or call 01514281162 if you would like to donate or re-home via this wonderful scheme.

All through Transition Week (10-14 July 2023), we will be operating our free pre-loved uniform swap shop here on site and you are welcome to pop in or contact our Office Team for specific item requests.

We are here to help!

Mobile devices

Our protocol for mobile phones and other internet-connected devices is as follows:

1. Students are not permitted to use any such devices brought from home at school.
2. Students are therefore encouraged to come to school without phones or other such devices
3. If families decide that their child will benefit from having such device with them on their journey to school, they must reiterate our school's expectation of surrendering these upon arrival
4. Staff will do their best to keep all such devices safe, whilst neither the staff nor the school accepting liability for any loss or damage
5. 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
6. 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.
7. 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.

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

Your **routine communication** will be with the class team and you are welcome to contact the whole team via class email or your child's class teacher via their personalised email. These details have been shared with you at the time of notification of the class and teacher allocation. If you need a reminder, please contact reception@abbotsleaschool.co.uk.

All communication with class teams will need to consider the **latency** that will, inevitably, occur, as the teachers are unlikely to be able to respond to enquiries during their teaching

time, and so, just before 9am and after 3pm are the likely response times. Thank you for your patience. If your enquiry is urgent, please always contact reception@abbotsleaschool.co.uk

Other contact details which you may find helpful are:

- Miss Gibney, Assistant Headteacher – Primary Department: primary@abbotsleaschool.co.uk
- Mr Mason, Assistant Headteacher – Secondary Department: secondary@abbotsleaschool.co.uk
- Ms Welch, Head of Therapies: therapies@abbotsleaschool.co.uk
- Ms Sharpe, Safeguarding Manager: safeguarding@abbotsleaschool.co.uk

The above Operational Leaders are all accountable to Mrs Tobin, Deputy Headteacher: deputy@abbotsleaschool.co.uk

If you would like to contact me directly, please contact my Personal Assistant, Ms McComasky on pa@abbotsleaschool.co.uk who will assist.

All communication which is for groups or whole school community will be sent via Parentmail, with website and social media updates also lively.

Each Friday, I publish a *Head's Weekly Newsletter* which is shared with you and which contains updates from each class, a celebration of our students' successes, as well as key diary dates for your calendar.

Lastly, we operate a Parent-Teacher-Association (PTA), called FAB! (Friends of Abbot's Lea School). You are all automatically its members and we warmly encourage you to take active part in our school life. A WhatsApp group is in operation for FAB! and if you wish to join it, please do so by sending a message with your name and your child's name and class, so that we can welcome you to the group and keep you in the loop with events and news.

It is also a great way to meet other families – of existing or new students!

To join WhatsApp chat, please follow the link or QR code:

<https://chat.whatsapp.com/E1VTkN0lr92E6X7e30mgdO>



Thank you in advance for your cooperation and I look forward to seeing all of our students presentable and compliant with the school's dress code as well as the wider school expectations.

Yours sincerely

A handwritten signature in blue ink that reads "A Hildrey". The signature is written in a cursive, flowing style.

Mrs A Hildrey
Headteacher



Term Dates 2023-24

Term 1

- Friday 1 September 2023 – INSET 1 – school closed to all students
- Monday, 4 September 2023 – INSET 2 – school closed to all students
- Tuesday, 5 September 2023 – INSET 3 – school closed to all students
- **Students' return:** Wednesday, 6 September 2023
- **End:** Friday, 27 October 2023 at 3pm
- **Half term:** Monday 30 October 2023 to Friday 3 November 2023

Term 2

- **Start:** Monday, 6 November 2023
- **End:** Friday, 22 December 2023, at 1pm
- **Christmas break:** Monday 25 December 2023 to Friday 5 January 2024

Term 3

- Start: 8 January 2024
- End: Friday 9 February 2024 at 3pm
- **Half term:** Monday 12 February 2024 to Friday 16 February 2024

Term 4

- **Starts:** Monday 19 February 2024
- **Ends:** Thursday 28 March 2024, at 1pm
- **Easter break:** Friday 29 March 2024 (bank holiday) to Friday 12 April 2024

Term 5

- **Start:** Monday 15 April 2024
- **May day:** Monday 6 May 2024
- **End:** Friday, 24 May 2024 at 3pm
- **Half term:** Monday 27 May 2024 to Friday 31 May 2024

Term 6

- Start: Monday, 3 June 2024
- Leavers' Last Day: Friday, 28 June 2024, at 1pm
- **INSET 4:** Friday, 12 July 2024 – school closed to all students
- Transition Week: 15 July 2024 – 19 July 2024
- **End:** Friday, 19 July 2024 at 1pm