



# ABBOT'S LEA SCHOOL

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



25 June 2025

Dear Families,

## **Ref: Starting Abbot's Lea School**

You are receiving this because your child is due to start at Abbot's Lea School.

We are delighted to welcome you and hope that the information provided in this letter will help you plan your child's transition. For some of you, your child's start date will officially be Monday, 14 July 2025 and for others, it will be Monday, 1 September 2025 (please note that 1 and 2 September are INSET days and students return to school on Wednesday, 3 September 2025).

Regardless of the start date, all new students are warmly welcomed to, and strongly encouraged to attend our Transition Week.

Our Transition Week runs from Monday, 14 July 2025 to Friday, 18 July 2025.

## **Attendance at Transition Week**

We are very excited that many new students are able to join us for the entirety of Transition Week. However, we know that some are juggling goodbyes in their current setting with the transition into Abbot's Lea School.

**Therefore, please complete this registration form to indicate which transition sessions your child will be attending:**

<https://www.smartsurvey.co.uk/s/Transitionweek2025/>

## **Meet the Teacher**

Later this week, you will receive a Microsoft Teams link for a virtual "Meet the Teacher" session on Monday, 30 June 2025, 3.45pm-4pm.

During this session you will have a chance to meet your child's teacher, as well as learn about the activities that will be on offer during Transition Week.

If you haven't received the link by Friday, 27 June 2025, please check your junk mail and if it is not there, please contact the school office on 0151 4281161

## **Medication**

If your child takes medication during the school day, you will need to hand this in, in person to the school office.

Medication must be in original packaging, in date and with your child's name clearly on it. You will be asked to complete a medication form upon dropping it into the office. All medication will be handed back to you on Friday, 18 July 2025.

### Transport Protocol

Transport is a difficult operation at Abbot's Lea School due to our listed infrastructure. Therefore, it is essential that you please follow these guidelines:

- There is no parking for families/students on our school site. For families bringing their children to school, we encourage you to park offsite and walk onto site with your child. All nearby side streets offer parking free of charge. Our ALS transport team (in high visibility jackets) will support you to use the zebra crossings to arrive safely with your child – please note there is no “right of way” to pedestrians or cars and all visitors must follow transport team's directives.
- If your child is not yet able to walk onto site safely, we do allow families to drive onto site, but please be aware, it gets extremely busy.
- To help with this, we operate a drop&drive system – this is a busy system and you should expect a long wait in a queue entering and exiting the school driveway.
- Please look at the ALS transport team and always follow their direction. You may be directed straight into a parking bay or may be asked to drive around the site in a one-way system. We operate this system to ensure the flow of traffic.
- If you do drive onto site, a member of staff will collect your child from the car, or in the afternoon, bring your child to the car. This staff member will not necessarily be the one who works with your child in the class. **You must remain inside your vehicle.**
- From September, the school day is 9-3pm, with transport window starting at 8:45am in the morning and then at 14:30pm in the afternoon.
- Any students arriving to site after 9.15am are considered as late. You would then need to park your car, report to Reception and await arrival of the class staff team to collect your child. These late arrivals would not be permitted to be repeated.
- Pick up after 3pm is considered late.

The timings for new starters joining Transition Week will vary slightly to allow for additional traffic, please see below:

Day	Timings for new starters
Monday 14, July 2025	9:15am – 14:15pm
Tuesday 15, July 2025	9:15am – 14:15pm
Wednesday 16, July 2025	9:15am – 14:15pm
Thursday 17, July 2025	8:45am – 14:30pm
Friday 18, July 2025	8:45aam – 12.30pm

## **Uniform**

All students are expected to attend in full school uniform. This can be their uniform from their current setting, or an Abbot's Lea School uniform.

We appreciate that you may not wish to purchase Abbot's Lea uniform just yet, as your child may grow over the summer and therefore, we encourage you to make use of our uniform stall at our Summer Fair (Saturday, 28 June 2025 12pm – 3pm).

There are no specific prices for the uniform, instead, we will be operating an honesty box where you can make a donation should you wish.

For details of our uniform and PE Kit, please see here: [School-Uniform-Policy-2.pdf](#)

## **Mobile Phones and Internet Devices**

Under no circumstances should student have mobile phones or other internet-enabled devices on them in school.

We understand that these devices may help during transport, but they should be handed over to the class team upon arrival.

Should this not be the case, families may be asked to come to school to collect their child's device.

School takes no responsibility for the loss or damage of students' personal property.

## **Student information**

To take care of your child in the best way possible, we do require information from you and therefore ask that you **please complete the following student information form before Friday, 11 July 2025:**

<https://www.smartsurvey.co.uk/s/Studentinformation2025-26/>

## **Lunches**

When your child returns to Abbot's Lea School in September there will be three options for their lunch:

- Packed lunch (please ensure it is nut-free)
- Bought school dinners
- Free school dinners for those eligible.

However, in order to make an informed choice, we are offering a complimentary school dinner to all new starters during transition week. Please see our menu here:



# Lunch Menu Week 7



w/c 14 <sup>th</sup> July	Planet Friendly MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SOUP</b>	Carrot & Coriander	Broccoli & Cheddar	Chef Choice	Pea	Chinese Sweetcorn
<b>HOT MAINS</b>	Broccoli & Cream Cheese Pasta Bake	Jewel's Chicken Karahi with Brown Rice & Green Beans	Cumberland Sausage Slice with wedges & Beans	Beef Chilli Tacos with Tortilla Chips	Fish Fingers with Chips & Garden Peas
	Meat Free Burritos	Vegetable & Lentil Stew	Tomato & Basil Pasta	Vegan Jambalaya	Veggie Sausage Roll
<b>CHEF SPECIAL</b>	Pizza & Wedges	Chicken Curry	Mashed Potatoes & Gravy	Spaghetti Bolognese	
<b>DESSERT</b>	Fresh Fruit Salad	Apple Flapjacks	Iced Sponge Cake with Custard	Sticky Toffee Pudding	Cheese & Crackers



**Available Daily:** Jacket potatoes with tuna, cheese or beans, salad, hummus, fresh fruit and yoghurt

Please speak to a member of staff about dietary requirements. All menus are checked by a nutritionist and adhere to School Food Standards.

Vegetarian  
 Vegan  
 Oily fish

You are able to indicate on the Transition Week attendance form (above) whether or not you would like a lunch to be provided for your child.

### Further information

We haven't included all school information in this letter, as we have tried to pick out the information which is essential for Transition Week.

However, we ask that you **please take a look at all information on the "Starting Abbot's Lea School" section of our website, here:**

[Abbot's Lea School – Starting Abbot's Lea School](#)

Finally, we are delighted that you have joined the Abbot's Lea School community. We very much hope that you can join us for the Summer Fair this Saturday (28, June 2025 12pm – 3pm). Please come and introduce yourself to the staff at the stalls!

If you have any questions, please contact the school office ([reception@abbotsleaschool.co.uk](mailto:reception@abbotsleaschool.co.uk)) and they will be able to signpost your query to the appropriate colleague.

Yours sincerely

Mrs A Hildrey  
Headteacher

### Transition family check list:

- Fill in transition week attendance form to indicate attendance and lunch choices:  
<https://www.smartsurvey.co.uk/s/Transitionweek2025/>
- Complete your child's student information form;  
<https://www.smartsurvey.co.uk/s/Studentinformation2025-26/>
- Check that you have received a link for the "Meet the Teacher" session and contact the school office if you do not have the link by Friday, 27 June 2025
- If you can, attend our Summer Fair! (Saturday, 28 June 2025)
- Read our information page on our website: [Abbot's Lea School – Starting Abbot's Lea School](#)
- Join the "Meet the Teacher" session, Monday, 30 June 2025 at 3.45pm via Teams
- Ensure you know the transport timings for transition week
- Ensure your child has the correct uniform and PE Kit for transition week
- Talk to your child about handing over internet-enabled devices to their teacher at the beginning of the school day
- Where relevant, hand in medication to the office on Monday, 14 July 2025 and complete a medication form