



ABBOT'S LEA SCHOOL

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



16 October 2025

Dear Families,

Ref: Key Diary Dates – Term 2

Monday 3 November 2025 – Friday 19 December 2025, 1:00pm

I am writing to share some information about extra-curricular activities taking place during Term 2 of this academic year. This letter will capture “whole school” events. However, there will be plenty more experiences that your child will enjoy as part of their class. Where this is the case, visits will be communicated to the relevant families. As a reminder, upcoming experiences are always published in our newsletter under the “what’s coming up in school?” section.

We hope you find the calendar of events helpful and that you’ll be able to join us for many of the open events throughout the term.

Date	Activity	Notes
Monday 3 November	School reopens for staff and student	During this week, this term’s curriculum guides will be sent to all families
Friday 7 November	Students will mark Remembrance Day	This will be delivered in an age and developmentally appropriate way
Friday 7 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary Department) and Mr Mason (Assistant Headteacher for Secondary Department) Assembly times: 9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4/5 Coffee morning: 9.30am - 10.30am	We encourage families to attend where they are able. For students who aren’t yet able to access a full assembly, families will be invited to leave with their students for stay and play
Monday 10 November	Anti-bullying week	Students will be completing work in their classrooms about what bullying is and how to flag any unkindness that they witness before it begins. There will also be a strong emphasis on supporting students to understand their digital footprint

Monday 10 November	Inter-faith week	Students will be learning about a range of religions, and each class will be creating a piece of artwork to celebrate an aspect of that belief-system
Wednesday 12 November	Nursery Rhyme Day	Our younger students will be learning through nursery rhymes with some extra special activities. If your child has a favourite nursery rhyme, please let your class team know!
Friday 14 November	<p>Children in Need Day</p> <p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary Department) and Mr Mason (Assistant Headteacher for Secondary Department) Assembly times:</p> <p>9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4/5</p> <p>Coffee morning: 9.30am - 10.30am</p>	<p>Students may attend school in non-uniform. We ask for a voluntary £1.00 donation which you can make via the “School shop” section of your Arbor app</p> <p>We encourage families to attend where they are able.</p> <p>For students who aren’t yet able to access a full assembly, families will be invited to leave with their students for stay and play</p>
Monday 17 November	Road Safety Week	Students will be learning about how to stay safe on the road and creating a class news feature to share on our social media
Friday 21 November	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary Department) and Mr Mason (Assistant Headteacher for Secondary Department) Assembly times:</p> <p>9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4/5</p> <p>Coffee morning: 9.30am - 10.30am</p>	<p>We encourage families to attend where they are able.</p> <p>For students who aren’t yet able to access a full assembly, families will be invited to leave with their students for stay and play</p>

Saturday 22 November	Christmas Fair	Please join us at Abbot's Lea School 12:00pm – 3:00pm. We will have various stalls and games. Any money raised will all directly impact our students.
Monday 24 November	Online musical concert	Students will zoom into a live concert this afternoon. This is our first of 3 live concerts this year
Friday 28 November	Deadline for Christmas Dinner orders	On 17 December, a Christmas Dinner will be available for all students. If your child is entitled to Free School Meals, they will automatically get a Christmas Dinner. If your child normally has packed lunches, but you would like them to have a Christmas Dinner on 17 December, please pay online by the end of the day today .
Friday 28 November	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary Department) and Mr Mason (Assistant Headteacher for Secondary Department) Assembly times: 9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4/5 Coffee morning: 9.30am - 10.30am	We encourage families to attend where they are able. For students who aren't yet able to access a full assembly, families will be invited to leave with their students for stay and play
Monday 1 December	Mock exams begin for Functional Skills and GCSEs	A letter about these mock exams will be sent to all families of affected students
Thursday 4 December	Next steps fair	Providers from different post-16 option will be onsite talking to families about what they can offer and answering any questions. This is open to all families, but we highly encourage attendance from all those families of Y9,10,11,12 and 13 students.
Friday 5 December	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary Department) and Mr Mason (Assistant Headteacher for	We encourage families to attend where they are able. For students who aren't yet able to access a full assembly, families will be invited to leave with their students for stay and play

	<p>Secondary Department) Assembly times:</p> <p>9.30am– 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4/5</p> <p>Coffee morning: 9.30am - 10.30am</p>	
Friday 12 December	Christmas Jumper Day	Students may attend school in a Christmas Jumper. A suggested donation of £1.00 will be possible in the “School shop” section of your Arbor platform
Friday 12 December CHANGE OF ROUTINE	Christmas Showcase – 9.30am - 10.30am	<p>Students from Brazil, Peru and Mozambique will perform the nativity story. This will be supported by some students from KS3 as narrators and from our school Christmas Choir. If your child is taking part in this performance, who will be contacted, and you will be warmly invited to school to watch</p> <p>This will take place instead of assembly, coffee morning and stay and play</p> <p>Please note that students will be served packed lunch today</p>
Friday 12 December CHANGE OF ROUTINE	Polar Express stay and play 1:00pm – 2:00pm	<p>There will be a Christmas stay and play for families of students in Ireland, Wales, Portugal, France, Italy, Spain, USA and Canada. This year the theme will be “The Polar Express.” Students are welcome to bring Christmas pyjamas for the afternoon; class teams will help them to change into them ahead of the session. Families are welcome to take their child home at the end of this session and if doing so, we ask you to inform your transport provider.</p> <p>This will take place instead of assembly, coffee morning and stay and play</p> <p>Please note that students will be served packed lunch today</p>

Wednesday 17 December	Christmas Dinner Day	A Christmas Dinner will be available for all students. If your child is entitled to Free School Meals, they will automatically get a Christmas Dinner. If your child normally has packed lunches, but you would like them to have a Christmas Dinner on this day, please pay online by Friday 28 November .
Thursday 18 December	Christmas Disco Day	All students will enjoy a Christmas Disco today. They may come dressed in their festive party clothes! Please note that students will be served packed lunch today
Friday 19 December	Christmas film morning	Students will enjoy a Christmas film and treats. Please note that school closes for the Christmas holidays at 1:00pm today. We will open the transport window from 12.30pm

Curriculum Information

We want to remind families that all of the curricular information is available to view on our website: under Our Students tab: <https://www.abbotsleaschool.co.uk/students/>

Specific Schemes of Works can be viewed here:
<https://www.abbotsleaschool.co.uk/curriculum-areas/>

Evidence for Learning

Evidence for Learning is our platform for sharing with a family a student's learning and progress.

'My School Day' TAG

The 'My School Day' TAG will be used at the end of each school day to provide families with a summary of the day's activities for the whole class.

If a specific student had a particularly noteworthy moment that day, there will also be individual updates for specific students shared with the families.

This will replace any other systems of feedback to families, such as emails, communication books, etc.

The reason we wish to make this change is to make sure that we capture all progress in one platform, and that we also simplify communication related to students' learning and progress across the school, making it a class team's, rather than just the class teacher's responsibility. After all, our support staff are an integral part of our expert team and they play a huge role in the students' day, their learning, progress and experiences. Our support staff are also here to

share the workload related to a special school environment, and to assist the class teachers with the administrative load that comes from a highly personalised way of working.

Lastly, as leaders of the school, we want to have a full insight into every child's record of progress and related communication with families, so that we can continue to quality assure that every family is receiving an equitable "deal" with regards to such reporting.

We know that overwhelming majority of families already use Evidence for Learning application. If you have not yet embraced it, or have any difficulties with the app, please reach out to our Reception Team on reception@abbotsleaschool.co.uk or your child's class teacher and we will assist, as needed.

Attendance and punctuality

At Abbot's Lea School we believe good attendance is vital for a student to reach their full potential. This year, new governmental guidelines have been introduced.

Terminology used by the government:

PA = Persistent Absenteeism - less than 90% attendance

EPN = Education Penalty Notices - issued for unauthorised absences (including term time holidays)

Welfare checks:

School will always need to speak to families on the first day of a student's absence. For extended absences we have a duty to see your child face-to-face and let them know we care about them.

What if my child can't attend?

Report any absences (as early as possible) to the school office via telephone: 0151 4281161 or email: reception@abbotsleaschool.co.uk

The school's phone lines are open from 8am each day.

Will I be fined?

EPNs have now been capped nationally at TWO fines within any 3-year period. After this, other actions like a parenting orders or prosecution may be considered with a fine of up to £2500.00.

What if we are running late?

If your child arrives at school after the register closes at 9.15am, the morning is considered an unauthorised absence. (*please note - this does not include where the situation was beyond the family's control – we appreciate many families rely on the smooth running of SEN transport.)

Will I need to provide medical evidence?

If your child is PA, or at risk of PA, we will ask you to provide medical evidence to ensure the absence is not unauthorised.

Every child matters; every day matters:

Both families AND school have a legal duty for school attendance. We understand that students can face barriers and so we have a duty to work together to overcome these barriers. This means open and honest information sharing, without judgement. Please reach out to us if you feel we could help you.

School uniform and personal presentation

All students must wear a full school uniform (formal on the days with no PE, and PE uniform on the days when PE lessons take place).

Expectations related to the uniform and personal presentation, including hair, jewellery, etc can be found on our website under policy section:

[School-Uniform-Policy.pdf](#)

Families are asked to adhere to the expectations and support their child with compliance.

Assemblies

Assemblies are facilitated by me, Mrs Cartwright (Assistant Headteacher – Primary Department) and Mr Mason (Assistant Headteacher – Secondary Department).

Each week a different class will contribute to the assembly. When your child's class leads the assembly, their teacher will contact you in advance to let you know.

If your child leaves assembly before the end, you are invited to leave with your child and enjoy a focussed "stay and play" session with your child.

Our stay and play sessions will be led by a different class team each week. They will take place in the Conference room, or where weather permits, the grounds of the school. We will strive to use the grounds even in drizzly weather, so please dress appropriately.

I wish you and your family a lovely October half term.

Yours sincerely



Mrs E Tobin
Deputy Headteacher