



# ABBOT'S LEA SCHOOL

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



17 December 2025

Dear Families,

## Ref: Key Diary Dates – Term 3 (5 January 2026 (INSET) – 13 February 2026)

As we approach the end of Term 2, I would like to take this opportunity to share an update about the exciting activities we have planned for Term 3.

Next term's calendar (below) is packed with opportunities designed to build on the successes of this term, fostering students' growth academically, personally, and socially. Whether it's through themed events, skill-building sessions, or celebrations of our students' achievements, we aim to create a rich and engaging school experience for all.

Please note, that sometimes opportunities present themselves last minute that are too good to miss, so whilst we aim to plan ahead, sometimes we do take advantage of last-minute opportunities. Where this is the case, we will always contact families directly.

Date	Activity	Notes
Monday 5 January	INSET day – <b>school open for staff only</b>	No students should attend school today.
Tuesday 6 January	Students return to school	Please note arrival and departure protocol as communicated to all families.
Tuesday 6 January	Curriculum guides for this term will be sent home	Curriculum guides will give you an insight into the themes or topics your child will study this term.
Tuesday 6 January	PASS test assessments and student surveys begin	Over the next fortnight, your child will take part in a PASS test. Please see information about this test at the bottom of the letter.
Friday 9 January	ADHD clinic	Our in-house ADHD clinic is led by Alder Hey and is for students already diagnosed with, and medicated for, ADHD. If you wish to find out more about whether your child might be able to benefit, please contact your child's class team.

Friday 9 January	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary) and Mr Mason (Assistant Headteacher - Secondary)</p> <p>Assembly times: 9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4 and 5</p> <p>Coffee morning: 9.30am – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Each week, a specific class team leads assembly. When it is your child's turn, the class team will contact you directly.</p> <p>If your child is unable to stay for the entirety of the assembly, you will be invited to leave to join a stay and play (please see details below.)</p>
Tuesday 13 January	Year 6 Health Questionnaires	These sessions are led by the School Health Team, but hosted at Abbot's Lea School
Friday 16 January	KS4 Merseyside Schools 5-aside Football Tournament at Greenbank Sports Academy	A selected team from KS4 will represent the school and families will be informed.
Friday 16 January	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary) and Mr Mason (Assistant Headteacher - Secondary)</p> <p>Assembly times: 9.30am – 10.00am Primary 10.00am – 10.30am KS3 10.30am – 11.00am KS4 and 5</p> <p>Coffee morning: 9.30am – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Each week, a specific class team leads assembly. When it is your child's turn, the class team will contact you directly.</p> <p>If your child is unable to stay for the entirety of the assembly, you will be invited to leave to join a stay and play (please see details below.)</p>
Tuesday 20 January	World Religion Day	Students will be celebrating a range of beliefs and non-beliefs. Some classes will be visiting a Buddhist Temple. Where this affects your child, you will be informed.
Friday 23 January	Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary) and Mr Mason (Assistant Headteacher - Secondary)	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.

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Monday 26 January	Online Music Concert	Students will enjoy the second of three online music concerts in their classes.
Friday 30 January	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary) and Mr Mason (Assistant Headteacher - Secondary)</p> <p>Assembly times:  9.30am – 10.00am Primary  10.00am – 10.30am KS3  10.30am – 11.00am KS4 and 5</p> <p>Coffee morning:  9.30am – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Each week, a specific class team leads assembly. When it is your child's turn, the class team will contact you directly.</p> <p>If your child is unable to stay for the entirety of the assembly, you will be invited to leave to join a stay and play (please see details below.)</p>
Tuesday 3 February	Family consultation afternoons (2:00pm – 6:00pm)	Families will meet face-to-face or virtually with their child's teacher to discuss progress since September. <b>Teachers will contact you nearer the time</b> to make a 15-minute appointment.
Wednesday 4 February		
Friday 6 February	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary) and Mr Mason (Assistant Headteacher - Secondary)</p> <p>Assembly times:  9.30am – 10.00am Primary  10.00am – 10.30am KS3  10.30am – 11.00am KS4 and 5</p> <p>Coffee morning:  9.30am – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Each week, a specific class team leads assembly. When it is your child's turn, the class team will contact you directly.</p> <p>If your child is unable to stay for the entirety of the assembly, you will be invited to leave to join a stay and play (please see details below.)</p>

Friday 6 February	Merseyside Schools 5 aside Football Tournament at Greenbank Sports Academy	A selected team from KS3 will represent the school and families will be informed.
Friday 6 February	ADHD clinic	Our in-house ADHD clinic is led by Alder Hey and is for students already diagnosed with, and medicated for, ADHD. If you wish to find out more about whether your child might be able to benefit, please contact your child's class team.
Friday 6 February	Art Exhibition 2	We will be showcasing work from the all EYFS classes, Flexible Provision Students and Bespoke class students. If your child's work is displayed you will be contacted directly.
Monday 9 February	National Apprenticeship Week	In conjunction with Career Connect, students will be learning about Apprenticeships and Supported Apprenticeships.
Monday 9 February	Mental Health Awareness Week	Mrs Tobin will be asking students to join her in a fun run this week to celebrate getting active to support positive mental health. If you wish to sponsor your child, and in doing so donate to the Samaritans, you can do so via Arbor. The fun run will be adapted for different abilities.
Tuesday 10 February	Shrove Tuesday	Due to Shrove Tuesday falling during the half term break, we will be marking it a week early. Students will get to taste test pancakes with a range of toppings.
Tuesday 10 February	Safer Internet Day	The Abbot's Lea School Safeguarding Team will be arranging a series of activities to raise awareness of how to stay safe and act safely online.
Wednesday 11 February	Diversity in Liverpool	Classes will be learning about and embracing the rich diversity on our doorsteps and how we can learn about different cultures and customs in our own city.
Thursday 12 February	Chinese New Year	Students will celebrate Chinese New Year (which falls in half term) by creating their own dragon parade and learning about customs and traditions associated with Chinese New Year.

Friday 13 February <b>CHANGE OF ROUTINE</b>	<b>No assemblies or coffee morning.</b>	TO mark Valentine's Day, in classes, we will be celebrating "valuing others" with a series of recognitions and celebrations.
Friday 13 February	School closes for the half term break at 3:00pm	Students will return to school on Monday 23 February, 9:00am

### **PASS tests**

At school, we want every child not only to learn well but also to *feel* confident, happy, and supported. That's why we use the GL PASS (Pupil Attitudes to Self and School) survey. It's a short online questionnaire that helps us understand how pupils feel about themselves as learners and about school life in general. It focuses on things like confidence, motivation, and sense of belonging.

The survey only takes around 20 minutes and is suitable for all ages. It gives us helpful insights that aren't always obvious in everyday lessons or traditional academic assessments.

Staff can help to adapt the tests for students and will support students to complete them in a meaningful way.

### **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.

#### **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\*\*](mailto:reception@abbotsleaschool.co.uk)

The school's phone lines are open from 8:00am each day.

#### **Fines:**

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

#### **Being 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.*)

**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.

**Morning Arrival and Afternoon Collection – Important Reminder**

We have sadly seen a regular pattern of late arrivals in the morning and late collections in the afternoon. Unfortunately, this has a significant impact on our students' wellbeing and learning, as well as on the smooth and safe running of the school. Afternoon late collections have been significant at times, and far exceeded staff' contracted working hours, making it unsustainable.

We appreciate that traffic can be challenging; however, this is a known and expected factor, and we ask that journey times are planned accordingly to ensure punctual arrival and collection. We also understand that, at times, there will be serious emergencies, and we are always empathetic to those. Regular lateness, however, cannot become a norm and so, we thank you for your continued cooperation and support in helping us provide the best possible start and end to each school day for our students and a work-life balance for our staff team.

To support a calm, safe, and well-organised school day for all our students, we would like to remind families of our agreed arrival and collection times.

**Morning Arrival**

- School gates open at 8:30am
- Students are welcomed by staff from 8:45am
- All students must be in class by 9:00am
- For arrival after 9:00am - please report to Reception and await with the children in your charge for a staff member from their class or classes to arrive (please expect some delay).

**Afternoon Collection**

- School gates open from 2:30pm
- Families collecting their child may do so from 2:30pm
- Students travelling by taxi or minibus will begin boarding from 2:45pm
- All students must be collected by 3:00pm

**School uniform and personal presentation**

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.

All that is left to say is that I wish you a very happy Christmas and a happy and healthy new year.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'E Tobin'.

Mrs E Tobin  
Deputy Headteacher