



ABBOT'S LEA SCHOOL

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



23 June 2026

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 were delighted to welcome you to school last week and trust you have received the follow up information. If you have not, it can be found here: [New-Starters-Information-Summary-19.6.2026.pdf](#)

For some of you, your child's start date will officially be Monday, 13 July 2026 and for others, it will be Tuesday, 1 September 2026.

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 13 July 2026 to Friday 17 July 2026**.

Attendance at Transition Week

We are very excited that many new students can 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:

[Transition week attendance – Fill out form](#)

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 13 July 2026 9:15am – 2pm
Tuesday 14 July 2026 9:15am – 2:15pm
Wednesday 15 July 2026 9:15am – 2:15pm
Thursday 16 July 2026 8:45am – 2:30pm
Friday 17 July 2026 8:45am – 12.30pm

Meet the Teacher (all students – new and existing)

Later this week, you will receive a Microsoft Teams link for a virtual “Meet the Teacher” session on **Monday 29 June 2026, 3.45pm-4pm.**

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

If you haven’t received the link by Friday 26 June 2026, please check your junk mail and if it is not there, please contact the school office on 0151 4281161.

Meet the Teacher (new students)

In addition to the above e-session, we welcome you and your child to school at 3.15pm on **Thursday 2 July 2026.** You will spend time in your child’s classroom and create your child’s one page profile with staff. Please note that this is not a “drop and go” session and one adult only per child is to attend this session (due to the space limitations).

Medication

If your child takes medication during the school day, you will need to hand this in on their first day of attendance, 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 17 July 2026.** Any medication not collected (for example due to the child leaving it at school and not attending on 17 July) will be disposed of.

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
- The school day is 9-3pm, with transport window starting at 8:45am in the morning and then at 2:30pm in the afternoon.
- Any students arriving to site after 9am 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

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 School 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 27 June 2026 12pm – 3pm**).

There is no cost.

For details of our uniform and PE Kit, please see here:

[School-Uniform-Policy-2026.pdf](#)

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 3 July 2026**

[Essential information for transition week - new starters – Fill out form](#)

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 1



w/c 13 th April 11 th May 15 th June 13 th July	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT MAINS	Wholemeal Margarita Pizza with Wedges & Beans ✔	Spaghetti Bolognese with Salad & Garlic Bread	Chicken Curry with Rice, Poppadums & Green Beans	Meatball Sub with Tortilla Chips & Garlic Bread	Fish Fingers or Fishcake with Chips & Peas
	Vegetarian Chili with Rice ✔	Vegetarian Quesadillas ✔	Cheesy Pasta Bake with Broccoli ✔	Vegetarian Burritos ✔	Veggie Burger with Chips & Beans ✔
DESSERT	Fresh Fruit Salad	Iced Sponge Cake & Custard	Flapjacks	Banana Cake	'Chocolate' Fudge Cake
All items are served separately					



Available Daily:

Chef Special - Ask the kitchen!
Tuna Pasta
Jacket Potatoes with Tuna, Cheese or Beans
Sandwiches/Wraps with Tuna, Ham, Cheese or Turkey
Salad Bar
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 27 June 2026 12pm – 3pm**. Please come and introduce yourself to the staff at the stalls!

If you have any questions, please contact the office reception@abbotsleaschool.co.uk and they will be able to signpost your query to the appropriate colleague.

Yours sincerely

A Hildrey

Mrs A Hildrey
Headteacher