



ABBOT'S LEA SCHOOL

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



16 October 2026

Dear Families

Ref: Key Diary Dates – Term 2 (Monday 2 November – Friday 18 December, 1pm)

I write to share with you some of the fantastic activities planned for Term 2.

Reflecting on Term 1, we've had a wonderful time engaging in various events, and it's been a pleasure to welcome so many families to join us on site. We truly appreciate the efforts made by those who were able to attend and support us in person. For families who couldn't join us, or for events that didn't include family participation, we value the support you provided at home in helping your children adjust to changes in their routine. Your encouragement makes a significant difference in their school experience.

To help you stay informed, we have included a calendar of events for Term 2, as well as key information below. We hope you find it useful and that all families will be able to join us for one or more of the open events.

Date	Activity	Notes
Monday 2 November	School re-opens for all students	
Monday 2 November	Fill the Box month begins	We are asking for chocolate and "bottle" donations to be used during our Christmas Fair on Thursday 3 December, 4-6:30pm. We have a box that we are hoping to fill with your kind donations, and we will be keeping you updated on how full we can get the box via social media!
Friday 6 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 (for more information about classes for Assembly 1, 2, or 3, please see bottom of the letter) 9.30 – 10.00am Assembly 1 and stay and play 10.00 – 10.30am Assembly 2 10.30 – 11.00am Assembly 3 Coffee morning: 9.30 - 10.30am	Assemblies led by: Assembly 1 – Madagascar Assembly 2 – Kenya Assembly 3 - Fiji

Tuesday 10 November	Chester Zoo Visit	An optional day trip to Chester Zoo (Canada, USA, Brazil, Peru, Madagascar, Kenya, Tasmania, Fiji, Malawi, Christmas Island and PNG.) If your child's class is not listed here, you will be invited to a visit later this term to Knowsley Safari Park. Knowsley Safari Park trips will take place on different days for different classes and so will be communicated to classes on an individual basis
Wednesday 11 November	Remembrance Day	2 mins silence at 11am for all students who can manage The school will be represented at the Cenotaph, laying a wreath
Thursday 12 November	World Nursery Rhyme Day	Primary Bespoke and EYFS will be celebrating with lots of activities related to well-known nursery rhymes. If your child has a favourite nursery rhyme, please let their class team know
Thursday 12 November	Bullybusters will visit the school to talk to KS3, 4 and 5 ANC classes about in-person and on-line relationships	Bullybusters is an anti-bullying initiative providing training and awareness sessions for young people
Friday 13 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: 9.30 – 10.00am Assembly 1 and stay and play 10.00 – 10.30am Assembly 2 10.30 – 11.00am Assembly 3 Coffee morning: 9.30 - 10.30am	Assemblies led by: Assembly 1 – Buddies Assembly 2 – Tasmania Assembly 3 – Leadership Team
Monday 16 November	Anti-bullying week	Today, all students will remain in classes concentrating on activities which will focus on healthy relationships
Friday 20 November	Children in Need Day	Your child is welcome to come to school in non-

		uniform. There will be an online option to donate to the national event (via Arbor)
Friday 20 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: 9.30 – 10.00am Assembly 1 and stay and play 10.00 – 10.30am Assembly 2 10.30 – 11.00am Assembly 3 Coffee morning: 9.30 - 10.30am	Assemblies led by: Assembly 1 – Leadership Team Assembly 2 – Leadership Team Assembly 3 – Leadership Team
Monday 23 November	Maths Mock Exams for Key Stage 4 and 5 Functional Skills	These mock exams will take place in classrooms during the morning
Tuesday 24 November	Reading Mock Exams for Key Stage 4 and 5 Functional Skills	These mock exams will take place in classrooms during the morning
Wednesday 25 November	Writing Mock Exams for Key Stage 4 and 5 Functional Skills	These mock exams will take place in classrooms during the morning
Thursday 26 November and Friday 27 November	Speaking, Listening, Communication Exams for KS4/5 Functional Skills	Students will complete their exam on either Thursday 26 or Friday 27 November
Thursday 26 November	Next Steps Fair - 3:30-5pm	We will welcome all students and families from Year 9 and above to talk to providers that offer fantastic provisions for Post-16. This will take place in our school hall
Friday 27 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: 9.30 – 10.00am Assembly 1 and stay and play 10.00 – 10.30am Assembly 2 10.30 – 11.00am Assembly 3 Coffee morning: 9.30 - 10.30am	Assemblies led by: Assembly 1 – Canada Assembly 2 – Brazil Assembly 3 – Christmas Island
Friday 27 November	Deadline for Christmas Dinner orders	On 16 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 16 December, please pay online by the end of the day today
Thursday 3 December	Christmas Fair - 4pm – 6.30pm Please note that the transport arrangements will change that day: • Parental collections – 2:15pm • LA bus collections – 2:30pm	Details have been shared with you in a separate letter, dated 16 October 2026
Friday 4 December CHANGE TO ROUTINE	No assemblies, stay and play or coffee morning	Due to the Christmas Fair (3 December), there will be no coffee morning or assemblies today
Thursday 10 December	Christmas Jumper Day	Students are welcome to wear a Christmas jumper or accessory today
Thursday 10 December	Nativity dress-rehearsal	On Thursday morning, the students involved in the Nativity will perform it to the rest of the school in preparation for the open family event the following day
Friday 11 December	No typical assemblies or coffee morning due to Nativity Christmas Stay and Play 1-2pm This will be for the following classes: Ireland, Wales, Portugal, France, Spain, Italy, Mozambique and Seychelles	Families who attend are welcome to take their children home with them at 2pm. If you do this, please contact your transport provider
Friday 11 December	Nativity, supported by the Christmas Choir 10 – 11am	We welcome all families of those students actively involved in the Nativity to come and watch. We will communicate further details in a Christmas Letter at the beginning of next term
Wednesday 16 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 27 November
Thursday 17 December	Christmas Disco Day	Your child can come to school ready to party in their party clothes! Each age group will have their own Christmas disco
Thursday 17 December	One Page Profile Day	This week your child's one page profile will be updated and appended to Arbor, where you will be able to view it. If you would like to talk to your child's class team about this, please do not hesitate to contact them
Friday 18 December	School closes for the Christmas holidays at 1pm. We will start to embark transport from 12.30pm	Students return on Monday 4 January 2027

Transport Arrangements

SEN transport

Some students may be entitled to SEN Transport, typically via minibus. If you wish to apply, please do so as soon as possible using the link [here](https://liverpool.gov.uk/hometoschooltransport):
<https://liverpool.gov.uk/hometoschooltransport>

Transport and Site Safety

The start and end of the school day are the busiest and highest-risk times on site. To ensure safety, please follow these expectations:

- There is no "right of way" for vehicles or pedestrians
- All vehicles must move slowly
- Follow all instructions from the Transport Team
- Use pathways and crossings – do not walk across the driveway
- Wait for direction before crossing
- The entire site (including vehicles) is non-smoking and non-vaping

Morning Arrangements

- Gates open at **8:30am**
- Transport Team begin duty at **8:40am**
- Staff welcome students from **8:45am**
- Vehicles must use the main driveway (no access to staff car park)
- Students and families/transport staff must remain in vehicles until staff arrive
- Staff will come to the vehicle to collect students
- Please remain in your vehicle and be ready to move when directed

Afternoon Arrangements

Families collecting students:

- Gates open at **2:30pm**
- Transport Team will take names and notify class teams
- Students will be brought outside (or leave independently where appropriate) from **2:30pm**

Vehicles (cars, taxis, minibuses):

- Gates open at **2:30pm**
- Follow directions to park in designated areas
- Names are recorded and shared with staff
- Family collections begin from **2:30pm**
- Taxi/minibus collections begin from **2:45pm**
- Students must be supervised when moving to vehicles

All students must leave site by **3:00pm**.

Assemblies

Assemblies are facilitated by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary Department) and Mr Mason (Assistant Headteacher – Secondary Department). They provide an important opportunity for our school community to come together, celebrate achievements, develop understanding of key themes and values, and promote student leadership.

If your child is due to lead an assembly, we will contact you in advance to let you know.

Assemblies will take place at the following times:

Assembly 1 – 9:30am–10:00am

Spain, Cape Verde, Seychelles, France, Ireland, Wales, Portugal, Mozambique, Italy, Madagascar, Botswana, Canada

Assembly 2 – 10:00am–10:30am

USA, Brazil, Peru, Kenya, New Zealand, Australia

Assembly 3 – 10:30am–11:00am

Papua New Guinea (PNG), Samoa, Tasmania, Christmas Island, Fiji, Malawi

If your child chooses to leave the assembly before the end, you are warmly invited to leave with them and take part in a focused **Stay and Play** session. Stay and Play sessions will be led by a different class team each week and will take place in the **Conference Room** or, where weather permits, in the school grounds. We will endeavour to use the outdoor areas whenever possible, even in light drizzle, so we kindly ask families to dress appropriately for the weather.

Whilst many families enjoy our stay and play, our aim is to try as hard as possible to keep your child in assembly.

Curriculum Information

We want to remind families that all of the curricular information is available to view on our website: [Abbot's Lea School – Curriculum](#)

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 is 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 are also individual updates for specific students shared with the families. This replaces any other systems of feedback to families, such as emails, communication books, etc.

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.

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?

You may be fined if your child misses 10 sessions (morning and afternoon are separate sessions) within a 10 week rolling period. In addition, fines 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.

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

As you know, we have changed a uniform supplier and you may place orders effective today.

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).

As per Mrs Hildrey's communications sent last week, we will honour students wearing existing uniform until the next time when an item needs replacing, at which time we ask that the families change the items to the new uniform policy requirements.

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](#), and prior communications: [School-Uniform-New-Uniform-Provider-Letter-to-Families-9.10.2026-1.pdf](#)

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

I wish you and your family a lovely October break.

Yours sincerely



Mrs E Tobin
Deputy Headteacher