



Ecclesfield Primary School

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Executive Head J. Eagleton BSc Hons PGCE NPQH

Tuesday 22nd July 2025

Dear Parents and Carers,

As we come to the end of the academic year, it is a great time to reflect on our successes. Every year, we aim to provide the best for our pupils, and this would not be possible without the help and support of the whole school community. Thank you to all of our staff, parents, carers and children.

As this academic year draws to a close, we say goodbye to Mrs Ingram, Miss Pearson, Mr Tompkins, Miss Seddon and Miss Woodhouse. We wish them good luck for the future.

We are, of course, also saying goodbye to the wonderful Mrs Eagleton who has led our school through so many of the successes over the last 14 years. Our whole school community wishes her the best of luck in her retirement. Thank you, Mrs Eagleton!

In preparation for the start of the next academic year, please take some time to look through the following information and reminders below.

School Start and End Times

FS and KSI (Y1 and Y2) will start at **8.30am**, so the children need to enter the classroom at **8.25am** promptly, please.

FS and KSI Teachers will collect the children from the playground at **8.25am**.

KS2 will be able to go straight into class on entering school at **8.35am** and taken to class by the teacher for registration at **8.40am**.



Year group	Time collected from playground	Registration start time	Exit Time	Location for drop off and collection
FS	8.25am	8.30am	3.00pm	KS1 playground
Y1	8.25am	8.30am	3.00pm	KS1 playground
Y2	8.25am	8.30am	3.00pm	KS1 playground
Y3	8.35am	8.40am	3.10pm	KS2 playground
Y4	8.35am	8.40am	3.10pm	KS2 playground
Y5	8.35am	8.40am	3.10pm	Y6 playground
Y6	8.35am	8.40am	3.10pm	Y6 playground

The **FS and KS1 classroom** doors will be closed at **8.30am** promptly. Children arriving after this time will have to enter the school via the school office with a parent/carer and will be registered as late.

The **KS2 (including Y6) doors** will also be closed at **8.40am**. Children arriving after this time will have to enter the school via the school office with a parent/carer and will be registered as late.

The gates around school will start to be closed at 8.50am at the latest.

The **Well Lane barrier** is closed between 8.00am and 9.30am and between 2.30pm and 4.30pm.

Hanwell Lane car park is open from 7.30am for Breakfast Club drop off **only**.

Punctuality is extremely important so that your child has a good start to the school day. If a child is not in school on time, they will not know what is going to happen during the day and will also be late starting their morning tasks. Punctuality also impacts on friendships and social skills, so it is vital that children are in school and on time.



Punctuality Impact of lateness



Upper Key Stage Two (Y5 and Y6) leaving school at the end of the day unaccompanied:

If your child is walking home or meeting you offsite on a regular basis, this needs to be formally communicated to us via the £0.00 **ParentPay** offer entitled “**Pupil Exit Instructions**” by the deadline of 11.59am on Friday 29th August 2025.

Mobile Phone Permissions (Y6)

Year Six children are permitted to bring their mobile phones into school. They are handed in to school staff in the morning, and they will be handed back at the end of the day. Parents/carers/children must complete and return the form to confirm that the rules have been read and understood, prior to their phones being brought to school. These forms have been sent home with the children, but copies are available in the school office.

Curriculum Workshops

Over the next academic year, we will be continuing to carry out parent sessions in school for different curriculum areas. The sessions will be an opportunity for family members to work alongside the children and staff to support the learning in class.



PE Uniform.

When it is your child's PE day, we expect them to come to school in the correct PE kit, which is as follows:

Plain white T shirt and plain black PE style shorts or plain jogging bottoms.

Either a school jumper or a **plain** navy-blue jumper, trainers or plimsolls.

Football kits are not to be worn. Please ensure PE kits do not contain any logos.

Hair should be tied back and please ensure your child is able to take out any earrings before a PE lesson or a swimming lesson.

Rings, necklaces, bracelets are also unnecessary. Children who wear earrings should only be wearing studs.

From September, any children who are not wearing the correct school uniform or PE kit will be sent home with a letter to inform parents/ carers of this.

PE days for each class will be communicated to you by Tuesday 2nd September.

Water Bottles

We would also remind you that children should bring **water only** in a named bottle to school rather than juice. Children will be able to re-fill their water bottles throughout the day.

Communication.

Class Dojo will continue to be used for reward points for the children. Please note the message function should not be used. The year group email system will continue to be in place, providing parents with a dedicated class email.

Year Group	Email
F2 (Lions and Tigers)	f2@ecclesfield-pri.sheffield.sch.uk
Y1	y1@ ecclesfield-pri.sheffield.sch.uk
Y2	y2 @ecclesfield-pri.sheffield.sch.uk
Y3	y3 @ecclesfield-pri.sheffield.sch.uk
Y4	y4@ ecclesfield-pri.sheffield.sch.uk
Y5	y5@ ecclesfield-pri.sheffield.sch.uk
Y6	y6@ ecclesfield-pri.sheffield.sch.uk



Please note the following:

- a. Emails will not be checked during the school day continuously as teachers are teaching
- b. Emails will not be responded to after 5.30pm. Any emails received after this time will be responded to the following morning after 8am, if the email needs a response
- c. If there is an urgent issue, please contact the office up from 8.00am-5.45pm
- d. Emails to enquiries@ecclesfield-pri.sheffield.sch.uk will be checked until 6pm
- e. Emails sent over the weekend by parents/carers will be looked at on Monday or at the start of the week

Medication and Asthma Inhalers

On **Wednesday 3rd September**, please bring any asthma inhalers (in date) and ongoing medicines to the school office where they will be recorded. These items should display the **prescription label** showing your child's name. Please complete the **ParentPay** offers as follows. We ask that this is completed prior to **Tuesday 2nd September** so that we can prepare the necessary paperwork.

"**Medicine Administration**" - for ongoing medication

"**Asthma Medication Permission**" - for inhalers to be kept in school

Taylor Shaw School Meals Provider and Diet Plans

Medical Diet ID cards in school will continue to be used by any children who need additional measures at lunchtime due to allergies, dietary requirements or intolerances. These measures support the safety of pupils and help to reduce any specific risks as much as is possible. Should you wish to request a Taylor Shaw medical diet for your child, please speak to the school office team.

School Meals and School Milk

In September, a school meal will cost **£2.95** and school milk will be **23p** per day.

If you wish your child to receive school milk in the autumn term, please complete the **ParentPay** offer entitled **School Milk** by 11.59pm on Tuesday 26th August.



F2, Y1 and Y2 will continue to receive universal free school meals. For children in KS2, school meals will need to be paid for in advance. Children moving from Y2 to Y3 will no longer be entitled to universal free school meals.

Breakfast and After School Clubs

Bookings for the autumn term 2025 for both clubs will go live on ParentPay on Thursday 24th July.

Breakfast Club opens at 7.30am and After School Club closes at 5.30pm every weekday. Further information regarding these clubs can be found on our website <http://www.ecclesfieldprimary.co.uk/>.

Breakfast Club is charged at £4.95 per session and After School, Club is charged at £8.50 per session from 3rd September 2025.

Items from Home

Please ensure your child does not bring toys, games, cards or any other items from school. These invariably cause a distraction in class, and we do not want children to get upset if they are lost or damaged.

We would like to wish you all a wonderful summer break, and the staff are looking forward to seeing you all back safely on Wednesday 3rd September.

J. Eagleton

Executive Headteacher

