

**Autumn Term 1, 2025: Welcome Back!**

Dear parents/ carers,

We hope everyone had a lovely summer break and we look forward to seeing all the children tomorrow! In this newsletter there are a few updates from the summer and then we will release all dates for your diaries by the end of this week so you have lots of advance notice for events in school.

A big welcome to all the new families that have joined TEAM Shanklea, we look forward to getting to know you all. If we can help with anything, please get in touch via Dojo, school comms text, phone or pop into the main office and we will help in any way we can. We do apologise for the length of this initial newsletter, but we want to try and provide as much information as possible.

**Updates from over the summer**

Once again, there's been so much happening at Shanklea over the summer! A massive thank you to Ms Brown for coordinating it all. As detailed on Dojo, the following works have been undertaken over the summer period:

- 2 x Y5/6 classrooms now have new flooring
- The Hub has new flooring
- The corridor next to the hall also has new flooring
- **Work to the roof is well underway (see update from Northumberland County Council, separate letter.**
- New blinds in the hall
- Painting touch ups throughout school - whole school will be repainted over the Easter holidays
- Toilet repairs and upgrades throughout school.
- A new fence around the EYFS play area and rear car park
- New doors have been installed to our changing room area
- New alarm system following the fire
- Drains around the site have been cleaned out and flushed through again.

Unfortunately the planned installation of additional drainage around the site has been delayed. We continue to work with Northumberland County Council to organise alternative dates for this work to take place.

We have also worked alongside the Northumberland County Council Highways department who have planned and implemented improvements to the cycle track layout outside of our main school entrance as well as the visitor's carpark.

## Reminders of School Arrangements

### Lunch ordering and payments

We continue to use School Grid for facilitating school meal ordering, payments and recording of food allergies. We register your child on your behalf by providing a School Grid with your child's name, date of birth along with your name and email address. For new pupils, once registered you will be sent login details from School Grid which should be used to access your account to pre order and pay for meals. Please let us know if you do not wish your details to be used. If you require any further information on how to access or use this system, please contact the school office.

The daily charge for a school dinner is £2.40. Please ensure dinner money payments are made at least weekly. Dinner money accounts should not be in arrears of more than £12.00.

### Universal Free School Meals and Pupil Premium

Don't forget, Universal Free School Meals are limited to children in Reception and Year 1 and Year 2. Therefore, if your child is in Year 3 and above from September they will no longer be eligible. They may, however, qualify for income related Free School Meals. To find out if you are eligible, you will need to apply for Free School Meals on the NCC website at the link below. **It is worth checking for all ages, even if your child prefers packed lunches as you may be eligible for reduced charges in other areas too e.g. school**

**trips:** <https://www.northumberland.gov.uk/Education/Schools/Meals.aspx>. If you'd like further advice, information or help completing the form: please pop in and see us.

### **Pack lunches and water bottles**

- No nuts- including peanut butter and Nutella – because of the life threatening risk to any other child who may have a severe allergy.
- Please ensure that water bottles only contain water or sugar free juice.
- Please ensure that there are no sweets, chocolate bars or fizzy drinks in pack lunches please. Any items listed above will be sent home and an alternatives offered from the school lunch menu.

### **Start and end of school arrangements**

**Main school opening time:** School gates will open at 8.45 am, gates will be closed promptly at 8.55am. Any pupils arriving after 8.55am will need to come through the front office. Children arriving after 9am will be marked as late on the register, unless we have been notified of a medical appointment.

**Main school finishing time:** School gates will open no earlier than 3.25pm. Children will be dismissed at 3.30pm. This is because some of our PE lessons are still running. We do try to let out KS1 (Y1/2 pupils first to minimise congestion).

If there are any new families to school, who didn't attend transition days or who are not sure where to go, please come to the school office on the first day and we will help you from there to your new classrooms and explain drop off and pick up arrangements.

### **Pick up and drop off times**

***\*Due to the roof not being fully completed, there will be no access to EYFS from the main yard (as it's fenced off for safety reasons) . We apologise in advance but families who have siblings in EYFS will have to walk around the front of school as we did before the summer. We've been informed that this will continue for approx 2 weeks. This will also impact the back classrooms (Mrs Robson, Mrs Day, Mrs Barron and Mrs Reynolds). Children will enter and exit via the changing room door as they did before summer. We do apologise for this inconvenience.***

**EYFS:(2's, Nursery, and Reception) see below**

**Pre-school (2/ 3 year olds)**- We have two sessions this year. The morning session doors will open 8.45- 8.55 and the children can be collected from 11.45am. The afternoon session will be 12.30pm and pick up is at 3.30pm. This will be from the Pre-school 2's entrance.

**Pre-school, Nursery (3 and 4 year olds)**- You can drop your children off from 8.45- 8.55am. Please ensure your child does not play with outdoor equipment while they wait to enter the nursery as it is set up for the sessions. Am sessions will finish at 12, children who stay full day will be collected at 3pm, if you have an older child who does not finish till 3.30 you can leave your child in Nursery till 3.15pm.

**Reception** -All children will enter the Reception classrooms at the main door in the EYFS area, beside the gate to the left of the main school entrance. Children should be dropped off between 8.45am - 8.55am and collected from their classroom room at 3.30pm.

**Main yard gates**

We have both gates open at the beginning and end of the school day and will have members of the team at each gate in the morning. **Please note there will only be staff members on the school gates in the morning, not after school.**

**However, for safeguarding reasons in the morning the team will not be able to leave the gate to pass on messages or take a child in.** Please come to the main office to pass on messages or if your child is struggling coming into school, let Mrs Crowther know and we can make alternative arrangements.

**If you'd like your child to walk home now they are in Y5/6, please give consent on the School Gateway or contact the school office. The Gateway will be open to give consent from Tuesday 2nd September 2025.**

**Uniform**

A copy of the uniform policy can be found on the school website or from the school office.

**Please remember:**

All leggings should be plain with no branding. All joggers, shorts and t-shirts for PE should also be plain no branding (unless school logo).

- All earrings need to be removed or plastic inserts used please.
- No makeup or oversized headbands and scrunchies or fake tan for school please.

**For the full uniform, please see policy.**

We now have spare uniforms in school for all year groups and will support children to wear the correct uniform in school. Please just drop us a Dojo or let the school office know if there's a reason your child is unable to come in uniform on a particular day, we completely understand there are days when things are unavoidable, we're here to help.

**Class Dojo**

**Link to Class Dojo:** [ClassDojo](#)

We post all newsletters and dates for your diary on Dojo.

However, sometimes classes will have to change events/ plans at short notice which they will post on Dojo. If there are significant changes, we will also text you as well.

Class teachers will continue to post weekly reminders, as we know families said this really helps.

Please only use Dojo for non-urgent messages as teachers don't necessarily access Dojo throughout the day. If your child will be absent (e.g. due to illness) please let the school office know by text, email, phone call or call in to let us know.

We understand and appreciate how busy parents are and that's why Dojo is used as it really does help with communication between home and school; however, teachers are advised to put Dojo onto silent mode after 4.30pm so we can't guarantee a response.

**Please see the Class Dojo agreement attached to this newsletter for further details.**

**Medical information, medication and permissions**



It is important that school is made aware of any changes, including health and medication information, during the holidays. If there are any changes in circumstances we should be aware of please let us know.

Confidential pupil information and image consent annual update forms will be sent out for all parents to complete. It is very important that completed forms are returned to the office as soon as possible. **Please note:** Every child must have at least two contacts.

**GDPR and other permissions will be sent out shortly. Please complete these as soon as possible.**

Parents and carers have the right to withdraw consent at any time. Please contact our office if you wish to withdraw consent at any time.

### Additional Notices

#### School Photographs

**Monday 29th and Tuesday 30th September 2025**

We have organised for Unscripted Portrait to visit school to do photographs again this year due to the success of last year!

For new families, **Unscripted Portrait** is a North East company who are passionate about capturing children relatively, honestly and naturally. All children will have their photographs taken and there will be an opportunity for sibling photographs too.

This year, parents will need to sign up with Unscripted Portraits directly, this will not be managed through the school office. To have your child photographed you must register via the Unscripted link [www.unscripted.gotphoto.co.uk](http://www.unscripted.gotphoto.co.uk) and use the password: SHANKLEA2025.

**REGISTRATION DEADLINE:** 26th September 2025

Register each child and sibling on the same form, and select whether you just want individual photos, sibling photos, or both! And once submitted, you'll receive a confirmation email to confirm a successful registration.

Registering in advance helps the photographers manage the running of the photo days which can be complex.

### Swimming

Yr4 will begin their swimming lesson at Concordia every Wednesday afternoon starting from 10th September 2025 until the end of the autumn term, their last session will be Wednesday 10th December 2025. The children will be split into two groups, each group attending alternative weeks. You will be notified via text which group your child is in. The children will walk to Concordia so please ensure they wear weather appropriate clothing and suitable footwear. The children will return at the end of the school day. The session will last half an hour and school will cover the cost; however, **consent is required** and should be made via the School Gateway.

### Reminder of teacher training days for 2025-2026

School will be closed for staff training on the following dates:

- Monday 1st September 2025
- Friday 24th October 2025
- Monday 5th January 2026
- Monday 1st June 2026

### What will you receive this year to keep you up to date with your child's learning

- Every half term we will provide parents with an overview of learning for the half term, this will be shared on Dojo so you can see what your children will be learning.
- We will have workshops for parents on maths and English that you can attend, to find out how we teach maths and English. Dates will be added to dates for your diary which we will send to you in the first week.
- We will also shortly be sending out the National Curriculum objectives for this year so you can see the standard we are aiming for your child to achieve.

- You will have two parents' evenings a year and one school report in the summer. In addition to this, we will also provide a data information sheet in December so you can see how your child is progressing.
- If your child is on the SEND (Special Educational Needs and Disability) register you will get a further three meetings with your child's class teacher (meetings could be in person or on the phone). We will keep you updated on these meetings.
- If your child is in Y1 or Y6 you will receive an additional meeting about the Phonics Screening Check and Y6 SATS.
- If your child is in Y6, you will be provided regular updates following each mock SATS assessment so you can monitor your child's progress over the year.

### EdShed

We will continue to use EdShed for maths and English homework.

This is an interactive resource to use online that covers the whole curriculum. The team will set homework at the right level for pupils in their class; however, it also has so many activities and games that pupils can access freely for maths and English and we'd encourage them to be using it for 10 minutes every night to support their learning. The link is below, and all children will have a username and password. **If they don't have one, please contact their class teacher and we can set your child up. Children also use this in school.**



### **After School Club and Breakfast Club**

To support parents we operate a Breakfast and After School club.

Breakfast club opens at 7.30am every morning, children will be offered a healthy breakfast, and we will have activities running for your children to enjoy.



Our After School club runs until 5.30pm every afternoon. Children will receive a snack and a drink during the time they attend and will partake in stimulating fun activities.

As parents/carers you can have peace of mind knowing your children are well cared for and engaged in a safe, healthy and happy environment run by our dedicated team.

All Breakfast and After School club staff hold a current first aid certificate and a food safety and hygiene certificate. All staff are trained in safeguarding.

Breakfast and After School Club sessions can be booked online via the Gateway or you can complete a booking form at the office. We request payment is made at the time of booking. Payments can be made via the gateway or by cash at the school office.

If you pay by childcare vouchers, please email our admin account ([admin@shanklea.northumberland.sch.uk](mailto:admin@shanklea.northumberland.sch.uk)) detailing the date of payment, the payment code, your child's name and the amount, we can then update our records and monitor the clearance of the payment.

Unfortunately if you have not cleared the current month's arrears, we will no longer be able to accept future bookings. Arrears must be cleared by the last day of the month.

Any arrears remaining on bookings during the Summer term must be paid as soon as possible as these will be carried forward into the new academic year.

Please remember the final afternoon ends at 5.30pm. It is important for parents to arrive no later than 5.30pm to collect their children. Additional charges may be incurred for any parents who are late on more than one occasion.

Going forward, at the end of each term, the final session for the After School club will finish at 4.30pm.

### **Sporting Clubs**

We will provide more information about this shortly, we're just working with our external providers to confirm dates and times.

**You can book your child a place at these clubs via the Gateway once they have been confirmed.**

Further teacher-led clubs will be added to dates to your diary in the first week. Seasonal clubs will also be added as the year progresses e.g. cricket.

### **TEAM Shanklea Contact Plan**

At TEAM Shanklea, we're here to help and want to make sure all children feel happy and safe in school. In order to resolve your queries, questions or concerns as quickly and effectively as possible, we'd initially ask for you to contact your child's class teacher as they will know your child best.

If following further support from the class teacher, you don't feel your queries have been resolved, please contact a member of SLT (Senior Leadership Team) all of whom can be contacted via Dojo or the school office and are Safeguarding Leads:

- **EYFS (Early Years) - Mrs Crowther, Deputy Head Teacher,**
- **KS1 (Y1/2) this will be Mrs Downes,**
- **LKS2 (Y3/4) Miss Laskey**
- **UKS2 (Y5/6) Mrs Reynolds and Mrs Robson**

At this point, behind the scenes, a member of the above SLT will speak to Mrs Crowther (Deputy Headteacher) and they will be working together to resolve your queries. If we are still unable to resolve your worry, Mrs Ritson may become involved.

Please be aware if you contact us via Dojo or ring the school office and ask for example to speak to Mrs Ritson, we will ask if the above process has been followed as we want to ensure that someone is always available to deal with any questions as quickly as possible. SLT are regularly in meetings out of school, covering classes and in safeguarding meetings so their availability is not guaranteed, and we want to make sure someone is always there to help you as quickly as possible.

#### **In addition:**

- Mrs Ritson and Mrs Crowther are usually around most mornings on the school gates.
- At the end of the day a member of SLT (Mrs Downes, Mrs Robson and Mrs Reynolds) are always around in the school yard.

## **Safeguarding**

## **Parking**

Families are reminded that parking is prohibited on Nairn Road, Northolt Avenue and Needham Place without a residents' permit. Please park with consideration around school, not blocking pavements or drives even for a few minutes. We would be grateful if parents and carers could remind everyone who collects their children of the need to drive and park safely and with consideration.

## **Designated Safeguarding Leads**

In school we have a number of safeguarding leads, if you have any concerns about safeguarding, please get in touch. Please see the DSL poster attached, we're here to help and will always take your concerns seriously.

## **Fire drills and lockdowns**

At Shanklea, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this, in addition to fire drills we will also be conducting lockdown drills. A lockdown drill would be used when there is a threat to the safety of pupils, staff or others in school and when it's safer to remain in school than evacuate. Examples of incidents where a lockdown may be required could be: an unknown person or animal coming on to school grounds or a situation in the local community which we are notified of by the Police.

In school we practise fire evacuations every term and we were due to practise a lockdown in the summer term but then we were unable to manage this due to the fire. We plan to do both within the first week of school. This is normal procedure in all schools. Our lockdown practice involves setting off a range of handheld alarms, bringing children into school and then shutting blinds and doors, the team will communicate via their walkie talkies. In the event of a real lockdown, we'd also contact the

emergency services immediately and parents would be notified by text as soon as possible. **We will notify children the day we plan to conduct the practices so they are prepared as we understand these events can cause worry if children are unaware.**

Before the summer, we led a whole school assembly explaining to the children what a lockdown was, why it was important to keep them safe and they had time to ask questions. All children really were a credit to you all and understood why a lockdown drill was important and that it was another way that school keeps them safe.

**Please be advised that if we ever do have to conduct a real lockdown or fire evacuation parents/ carers should not try to attempt to come to school to collect children as we would not be able to dismiss any children, and our focus would be keeping your children safe in and out of the school building.**

### **CCTV in school**

Just so everyone is aware, we do have CCTV in school and externally covering all areas of the site. If you would like to see the policy, please ask the school office or check the website.

### **Acceptable Use Agreement**

Please find attached our acceptable use agreement that all schools must share with families annually. Please can we ask that you talk to your child about the agreement, we will also do this in school. Please can you then sign the online agreement on Gateway.

### **Attendance**

We take the safety and well-being of our children very seriously. In order to keep accurate attendance records and ensure the safety of all children, we kindly ask that parents report their child's absence every day they are unable to attend school.

Please report all absences by telephone, email to the office or text message by 9:00 a.m. each day your child will be absent. There is an option to leave a voicemail if the line is engaged.

When reporting an absence, please provide:

- Your child's full name
- The reason for the absence (e.g., illness, appointment, family matter)

If we do not receive a message by 9:00 a.m. on the day of absence, we will follow up with you to confirm the reason for your child's absence. This is an important part of our commitment to maintaining safe school practices.

Please remember if you are taking your child out of school for any reason other than a medical reason, a leave of absence request form should be completed as soon as possible.

**Please be aware if your child is leaving early from school, we will ask for evidence of their medical appointment for our records and for the Education Welfare Officer.**

### **SEND (Special Educational Needs and Disability)**

As deputy head teacher and SENDCo, I am available to support and help families with any questions or concerns you may have about your child's learning or wellbeing. If you have any concerns regarding additional needs or potential additional needs, please don't hesitate to contact me via Dojo, email, or phone if you would like to discuss anything — I am always happy to help.

Mrs Crowther



### **School Residentials**

Year group	Residential	Dates	Information
YR4	Castle Howard	TBC - Summer term 2 2026	More information to follow, however you may like to take a look at the following Parent page link for Castle Howard residentials





Shanklea  
PRIMARY SCHOOL

Together Everyone Achieves More  
# TEAM SHANKLEA

			<a href="https://thebushcraftcompany.com/info-for-parents-castle-howard-3-day-trips/">https://thebushcraftcompany.com/info-for-parents-castle-howard-3-day-trips/</a>
YR5/6	London Trip	16th - 18th June 2026	More information to follow

We look forward to seeing you all tomorrow!

TEAM Shanklea