



Address: Tewkesbury Close, West Bridgford,
Nottingham, NG2 5ND
Head Teacher: Ly Toom
Tel: 0115 9748055
Email: office@abbeyroadprimary.co.uk
Website: abbeyroadprimary.co.uk

Abbey Road Primary School Welcome Pack 2026 - 2027



Contents

Welcome to Abbey Road Primary School	3
Our Staff	4
The School Day	4, 5
Communicating with Parents	5, 6
Help From Our Parents.....	6
School Uniform.....	7
Forest Schools	8
Toys	8
Breakfast and After School Club.....	8
Lunch Time	9, 10
Milk and Fruit	10
Payments to school	51
Attendance	111
Absences	11
Medicines	13
School Closures	13
Your Home School Association Information	133
Welcome Letter from the Trust	Error! Bookmark not defined. 4



Welcome to Abbey Road Primary School

Dear Parent/Carer

Welcome to Abbey Road Primary School and the start of what we hope will be a successful and happy partnership.

We work hard to make sure our children feel valued, safe, secure and aware of the needs of others. At the heart of this lies the strength of relationships between both pupils and staff. A warm, supportive atmosphere permeates our school, and this is evident in the outstanding behaviour of our children. All are



encouraged to 'Take Care and Be Proud' – of each other as well as themselves; of the work they do and the world around them – and our dedicated staff team make the time to get the best from each child, ensuring individuality is nourished and nurtured.

To learn more about our 'Take Care' school ethos and values, please visit the following page on our school website: [Ethos and Values – Abbey Road Primary School](#).

Our teachers devote a great deal of energy to planning for the achievement of our children within a learning environment that is meaningful and fun and whilst we attain excellent examination results, they encounter far more than academic success. We want our children to discover new talents; to enjoy learning; to question and explore and to gain independence, enabling them to move on from here with confidence.

As your child begins their school life at Abbey Road, this booklet will provide you with lots of information regarding procedures and events during term-time. I would recommend that you keep it as a reference booklet until you are familiar with our school routines.

Starting school should be a happy and exciting time but, no doubt you will have lots of questions. We hope that the information contained here will provide you with some answers, but please do not hesitate to get in touch if you would like to ask us about anything else. You can also visit our school website www.abbeyroadprimary.co.uk to find out more. The website is in the process of being upgraded and the new site will have password protected class pages (access will be given once your child starts school).

Before your child starts school, you will be given access to Arbor (the school's data management system), which will allow you to input your child's details (including medical and dietary). This information is really important to enable us to safeguard and support your child. If your child is starting in Reception, you will receive additional electronic forms to complete to tell us more about your child. As part of the school



induction process, all schools are required to see formal identification for each child. We ask that you please bring your child's birth certificate and proof of address (e.g. utility bill) to the school office when you visit school for the first time.

If you haven't had the opportunity to take a look around school, it may be helpful to share this virtual tour with your child to help familiarise them with our school site [Virtual Tour – Abbey Road Primary School](#) (scroll to the end of the webpage).

We very much value our excellent partnership with parents and carers and welcome your support and involvement. We know that by working together, we can enable every child to be the best that they can be.

Warmest regards,

Ly Toom

Head Teacher

Our Staff

Head Teacher	Ly Toom	SENCO	Karen Mitchell
Deputy Head	Tina Horton	Family Link Worker/ELSA	Alison Lovett
	Charlotte Lever	School Business Manager	Grace Cooper
Assistant Headteacher	Michael Jones	Office Administrator (Job share)	
RECEPTION Leader	Maria Smith		Nicola Plant
Key Stage 1 Leader	Kala Poole		Louise Hamilton
Key Stage 2 Leaders	Michael Jones	Administration Assistant	Anne Naake
	Peter Good		

Please visit [Staff – Who’s Who – Abbey Road Primary School](#) to see all of the staff at Abbey Road Primary School.

The School Day

Start of the day - 8.45am

Children need to arrive at school just before the start of the day and make their way to their classroom. Classroom staff will be at the door to meet and greet children between 8.40 and 8.50am.

As I am sure you will appreciate, there is not time for extended conversations with class teachers in the morning. However, you are able to pass on brief messages at this time.

If children are late at the start of the day

Please try to get your child to school promptly as it is very unsettling to arrive when school has already started. Our internal gates are closed at 8.55am. Any child arriving after this time will need to report to the school office to sign in. This will be marked in our registers as a late arrival. Children who arrive after 9:10am will be marked as an unauthorised absence. If your child has a medical appointment, this will be marked as such.

Morning Break

10.35 – 10.50

Lunch and playtime

11.45-12.45 – Reception

11.55-12.55 – Year 1

12.10 – 1.10 – Years 2 to 6

Afternoon Break (years 2-6)

2.15 – 2.30

End of the day 3.30pm

- The children will come out from their classroom doors for collection.
- For our Reception and Key Stage 1 children, the home-time handover can take a little longer. Please be patient with us, our systems are in place to help safeguard the children. To support with this, Reception and Key Stage 1 teachers start to release children to parents at 3.25.
- A number of children in Years 5 and 6 walk home independently, or with friends. If your child is in Year 5, please inform their teacher if you would like them to walk home alone. In Year 6, teachers presume children will walk home alone, so please inform your child's teacher if you want them to continue to be collected.
- If someone other than yourself will be collecting your child, you need to inform your child's class teacher. Staff are unable to let your child go home with anybody else if they have not been informed. If this is known in advance, please let teachers know in person or by calling or emailing the school office or the year group email address – e.g.: year1@abbeyroadprimary.co.uk.
- If you are unavoidably delayed, please inform the school office as soon as possible (0115 9748055), so that your child does not worry unnecessarily.
- In the event of an unexpected change of plan, when someone other than the person expected by the child will be coming to collect them, please inform the school in advance by calling the school office.

Travelling to School

For the safety of everyone and to avoid congestion, we would prefer all of our children to walk, bike or scoot to and from school. With two large primary schools in the same cul-de-sac, the surrounding roads are always very busy! We have cycle racks within the grounds so bikes and scooters can be safely left during the day.

If you need to travel to school by car, please try to park a little further away from Tewkesbury Close and walk the last part of the journey. We also ask that you always park with consideration to local residents. The Willow Tree offers their car park as a 'park and stride' option for parents.

Arbor

Arbor is the school's data management system. It is important that parents/guardians create an account and login as soon as possible. You can do this by going to login.arbor.sc, clicking on 'Forgotten Password?' and following the instructions on the screen. **Your username is the email address you provided when you applied for a school place. Once additional guardian details have been entered on Arbor, they too can create an account using the email address entered on Arbor as their username.**

Once you have created your account using the link above, go to your App Store and download the Arbor Parent App and log in. The app will then be ready to be used and accessed on your mobile phone or tablet.



Payments to school

School operates a cashless payment system and all payments for school meals, trips and school clubs are to be made via the Arbor app. To make a payment, click 'Add Payment' to add it to your 'basket'.

School meals can be booked and paid for in advance. Trips and other payment requests will be added when applicable.

Communicating with Parents

Teachers update the [class page](#) of the school website on a regular basis, so you can see what your child has been doing at school.

You will receive regular newsletters from the headteacher, Mrs Toom, letting you know what has been happening across school. You will also receive a half-termly learning letter from the class teachers detailing the learning for the half term ahead.

We have formal parents evenings in the Autumn and Spring terms. This will provide you with a ten-minute appointment to discuss the progress your child is making. Appointments are booked via the Arbor app. Further details will be sent closer to the time.

At the end of the Summer term, you will receive a written report detailing your child's progress during the year.



If you need to talk

We are always here to listen - come and have a chat - after school is usually easier as we can give you more time. We are always here to help you and your child. Please come and talk to us if you have any worries, no matter how small they may seem. It is better to sort things out straight away, rather than spend time worrying. If you are not able to pop into school, you can write a note or email for your child's class teacher and they will get in touch or you can call (0115 9748055) or email (office@abbeyroadprimary.co.uk) the school office and they will arrange for the relevant person to contact you.

Correspondence

You will be regularly informed by email of forthcoming activities and events. Please ensure that your contact details on Arbor are correct, so that you do not miss out.

Help from our Parents

Parents are always welcome at Abbey Road Primary School and your support in the classroom is always appreciated. If you can help on a regular basis please let us know. All of our regular volunteers have received DBS checks and are made aware of the school's policies and procedures regarding safeguarding. If you would like to express an interest or to find out more, please contact Tina Horton or Charlotte Lever (Deputy Head Teachers) tina.horton@abbeyroadprimary.co.uk / charlotte.lever@abbeyroadprimary.co.uk

The following are some of the ways you can help at school as a volunteer:

- Hearing children read (this won't be in your child's year group)
- Playing language or number games
- Helping with craft and/or art work
- Helping with classroom tasks such as changing reading books or mounting work for display

You may also have other talents or interests to share with us that are relevant to the topics and themes your child is learning about. This could include:

- Giving talks to small groups to support topic work or RE
- Making costumes, props and scenery for school plays



We may also write to ask for your help with activities that take place outside of school, such as:

- School trips
- Visits to the local library
- Swimming (children attend swimming lessons during their time in Key Stage 2)
- Helping with transport to sports fixtures or special events
- Helping with the running of an after-school club

All of our volunteers come together at the end of each school year to enjoy a celebratory cream tea.



School Uniform



Grey/navy school trousers or shorts

Grey/navy skirt or pinafore dress

Blue and white checked dress (Summer)

White shirt or white polo shirt

Navy blue sweatshirt, jumper or cardigan (*Please note that fleeces sold by our uniform provider, Kit Out are for outdoor wear and do not replace sweatshirts*)

Plain dark or white socks or tights

Plain black shoes, which your child can fasten themselves.

You can buy uniform items with the school logo on from **Kit Out**, but children are not required to wear a logo and can wear items purchased from other stores (e.g. supermarkets). **Kit Out** take orders [online](#) and items can either be collected from them for free or delivered to your home address.

For our new starters in Reception, a representative from **Kit Out** attends the summer term New Parents Meeting, where you can make any orders.

Book bags, with the school logo on, can also be ordered via **Kit Out**. These are used by children mostly in years 0 to 2 to keep their reading books, school work and letters from school in.

If you need any support in obtaining school uniform, at any point in the school year, please let us know. We always have second-hand uniform available, that we are happy to donate. Drop into the school office or email office@abbeyroadprimary.co.uk to let us know what you need.

Footwear

Sensible and appropriate footwear should be worn at all times whilst at school. Fashion shoes, raised heels, open toed sandals, designer label footwear, prominent logos and boots above ankle height are all examples of inappropriate footwear. It is important that your child can fasten their own shoes; Velcro fasteners are recommended. Trainers are only allowed during outdoor activities/P.E. lessons.

Jewellery

For safety and practical reasons, jewellery is not allowed in school. The only exceptions are plain, stud earrings, wrist watches and signs of faith. Smart watches are not allowed, in line with our [Mobile Phone and Device policy](#).

Nail varnish and make up should not be worn at school - this includes body art, such as temporary tattoos (although we do make exceptions following a school disco!)

P.E. Uniform

Children come to school dressed in their P.E. kit on days of the week they have P.E. lessons. This information will be communicated to you at the start of each year. Earrings should be removed for P.E. lessons. Parents are asked to get ears pierced at the start of a summer holiday to allow for the 6-week healing period; if this does not happen, earrings need to be covered by the child with plasters/tape (from home).

- Plain white t-shirt/polo shirt or navy 'Abbey Road' t-shirt
- Plain navy/black shorts and navy/black joggers or leggings
- Trainers/black plimsolls (children should be able to put them on and secure them independently)
- Plain navy/black sweatshirt or hoodie (no big logos)



Lost Property

It is really important that all clothing, shoes, bags, water bottles and anything that comes in to school is clearly labelled with your child's full name. We have two lost property containers opposite the garden outside Year 1 for named and unnamed items, which you can check if an item goes missing. If items are labelled, they are much more likely to be returned to the rightful owner.

Forest Schools

At Abbey Road School, we believe that all children have the right to play and to access the outdoors and many lessons and activities take place outside during the week. In addition, children in Foundation and Year 3 access Forest School sessions throughout the year. These sessions are mostly child initiated; allowing children to follow their own interests and ideas. We give children access to safe risk, in order to build up their resilience and perseverance. During our Forest School sessions, we teach practical skills and knowledge about nature. Children then use this knowledge to promote their own play and learning in a creative and fun way.

The sessions take place whatever the weather, so children need appropriate clothing: long, cool trousers and a long-sleeved top, trainers and sun hat in the heat and then warm layers, wellington boots and an all-in-one waterproof suit/waterproof coat and trousers in the cold and rain. The children do sometimes get very wet and muddy... but they have so much fun!



Opal - Outdoor Play and Learning

In September 2025, we launched an exciting new project in conjunction with Outdoor Play and Learning (OPAL) CIC to make our playtimes even better, changing the way we think and how we play together. In 2018, OPAL won the best active schools' programme in Europe award and has been cited in two parliamentary reports as delivering outstanding practice. OPAL is working closely with Sport England to promote more active childhoods, which is one of the many reasons we are improving our playtime, as well

as to improve opportunities for socialisation, cooperation, coordination, resilience, creativity, imagination and enjoyment for your child. We strongly believe that: “Play is freely chosen, personally directed, intrinsically motivated behaviour that actively engages the child. Play can be fun or serious. Through play children explore social, material and imaginary worlds and their relationship with them, elaborating all the while a flexible range of responses to the challenges they encounter. By playing, children learn and develop as individuals, and as members of the community.” (Children’s Play Council 2001). During OPAL playtimes children have access to a wide range of equipment that allows them to use their own initiative and ideas to create their own play.

Toys

Some children, when first starting school, may need a cuddly toy/blanket. Please encourage your child to bring something that can be stored in their bookbag/tray. Once your child is settled in school, we will encourage them to leave toys at home to avoid them being lost.

Breakfast and After School Club



Lime Trees operates our breakfast and after school club each day. They are based in a large classroom next to our Foundation Stage classrooms. Morning sessions run each morning from 7.30am and then after school until 6.00pm every school day.

Lime Trees also operates a holiday club, providing childcare throughout the school holidays.

To find out more about our Breakfast and After School Club, please visit www.thelimetrees.co.uk. Bookings can be made online via the website.

If you have any questions, you can email hello@thelimetrees.co.uk or call 0115 9313 562.

Parents access wraparound childcare via other providers as well – for example, ARK operate breakfast and after school provision from the on-site Children’s Centre and a number of local childminders drop off and pick up each day.

Lunch Time

At Abbey Road Primary School, the children have a choice of staying for a school meal (two courses) or bringing in a packed lunch from home each week. Meals are served by cafeteria system.

School meals are cooked on the premises with a varied and balanced menu through the week. The menus are on a 3-week rota and can be found on the school website [here](#).



Children in Reception, Years 1 and 2 are all entitled to a Universal Free school meal (UFSM).

Some parents choose to provide their child with a packed lunch every day. We ask parents to maintain a good nutritional base to these. We do not allow the children to bring in fizzy drinks and we also ask parents to avoid pottery or glass containers, because of the obvious breakage issue. All children eat together in the school hall with their friends, whether they are having sandwiches or dinners.

Children must choose to stay either for school dinner or bring in a packed lunch for a whole school week at a time, but can swap between the two options week to week.

Lunchtime Support Assistants are on hand to help the children while they are eating and then to supervise play in the playground. Year 6 buddies and play leaders also help and play with the younger children during the lunch hour.

Special diets and allergies

We aim to ensure all pupils have access to healthy school dinners regardless of any special requirements.

If your child's diet does not suit our menus due to any food allergies or intolerances, religious or ethical beliefs, please let us know via the 'Dietary Requirements' section under 'Medical' in Arbor so we can provide suitable alternatives. For those children with food allergies and intolerances a separate form will be sent for you to complete.

Due to the number of children with severe allergies, our school and kitchen is nut-free and we also ask parents to avoid sending their child to school with nuts or nut-based products.

Claiming for Free school meals

We want to make sure that as many eligible pupils as possible are claiming their free school meals - even where children are currently receiving a UIFSM. Registering for free school meals will enable school to claim 'pupil premium allocation'. Pupil premium is additional funding that can help support your child in school. More information about pupil premium and how it is used at Abbey Road can be found [here](#):

Qualifying benefits

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- [Income Support](#)
- [Income-based Jobseeker's Allowance \(JSA\)](#)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- [Child Tax Credit](#) (with no Working Tax Credit)
- [Working Tax Credit](#) run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Free school meals for children in all households with no recourse to public funds (NRPF) has been permanently extended subject to maximum income thresholds. More information is available here for [children of those who have no recourse to public funds](#) (families in these groups cannot apply online and should telephone).

Registering for free school meals

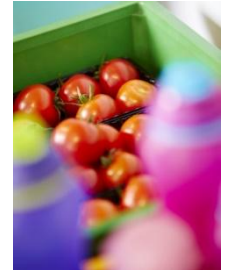
Registering for free school meals can be done [online](#). More information regarding free school meals can be found [here](#).

Parents unable to apply online should contact Nottinghamshire County Council on 0300 500 80 80.

Milk and Fruit

Free milk is provided for all children under the age of 5 and for those children receiving free school meals; more information can be found [here](#). All children who wish to have milk in school must be registered on the [cool milk website](#).

Parents can choose to pay for their child to continue to have milk in school beyond age 5 – Cool Milk will contact you directly regarding this once payment is due (you can opt out). Registration and payments must be made by Tuesday evening to receive milk the following week.



One Piece of fruit is available to all children in Foundation and KS1, free of charge, via the government scheme. This may be an apple, banana, pear, tomato, or something similar.

In Key Stage 2 (Years 3-6), parents can provide a healthy snack for their child to eat at playtime (no crisps, sweets or chocolate bars).

Attendance

School attendance is a priority for our school, and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Attendance above 97%	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
Attendance of 95%	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education
Attendance of 90%	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy. It will be difficult for them to achieve their best.
Attendance of 85%	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year; it will be very difficult for them to keep up and achieve their best.
Attendance at 80% or below	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

For more information about our school attendance policy click [here](#).

Absences

If your child is absent from school, please contact the school office on the first day of absence and every subsequent day before 8.45am. Our telephone system gives you the option to leave a message to report your child's absence; please leave your child's name, class and reason for absence. If your child is ill, please provide details of symptoms as we need this for the register; if no details are given, we will call to ask.

If your child is absent from school without notice, the school will telephone/email the parent on every day of absence, if school has not been notified.

Children returning to school after illness, should be fit to do so and free from infection. If your child suffers from a bout of sickness or diarrhoea, then you should keep your child off school for 48 hours after the last episode.

Many parents find this NHS guide useful when considering whether their child should attend school or not.

[Is my child too ill for school? - NHS](#)

Holidays During School Time

Government regulations state that 'head teachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. As a consequence, holidays taken during school time will be recorded as unauthorised and could lead to a fine. These regulations have come into place because of the negative impact non-attendance has on the progress and learning of children.

It is strongly advised that holidays are only taken during school holiday times, thereby ensuring the minimum disturbance to your child's education.

If you do find it necessary to request a leave of absence during term time, an electronic leave of absence [form](#) should be submitted at least four weeks in advance, if possible. The request will be considered in line with the government's guidelines. For more information, please read our [Pupil Attendance Policy](#). See the links below to access the form:

<https://forms.office.com/e/836W8Kfg3B>



Medicines

If your child needs to receive prescribed medication during the school day, the medicine should be taken to the school office in the original container and a medicine form should be completed giving written details regarding dosage, time etc. You can find the form on our school website: [Printable Forms – Abbey Road Primary School](#)

The school is unable to administer any medicines, unless they are prescribed by a doctor and required to be taken during the school day (e.g. four times a day or before food).

Inhalers/Epi-pen/Insulin in school

If your child has to use any of the above, please provide as much information as you can on the medical form you receive. Children who use inhalers, will have them stored in the classroom. These must be clearly named.

Accidents / Illness in School

Should your child become ill during the school day, you will be contacted. If your child has an injury during the day, staff are trained to administer basic first aid. If an accident results in a more serious injury, we will contact you immediately by telephone. It is vital that you keep all contact numbers up to date on Arbor and that we have details of at least two contacts.

Dental / Medical Appointments

Please try and avoid dental or medical appointments during school hours. If this is unavoidable, please inform the school office either by telephone (0115 9748055) or email (office@abbeyroadprimary.co.uk).

School Closures

On very rare occasions, the school may be unexpectedly closed due to very severe weather or internal problems (eg: flooding, no heating). In this situation, parents will be contacted by email (please ensure we have your up-to-date email address on Arbor).

If severe weather occurs overnight, please do not telephone school, we will share any closure information by email and/or via our website.



Your Home School Association

You automatically become a member of our Home School Association once your child starts school. You will be informed by email of different meetings and events. All parents are encouraged to join the meetings and new faces are always welcomed. Please try and support our fund raising and social events as the money raised benefits the children in many ways including buying new equipment and special educational events.

You can also follow 'Abbey Road Home School Association' on Facebook.