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Abbey Road Primary School

Welcome Pack 2023-2024



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	101
Attendance	101
Absences	11
Medicines	11
School Closures	13
Your Home School Association Information	123
Welcome Letter from the Trust	134



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 and take a look at the class pages or follow our twitter account **@AbbeyRoadSchool** to see what we get up to each week and to keep up to date with events and information.

Before your child starts school, you will also receive a number of forms, all of which are really important to enable us to safeguard and support your child. If you could return these as soon as possible, we can start to process this and ensure the information is passed on to the relevant members of staff. 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 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](#).

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 and Charlotte Lever		
Assistant Headteacher	Michael Jones	Family Link Worker/ELSA	Alison Lovett
RECEPTION Leader	Maria Smith	School Business Manager	Gail Hill
Key Stage 1 Leader	Kala Poole	Admin Assistant	Anne Naake
Key Stage 2 Leaders	Michael Jones	School Secretary	Chris McNeill
	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.

CLASS DROP-OFF/PICK-UP DETAILS

SUNSHINES	Reception/Y1 playground
RAINBOWS	Next to Reception outdoor area (by Year 3 field)

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.

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 3.25-3.30pm

- 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.

- A number of children in Years 5 and 6 walk home independently, or with friends. Teachers will collect this information from you at the start of each year, so we are aware of the home-time arrangements for each child.
- If someone other than yourself is 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 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 to and from school. With two large primary schools in the same cul-de-sac, the surrounding roads are always very busy!

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.

Many children make the journey to school by scooter or bike. We have cycle racks within the grounds, where these can be safely left during the day.

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 up to! www.abbeyroadprimary.co.uk.

You can also follow us on twitter - @AbbeyRoadSchool – for further updates from school.

You will receive monthly 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. 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 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 for your child's class teacher and they will get in touch or you can call or email 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 the office has your correct email address 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
- 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 sweatshirts and cardigans with the school logo on from **Kit Out**, a company that takes orders over the phone or internet and delivers them to school or home but children are not required to wear a logo and can wear items purchased from other stores (eg: supermarkets).

For our new starters in Foundation, a representative from **Kit Out** attends the summer term New Parents Meeting, where you can make any orders. You can also contact them on their mobile number or via email. 07725656857 or sales@kitoutclothing.co.uk.

Book bags are also used by the children to keep their reading books and school communication organised. These can be obtained from Mr Everton at **Kit Out** or from the school office.

Footwear

Sensible and appropriate footwear should be worn at all times. It is important that your child can fasten their own shoes. We recommend Velcro if possible. Trainers are only allowed during outdoor activities. *(Fashion shoes, raised heels, open toed sandals, designer label footwear, prominent logos and boots above ankle height are all examples of inappropriate footwear.)*

Jewellery

The wearing of jewellery by young children in school cannot be allowed as it constitutes a safety hazard. If it is absolutely necessary after piercing for a child to wear ear jewellery, this must be limited to a single stud per ear. Parents are asked to get ears pierced at the start of a summer holiday to allow for the 6-week settling period.

P.E. Uniform *(For children in Foundation Stage, this will not be needed until after Christmas)*

- Plain white t-shirt
- Plain navy/black shorts and navy/black joggers or leggings
- Black plimsolls (children should be able to put them on and secure them independently)
- Plain navy sweatshirt or hoodie



These should be kept in a drawstring bag. The bag should be easily identifiable to the child. 30 identical blue bags makes it tricky for your child to identify theirs!

Please ensure that all clothes and bags are labelled clearly with your child's full name.

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 in the cold and rain. The children do sometimes get very wet and muddy... but they have so much fun!

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.

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: www.abbeyroadprimary.co.uk/parents/dinner-menu/

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.

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 so we can make alternative arrangements.

Where reasons are medical, we ask that you complete an EC46 pupil dietary/food allergy request form available on our website: [Printable Forms – Abbey Road Primary School](#) and return to the school office.

Any allergies and intolerances must be accompanied and supported by medical documentation from the child's GP or other medical professional.

Because of the number of children with severe allergies, our school kitchen is a nut-free zone 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](#):

www.abbeyroadprimary.co.uk/pupil-premium/

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) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Registering for Free school meals

Registering for free school meals can be done online via the [citizens portal](#):

[Citizen Portal - Logon \(nottscc.gov.uk\)](http://Citizen Portal - Logon (nottscc.gov.uk))

The information you will need to register includes:

- Personal details (including national insurance number and date of birth) for the parent/carer
- The child's full details including their date of birth and the school they attend.

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

More information regarding Free school meals can be found [here](#):

[Free school meals and milk | Nottinghamshire County Council](#)

Milk and Fruit

Free milk is provided for all children under the age of 5 and for those children receiving free school meals. Milk can also be provided for all children at cost of around £15 per term, this is paid directly to Cool Milk. All children who wish to have milk in school must be registered on the [cool milk website](http://www.coolmilk.com/register). www.coolmilk.com/register



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).

Payments to school



School operates a cashless payment system and all payments for school meals, trips and uniform are to be made on the Eduspot, School Money website. You can reach the website via this link: eduspot

School meals can be booked and paid for in advance. Trips and other payment requests will be added when applicable. Further guidance and login details will be issued when your child starts school.

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 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. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

For more information about our school attendance policies, click here: [Attendance Policy \(abbeyroadprimary.co.uk\)](http://abbeyroadprimary.co.uk)

Absences

If your child is absent from school, please contact the school office of 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 absent from school without notice, the school will text or telephone the parent on every day of absence, if school has not been notified.

Children returning to school after illness, should clearly 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 \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-should-my-child-stay-at-home/)

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 may 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, it will continue to be necessary to complete a leave of absence form. These are available from the school office and the school website. The request will be considered in line with the government's guidelines. Click below to download and print a school holiday request form. Please take the completed form to the school office. The form recommends that you hand it in to school, giving at least 4 weeks notice. [Printable Forms – Abbey Road Primary School](#)

Medicines

If your child needs to receive 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 (eg: 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. Please ensure that daytime telephone numbers are up to date and we have details of at least two contacts.

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 inform the office of any changes to your mobile, work and home numbers.

Dental / Medical Appointments

Please try and avoid dental or medical appointments during school hours. If this is unavoidable, please inform the school office.

School Closures

On very rare occasions, the school may be unexpectedly closed due to very severe weather or internal problems (eg: flooding, no heating). Parents will be contacted by text/email (please ensure we have your up-to-date mobile number/email address).

If severe weather occurs overnight, please do not telephone school, but listen to Radio Nottingham or Capital FM. All school closures are broadcast at regular intervals when we have unexpected weather conditions. We will also share any closure information by email or text and/or via our website and twitter feed. If the weather deteriorates during the day, and you are concerned about travelling, you may collect your child from school early, but they will not be allowed to make their way home unaccompanied.



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 welcome to join the meetings and new faces are always welcomed. Please try and support our fund raising and social events. You can also follow 'Abbey Road Home School Association' on Facebook.



Dear parent/carer,

Welcome to Abbey Road Primary School, which is a member of **Equals Trust**. We hope you and your child will be very happy with us and that we will be able to work together to achieve the best we possible can for you.

Equals Trust is a multi-academy trust comprising 12 primary schools in the Rushcliffe and Gedling areas. Being geographically close means that the schools can work together on developing good practice, sharing ideas and school improvement priorities. It also means we can provide excellent cost-effective services for the schools through joint commissioning. The Leadership Group of Head Teachers organise school improvement and is involved in the strategic direction of the Trust. This is unique to **Equals Trust** and means that decision making is consulted on at all levels, with school leaders, local governing bodies and their communities maintaining their school's ethos and unique identity. They also have a wider perspective through mutual accountability and a strong collaborative approach. This enables everyone to have ownership of the strategic direction of **Equals Trust** and a strong sense of belonging. We hope you will enjoy being part of the **Equals Trust** family.

Everyone involved with **Equals Trust** believes passionately that collaborative working raises educational standards and improves life chances for the children within the trust partnership. Teaching and Learning are at the centre of all we do, providing an exciting curriculum and enrichment opportunities that challenge and excite them; for example each of our schools is part of a British Council global education project 'Stories of a lifetime' linking and exchanging with schools in Tanzania. We share expertise and great practice, providing professional development and the resources to achieve this; for example, through joint curriculum INSET days.

The schools work on curriculum development together, but they retain the essence of what is distinctive to their school and local community. We strongly believe in providing a wide range of enrichment activities to the children in our care in addition to a national curriculum to ensure that children make the best possible progress and social development. Through our EQT Improvement Planning process we are always looking for innovative ways to enhance our pupils' experiences; for example an e-safety project that produces a regular e-magazine, a maths hub with Southwell Minster Teaching School and an iPad maths project organised by our Distinguished Apple Educator. We hope your child will be involved in our inter-trust activities including storytelling, football, Boccia and frisbee competitions and a whole Trust singing extravaganza at the Albert Hall.

Our Governance Structure ensures there is support and accountability in all areas at all levels. This includes Local Governing Bodies and Head Teachers at a local school level through to overall Board Level and ultimately the Members who ensure the principles of our philosophy are the basis for all decisions. As parents you will be asked for your views on your school and consulted on areas of your child's education. On occasion we will also ask for your support in shaping the direction of **Equals Trust**.

We hope this has given you some insight into **Equals Trust** and the exciting advantages for your school of being a member. Please see our website : www.equalstrust.org for any further information or contact our office in Keyworth.

Best Regards

Phil Palmer
(CEO)

Peter Foale
(Chair of the Board)

