



2nd July 2025

Dear Parents/Carers

We have conducted a review of the current logistics, in preparation for our return in September 2025. Whilst the same systems will remain, please can I ask you to read the contents of this letter carefully. There is new, important, information included, and some of the current information will have changed for you going into the new academic year.

Morning Drop off 8.20am – 8.50am

Drop off will continue to be via the front loop. Children are required to be in school by 8.50am at the latest for morning registration. Doors will continue to be open from 8.20am. Staff will be outside to assist your child/children out of the car, however, they will come into school at 8.50am to start their other duties. If you arrive after 8.50am, please ensure you walk your child/children to the door to ensure they get into school safely.

We ask that you do not get out of your car on the front loop, to help keep the traffic flowing. Please use the layby if you need to stop for anything. We also ask that you do not overtake on the front loop to keep everyone safe. Monday 1st & Tuesday 2nd September are INSET days for staff, so school opens to the children on **Wednesday 3rd September 2025**.

For the first 2 days of this week (Wednesday 3rd & Thursday 4th September 2025) our new reception children will be arriving at school at 9am to allow our new parents time to familiarise themselves with the system and avoid congestion.

New Reception Parents (Wednesday 3rd & Thursday 4th September 2025 only)

- *Children are to remain in their transition groups, so will be in school for the full day on either Wednesday 3rd **OR** Thursday 4th September only with an arrival time of 9am.*
- *Parents with new children to school, for these two days, please park at the rear of school on the car park area. The gate will be open for you to walk your child onto the playground, however, please do not drive onto the playground to park. As we do not permit parents into school at morning drop off, please wait outside the green fenced area until Mrs Slater & Miss Haslam come out to collect the children at 9am.*
- *For parents who already have a sibling(s) in school, you are welcome use the front loop immediately if you prefer, or if you wish to drop your reception child off for 9am, please park at the rear of school, escort your older sibling(s) around to the front, to enter via their usual door, and then return to the rear of school. Please note: older siblings are required to be in school by 8.50am at the latest.*

Whole School - from Friday 5th September, **all** children should be dropped off via the front loop only. Doors will open at 8.20am and staff will be outside to assist the children out of your cars and show them to the correct doors to enter.

The layby opposite the entrance on the front loop, will be available to use, should your child be anxious, where staff will assist. Please do use this layby if you need to and avoid getting out of your car on the front loop, as we need to keep the traffic moving.

We have found over the last few years; the drop off system helps build the children's confidence and they quickly become happy to leave the car and enter school on their own.

We request, even if children are upset, that parents do hand them over and quickly leave, as this helps the children settle. Parents are not able to enter school with the children. Please can you ensure all this information is passed on to whoever may drop your child/children off at school.

The children will come into school via the 2 front entrances. Please note the one change to the entrance Years 5 & 6 will use due to a change of their classrooms:

Side Entrance
Reception, Years 1, 2 and 5

Main Entrance
Years 3, 4 and 6

Afternoon Collection – 3.20pm finish time for all children

We will continue to use the end of day collection system and times. The end of the day is the only time when cars can enter the playground to park. As a result of this traffic flow, please ensure all children are supervised at all times whilst on the playground. **Please do not allow any children to use the play area at the end of the day or run around the playground.**

Plumley School Bus – departs at 3.20pm from front loop of school.

Reception, Year 1 & 2 children (and siblings within key stage 1 only) – collection at 3.20pm via classroom doors to the playground – please depart the playground by 3.30pm at the latest.

All remaining siblings (across both key stages and key stage 2 only) – collection between 3.35pm – 3.45pm via classroom doors to the playground – please do not arrive on the playground before 3.30pm.

Key Stage 2 non-siblings – collection between 3.40pm – 3.50pm via the front loop – please do not arrive before 3.30pm.

The gates to the playground will be open from 3pm to allow cars onto the playground ready for the end of day.

Plumley School Bus - Please advise school if your child will be using the school bus from Plumley in the afternoon, and which days are required. Children will be placed on the bus each afternoon, unless advised otherwise by parents/carers. We are unable to take instruction from the children. Please inform via admin@lowerpeover.cheshire.sch.uk at the earliest opportunity, particularly if they are booked into wraparound care or sports clubs.

We do urge parents to consider using this service if you live in Plumley. It will help with traffic flow to and from school. Please contact Cheshire East, School Transport on either 0300 371 496 or schooltransport@cheshireeast.gov.uk to discuss a permit.

ADDITIONAL IMPORTANT INFORMATION

- If another family member is collecting your child/children, please ensure they are aware of all the procedures in place.
- Please place a family name sign in the front window of your car (afternoon collection only via front loop) to assist staff on duty and help keep cars moving as quickly as possible. Staff on duty after school are not the same as in the morning so will not be familiar with cars.
- Please only arrive within your time slot. Early arrival causes queuing up and down The Cobbles and onto the main road.
- Please do not arrive early at the front of school, as we need to keep the front of loop clear for emergency vehicles, deliveries, early departure of children for medical appointments & sporting events.

- Please return to your car and depart as soon as you collect your child/children, to ensure a prompt start for after school clubs. All cars need to be clear of the playground before children are allowed outside for the start of their clubs.
- Please drive slowly & carefully when entering & leaving the playground.
- Please do not leave your car engine running whilst waiting to collect your child.
- If one of your children is attending an after-school club or is off school with illness, please continue to use your usual collection slot & location for your other child/children.
- Any changes to afternoon collection are required by lunchtime (unless in the case of emergencies) at the latest to the school office, either via phone call or email.
 - The end of day is extremely busy across school, so to ensure staff are aware of the changes, and the handover of children is safe, the information is provided by the office to teachers during the lunchbreak.

Collective Worship

Collective Worship will be held in Church on a Friday morning. Parents are welcome to attend. You are welcome to go straight to the rear of school to park and walk your child/children around to the front of school if you are attending.

Change of Classrooms

Please be aware that Years 5 & 6 are swapping classrooms over the summer ready for the new academic year. Signage will be placed on the external door or window, so you know where to collect your child from.

P.E

For the new academic year, the children will continue to have 2 x PE sessions per week and arrive at school already wearing their P.E kit on their allocated days.

Reception – Tuesday & Friday

Year 1 – Tuesday & Friday

Year 2 – Tuesday & Friday

Year 3 – Monday & Thursday

Year 4 – Tuesday & Thursday

Year 5 – Monday & Friday

Year 6 – Monday & Thursday

Please check the class teachers weekly email for any changes to the above days on any given week.

Please note: when classes have Forest School scheduled, they will not have the additional PE lesson, as Forest School will replace the physical activity. Children should wear Forest School appropriate clothing on these days.

Forest School

We have slightly altered how our Forest School sessions will run for the new academic year. Forest School will now operate fortnightly and the morning split into two sessions. This will allow two-year groups to have Forest School on the same day with a focused session over 1.5 hours.

The dates will be detailed on both the weekly newsletter and on the calendar section of the website.

Please can you ensure that children wear clothing and shoes suitable for outdoor activities to keep them safe and protected (long sleeves and trousers). We do request that no football tops are worn. Hair should be tied up as usual. Unfortunately, if the required clothing is not worn, we will review if the children are able to take part in the session for their own safety.

It is essential that a spare pair of shoes are brought for the children to change into after their session – this is to avoid mud and dirt being walked through school. Even if the weather is dry, a spare pair of shoes is required – some areas of the woods get little sunlight so there will be patches of damp or wet ground. The school office will call home to request a spare pair of shoes are brought in if necessary.

Swimming 2026 (Key Stage 2)

As part of the national curriculum, swimming is a statutory element meaning every 11-year-old child should leave primary school with the skills to keep themselves safe in the water. Swimming will be timetabled into the curriculum during the Spring term. We are currently assessing this year's lessons, so will provide full information in due course.

GENERAL INFORMATION

Uniform

Children are able to wear either their summer OR winter uniforms during September. From 1st October, however, children are required to wear their winter uniform only until the Easter break 2026. Please view the website for permitted items.

PE Kit

Please ensure children are wearing the correct PE kit that is listed on the school website.

Hair

Hair should be tied up if longer than shoulder length, and any ornaments should be small and blue only.

Shoes

Black shoes only are permitted – **no boots or trainers.**

Jewellery & Make Up

No jewellery or make up should be worn in school. If ears are pierced, children are only permitted to wear small plain stud earrings.

Medication & First Aid in School

If your child suffers from asthma, please ensure they have an in-date inhaler in school and you have completed an asthma card, that is available from the office.

Please do not send any other medication in with your child, please hand to a member of staff. A completed form giving consent to administer medication is required, prior to staff being able to administer medicine to your child/children. Forms are on the website or via the office.

Staff are trained in first aid and administer any required treatment. For all head bumps we contact parents immediately to advise. A reporting app called First Aid Forms is used to inform parents of any minor accidents and/or medication administration. These notifications are in the form of an email which are scheduled to be sent automatically at 3pm.

Non-Uniform Days

We do have some non-uniform days in school for fundraising etc. Please can we ask that children come into school on these days in sensible clothing and footwear suitable for school (no cropped tops or heels etc). Shoes must provide full coverage, with no open toe sandals etc worn, to comply with health & safety in school.

Hair should still be tied up, even on non-uniform days, if longer than shoulder length, and no jewellery is permitted. Notification of specific non-uniform days will be detailed in the newsletter.

Pencil Cases

If they wish, children in Years 1-6 inclusive, are allowed to bring in their own pencil case. Please can we request that pencil cases are not too big, as they must be able to fit into the children's classroom drawers.

Only the following items are permitted:

HB pencil
Colouring pencils
Pencil Sharpener
Rubber
Ruler
Pritt Stick

School will provide pencil cases & stationery for those not able to supply their own. Writing pens will be supplied by school for all children who have a pen licence, so children should not bring their own handwriting pens. Please can we request no novelty items, post it notes or tippex (liquid or tape) are included – these are not permitted in school, thank you

Water Bottles

Water bottles should only contain water for consumption during the day. Staff will refill if necessary throughout the day. **Please do not send in any juice or fizzy drinks.**

School Lunch & Snacks

School lunches are available to pre-order via ParentPay (please note – you will be unable to pre-order on the morning itself, it must be in the days leading up to the day required).

You can pre-order 3 weeks in advance from the weekly rotating menus. Please could we ask that you pre-order your child's lunches from home. This will aid the morning routines in school.

If you choose to send your child in with a packed lunch – **no hot/warm food is allowed in any food flasks.**

***New Reception parents** – staff in school will assist your child to select their lunch until your details are loaded into the system.*

Following receipt of your ParentPay activation letter, you will be able to pre-order from home. Please select the meal choice via this system even though there is no charge.

The uploading of your information into school systems for lunch ordering and school communications does take some time, so please be patient whilst the office staff complete this task.

If your child has any allergies or intolerances, we do require a medical note confirming details of specific food groups or ingredients to avoid. This information will then be passed onto our catering team who will update the system and remove any menu options containing the allergen ingredients. We are unable to implement this without a medical note.

Current Year 2 parents – moving into Key Stage 2

- School Meals - please note that from September, your child will no longer be eligible for the Universal Infant Free School Meals. Please pay for any school lunches via the ParentPay service that will be allocated to you.
- Lockers – your child will have their own locker in Year 3. Please ensure the children continue to use their bookbags or small rucksacks, so they fit into the lockers along with coats. .

Morning Snack – a reminder for Years 1 – 6 inclusive, snacks on Monday to Thursday should be one small healthy item only with no crisps or chocolate permitted. Friday is 'treat' day, where the children can bring an item of choice, however we do ask that this is still a small item.

We are a NUT FREE school. We do have children in school with allergies that would require the use of an EpiPen, so please do not include any item for snack or lunch that includes nuts or traces of nuts.

Peripatetic Music Lessons

If your child currently has private music lessons in school, these will continue, should you choose, for the next academic year. Please contact the tutors directly. Full information about this offer can be found on the website. A reminder that Year 6 children are only able to have music lessons during their lunch break.

Children are only able to learn one instrument in school to ensure minimal disruption to their day. Only children in Years 1-6 inclusive are permitted to learn a musical instrument.

Communication

All email or smartphone communication to parents is via School Spider (website & communication system). You will also receive parent surveys via this platform and be able to book appointments for parent consultation evenings. Please download the app and activate notifications so you receive all information from us. The school calendar for trips, events etc can also be found on the website.

Safeguarding Team

We have a dedicated safeguarding team that consists of:

Mrs Dean: Designated Safeguarding Lead (DSL)

Mr Bradley, Mrs Tinker & Mr Haslam: Deputy Designated Safeguarding Leads (DDSL)

For any safeguarding concerns or support required, please contact any of the above via email or via the main office admin email address. We also have a dedicated safeguarding email address to ensure confidentiality if you prefer: safeguarding@lowerpeover.cheshire.sch.uk

Staff Communication

The main school email address is admin@lowerpeover.cheshire.sch.uk for any logistic issues, absences, early, late or changes to collection, medical appointments, and general correspondence – **please do not send this information to the class teacher.**

Please only email teachers for educational purposes. Not all teachers access their emails throughout the day, so may only be able to respond at the end of each day. Staff may not respond to emails after 5.30pm so will reply to you the following day.

Please may I request you copy the School's Senior Leadership Team (SLT) into any teacher emails you send, so we are aware of any potential issues and ensure they are dealt with swiftly.

To confirm, the Senior Leadership Team is myself, Mr Haslam, Mrs Tinker & Mr Bradley. The email for SLT is seniorleadershipteam@lowerpeover.cheshire.sch.uk

Main Office Hours

The main office is manned between 8am – 4pm

Should you wish to contact me directly on any other matter, you can reach me on head@lowerpeover.cheshire.sch.uk or on 01625 467623

Best wishes

Mrs Dean
Head Teacher