Exeter
a learning community

Tuesday 2nd September 2025

Dear Parents and Carers,

Welcome Back

We hope you have all had a lovely summer. Our teachers have been working hard to get the classrooms ready for the children and we are looking forward to seeing them again on the 3rd September!

Over the next week, we will be working on re-establishing our school expectations of 'Ready, Respectful and Safe'. We will be sharing school routines with the children and spending time getting to know each other.

We have highlighted key information below that you may find helpful when preparing for the new academic year.

Changes to the latest DFE Guidance

In line with the latest guidance from the Department for Education (DfE), from 3rd September 2025 **only water will be allowed in the classroom**; squash will no longer be permitted. We kindly ask that all children bring a labelled water bottle to school each day, filled with water only. This is to support children's oral hygiene, hydration and overall health as well as to ensure we remain compliant with DfE guidance.

Uniform

Please ensure that you familiarise yourself with our school uniform expectations. A letter detailing these expectations was sent to you at the end of the summer term is attached again for information.

Where a child requires uniform adjustments due to sensory needs, these must be agreed in advance by the school SENCO, Samantha Golding, and the agreed reasonable adjustments will be incorporated into the child's PSP. Any adjustments will be expected to be broadly in line with the school's uniform policy e.g. similarly coloured clothing.

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As last year, we will have a selection of uniform items for children who come in incorrect uniform to change into. If a child comes to school wearing the incorrect uniform, they will be given clean uniform and asked to change. They will then change back into the clothes they came to school in before the end of the day and all items will be washed.

The School Day

The school day starts at 8:35 am. The gates will close at 8:45 am. Years R – 2 end the day at 3:15 pm and Years 3-6 end the day at 3:20 pm.

Late Collection of Children

If a child is not collected at the end of the school day, we will:

- Call all the emergency contacts to try to ascertain why the child has not been collected.
- If we are unable to contact a parent or carer by 3:45pm, the child will be placed in the after-school club and the parent or carer will be charged for this service (£4.50 to 4:15 pm or £8.50 if collected after 4:15 pm).
- If we have been unable to get hold of a parent or carer by 4.15 pm, we will make a home visit.
- At 4:30, if no contact has been made, social care/Police will be contacted for advice.

We do understand that there will be times when emergencies lead to a child/children being collected late from school. We ask that you contact the school office at these times so that a plan can be put in place to support you/the child(ren).

Drop off and Collection

Children in the Key Stage 1 building will be dropped off and collected from classroom doors (please see the maps below). Children in Key Stage 2 will need to use the designated entrances on their arrival to school to ease the flow of traffic around the school. These are detailed below and are the same as their collection points (see the map and table below).

Key Stage 1

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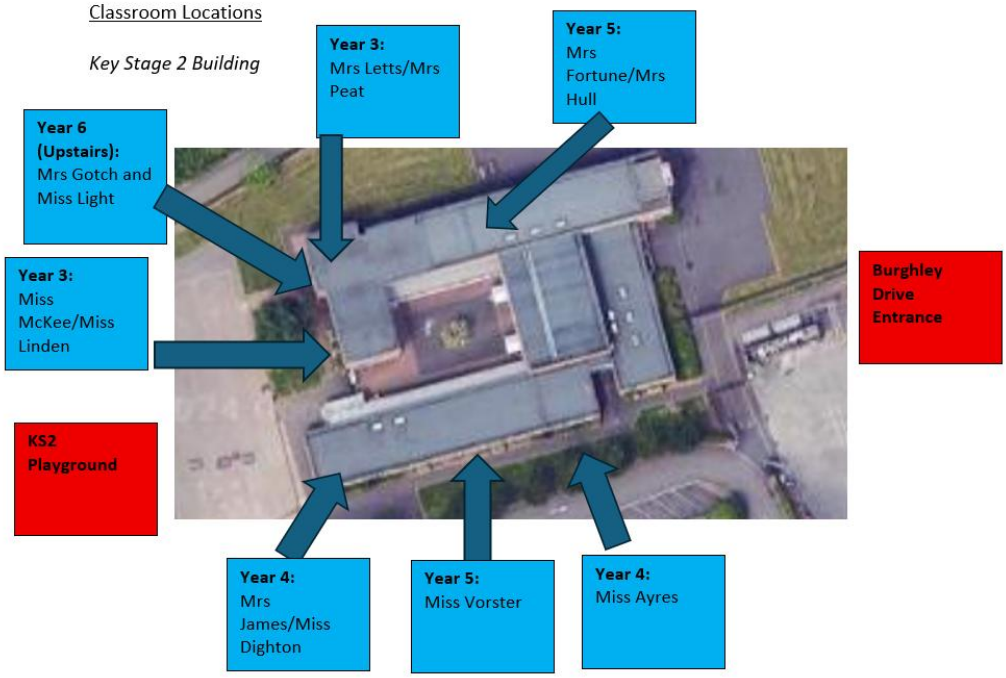
Key Stage 2



Y3 Geddington (Miss McKee/Miss Linden)	Quad gate/Main KS2 playground (external class door)
Y3 Wakerley (Mrs Letts/Mrs Peat)	External classroom door
Y4 Fineshade (Mrs James/Miss Dighton)	Back Key Stage 2 Doors (Burghley Drive Entrance)
Y4 Harringworth (Miss Ayres)	Back Key Stage 2 Doors (Burghley Drive Entrance). Please note this is different to the 'Meet the Teacher' document.
Y5 Boughton (Miss Vorster)	Back Key Stage 2 Doors (Burghley Drive Entrance). Please note this is different to the 'Meet the Teacher' document.
Y5 Deene (Mrs Fortune/Mrs Hull)	Quad gates/Main KS2 Playground
Y6 Lamport (Mrs Gotch)	Quad gates/Main KS2 Playground
Y6 East Carlton (Miss Light)	Quad gates/Main KS2 Playground

Questions and Queries

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All questions and queries regarding your child's learning or wellbeing needs should initially be directed to the class teacher. They will be able to direct you to the correct forms of support and seek advice from other staff members in school, such as the phase leader or the school SENCO.

The linked senior leaders are listed below:

EYFS – Sammy Newstead
Lower School (Years 1-3) – Kelly McKee
Upper School (Years 4-6) – Lauren Dighton

Special Educational Needs

Our school SENCO is Samantha Golding. She is supported by our two deputy SENCOs – Sammie Hamilton and Ellie Light.

Class Dojo

We are pleased to continue using Class Dojo as one of our communication platforms. This year, the classes have directly transferred to your child's new teacher. When sending a message on Dojo, please ensure you select your child's class teacher, as several staff are linked to each class.

Please note, staff will only respond to messages on ClassDojo between the hours of 8:30 am and 5:00 pm during the working week.

Safeguarding

Should you need to speak to someone with regards to a safeguarding matter, you can contact the Safeguarding and Wellbeing Team. Karen Lloyd is our Safeguarding and Wellbeing Team Manager.

PE Days

PE lessons will start from Monday 8th September. Your class teacher will advise PE days via Class Dojo.

Year 5 and 6 children are able to walk home with parental consent. Please ensure that permissions are updated on the MCAS app as these will need to be renewed for the new academic year.

Mobile Phones

We only allow children from Years 5 and 6 to bring a mobile phone to school if they are walking home. We will write to Year 5 & 6 parents to explain our policy on this further. Children from any other year group are not permitted to bring mobile phones into school.

We look forward to working with you over the next academic year.

Yours faithfully,

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Miss Doherty
Co-Headteacher

Mrs Crawford
Co-Headteacher

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