



July 2026

Dear Parent/Carer,

Another year over, just where does the time go? I would like to take this opportunity to thank you all for your continued support of our lovely school. It is greatly appreciated.

Six weeks is a long time to be out of routine for children and parents alike so here are some reminders for when we return to school on **Thursday 3rd September 2026**.

September expectation meetings for parents – As we did last year we are inviting the parents of children from Years 1 – 4 to a meeting with their child's new class teacher as follows;

Monday 7th September - Year 1

Tuesday 8th September - Year 2

Wednesday 9th September - Year 3

Thursday 10th September - Year 4

These meetings will take place at 3pm – 3:15pm in the respective classrooms. The children will be in assembly.

Drop off and pick up - At drop off parents can wait with their child as they line up. Reception will continue to line up alongside their classroom wall, Nursery on the EY yard, Years 1,2 and 3 on the main yard and Year 4 on the front yard.

Children in Nursery, Reception, Year 1 and Year 2 and Year 4 will all be dismissed from their fire doors. This means children can be physically handed over individually.

Year 3 children will continue to be dismissed through the double doors at the back of school. Parents collecting children need to stand well back from the yellow line in order that staff have a clear view of who is there to collect. The children are fully aware that they must stay behind the yellow line with staff until the adult responsible for them is identified and they are handed over. We understand that this may sometimes take a little longer in getting your child to you but is absolutely necessary in terms of safeguarding the children.

Bikes and Scooters – Children are not to ride bikes and scooters once on the school premises, they must be wheeled to the storage areas. Also, the Early Years bikes and scooters stored on the main yard are not for use before or after school by children.

Parking – It is now 3 years since the parking restrictions were put in place and yet we are still receiving numerous complaints regarding this. Please abide by the signage, park accordingly, stick to the speed limits and be respectful of residents when dropping off and picking up your child/ren. This will continue to be monitored externally and fines can be issued as a result. It is also important to note that delivery vehicles often have problems getting down Melton Drive as a result of parking and so indeed would an Emergency Vehicle.

Before and after school provision – Sessions run from 7:50am – 8:50am and again from 3.20pm - 6pm. All sessions must be booked and paid for in advance via Scopay. We currently have 25 places per session for breakfast club and 35 places for after school club.

Reading – Reading books and reading records need to be in school **every day**. It is extremely important to hear your child read regularly and we ask that you sign their reading record to indicate that you have done so.

Water bottles – Please see the attached 'Water only policy.' Note that the children will now be allowed to take their water bottles home for washing but must be returned to school the following day.

You may fill your child's bottle but please ensure it is water only. We will also be giving all children a new lid in September which will represent their house colour.

Uniform – Children are expected to be in uniform every day and to wear **PE kit** on the days they have sports. These days will be confirmed by class teachers when the children return in September. We have a limited stock of second-hand uniform in school. This is in good condition and can be obtained as needed. A small donation is welcome but absolutely not essential.

Coats – Please make sure that your child brings a named coat to school every day. The British weather is never reliable.

Book bags – Please make sure that your child uses a book bag. We do not allow back packs as we don't have space to store them adequately.

Toys in school – Children are not permitted to bring toys into school. Equipment will be provided by school for use at break times and should your child need additional resources, e.g. fidgets to meet need, these too will be provided by school.

Medication in school – If your child is prescribed medication that needs to be administered more than 3 times a day then please bring it into school. A form needs to be filled in for us to administer the dose needed. If the dosage is 3 times or less than please administer this at home.

Year 4 Walking home - Children in Year 4 will only be permitted to walk home from school following the May half term holiday, the second half of the summer term. Written permission must be received to allow this.

Jewellery and Earrings – Children are welcome to wear watches and stud earrings in school. However, these must be removed for PE sessions. If your child is unable to take their own earrings out and put back in then we advise they do not wear them on the days they have PE. If your child gets their ears pierced during term time they will only be permitted to partake in PE if they wear plastic retainers in place of the earrings, covering with plasters is not permitted as it still poses health and safety risks to the child wearing them and others. We really appreciate your co-operation in this matter.

Attendance – Our attendance policy is on the website. School starts for all children at 8:50am. Please ensure your child is on time so that they benefit from all of the learning time in school. Any 'Leave of Absence' must be submitted to school using the online form on the website. Any absences must be reported to school either by ringing the school directly or through the absence email hello@nhfs.uk please note that the admin email is not for absences.

Parents in school – We are always keen to get parents involved in school, supporting in class, hearing readers, sharing skills and talents etc. If you are interested in volunteering please get in touch.

Parent and family details – Please ensure that the contact information we hold in school is up to date by informing us of any changes as they happen. This is particularly important should we need to make emergency contact.

Behaviour- We will be reviewing our behaviour policy in September and this will be shared via the website.

We are a very nurturing school and use lots of relational practice alongside our character virtues and this won't fundamentally change. However, we have seen significant changes in behaviour over the last few years.

There are children in school who have SEND and their behaviour can be triggered more easily and sometimes has to be dealt with differently. It is never used as an excuse to behave poorly.

Sometimes though behaviour is a choice. We were saddened on our sports day that, during the picnic lunch, equipment was lost and broken and children hurt. Some children were not fully supervised by parents and carers and their behaviour was left unchecked.

It is imperative that we work as a home/school team to tackle this. Instilling our character virtues in the home and outside of school goes a long way to children developing contextual examples of these virtues and their importance in the wider community as they become citizens of the future.

Website - It is our intention that the website is the first port of call for all parents regarding information. The website has a 'Virtual Office' whereby you can access all forms electronically, copies of any letters (including this one) and dates of events etc. Please check the website before contacting school.

Contacting staff/key contacts – The following ways are available to contact school

- Phone - 0191 2371218
- Absence email – hello@nhfs.uk (note this is for absence reporting ONLY)
- Admin email – admin@nhfs.uk (note this email is for all other enquiries NOT absence reporting)

All emails, regardless of who they are for must be sent to the admin email address. This will then be directed accordingly.

Parent/School Communication – We all do our very best and have the children at the heart of everything we do. We would not be in these jobs if that were not the case. That being said we are human, mistakes can happen. We don't feel it is too much to ask that you please be respectful in all your communications with school. Your first point of contact should always be your child's class teacher. For quick queries staff can be approached on the yard at pick up but if a more in-depth conversation is needed an appointment should be made using the contact information above. We have this in place as we value strong parent/staff communication and relationships.

If you are not satisfied that your concerns have been listened to and addressed then you would contact myself through the admin email address to have a face to face or telephone conversation.

Open Door Policy - Please follow our open-door policy as it allows us to address any issues or concerns promptly and effectively. This is its intended purpose.

I find conversation is much less open to misinterpretation and therefore unnecessary worry on either part. Whenever contacting school, it is always fair to remember that if you wouldn't say it in conversation you should not be putting it in writing.

Fundraising - Friends of New Hartley First School CIC and Charity Choices – Fundraising is vital to schools in the current economic climate and funding crisis. Parental support in relation to fundraising is essential in order to ensure that provision at New Hartley is the best it can be. This can take many forms and does not always need to be a monetary donation. Donating some of your time to support/organise events or to help out with school trips is equally beneficial.

The biggest impact you can have is to support the 'Friends of New Hartley First School'.

We need the additional funds that they bring. A huge message of thanks and gratitude to Suzy, Donna and Rachael for getting this up and running this year. It has already made a difference!

We also like to show our support for charities. The most appropriate and meaningful charity for our children is Children in Need and we will therefore be supporting them again next year.

Thank you so much for your continued support of our school and trust in the staffing team. They all really do work extremely hard and care deeply about your children.

That just leaves me to say have a wonderful summer!

See you all in September.

Kindest regards,

Mrs K Dowdney



Water Only Policy

At New Hartley First School, we have a role to play, in promoting healthy lifestyle habits to our children. With this in mind, we are adopting a "Water Only Policy."

By adopting this "Water Only Policy," we shall aim to decrease the amount of sugar, artificial sweeteners and other additives which children are consuming, whilst increasing their hydration.

We have made this pledge because we are aware that schools who have adopted a water only policy, have seen pupil health, behaviour and learning improve. Research shows that children who have too much sugar in their diet have an increased chance of experiencing tooth decay, obesity and diabetes.

A water only school is one where the only drink available to students is water (and milk for those eligible).

At New Hartley, we actively encourage our children to drink water.

- throughout the school day
- as part of a hot school meal
- as part of a packed lunch

Throughout the School Day

All children are actively encouraged to drink water, which is available throughout the school day. To support this, we provide a named water bottle for all children in school with a lid in their house colour. This negates the need to bring in a water bottle from home. Drinking water is available to allow the children to refill their bottles during the day.

If a child has a medical condition that requires them to drink sugary drinks then this is treated as an exception to this policy and should be approved by the headteacher.

We also have a school milk scheme, free to under 5s or children entitled to Free School Meals, and at a small cost to other children.

This water-only policy is also to be applied to all breakfast and afterschool clubs.

All staff in school are water-only role models and regularly drink water in front of their pupils to highlight the importance of hydration. Staff must not be seen to be drinking sugary or fizzy drinks by children and should limit other drinks to the staff room only.

Lunchtime Provision

At lunchtimes, parents can choose a hot school meal or to send their child to school with a packed lunch.

Hot School Meals -Where a parent chooses a hot school meal for their child, this includes a drink of water as part of that provision and service. No other drinks or food substitutes are permitted.

Packed Lunch - Parents do not need to provide their child with a drink as water is also freely available to children having a packed lunch. Alternatively, parents can send a drink of water as part of their child's packed lunch.

We are also committed to reducing the use of single use plastics.

Water is a great choice throughout the day as it hydrates without providing additional calories or risking harm to teeth.

We really hope that you can support us in implementing this policy to benefit all of the children.