



# Sandford Hill Primary School Weekly Newsletter



Issue 1—Friday 5th September 2025

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## Welcome Back!

On behalf of all the staff and Governors, I would like to warmly welcome our children and families to the start of another exciting school year. A special welcome to all the new pupils to our school, who are already settling in well and making friends. Next week, we look forward to welcoming our Nursery children and their families.

It was lovely to see the children looking so smart in their uniforms and arriving with such happy smiles on Wednesday morning. Our staff are really looking forward to getting to know their classes and working together to make this a positive and successful year for every child.

Over the months ahead, there will be many exciting opportunities to enjoy together, including school assemblies, trips, clubs, celebrations and much more. Our first event will be the Parent Transition Morning on Thursday 25th September, 9:10–10:00 a.m., for Reception to Year 6 families. The doors will open once all pupils are safely registered.

As always, if you have any questions or concerns, please don't hesitate to speak to a member of staff. Appointments to see your child's class teacher can be made through the school office or by emailing [parent@sandfordhill.org.uk](mailto:parent@sandfordhill.org.uk). We are always here to help and are very much looking forward to working in partnership with you throughout the year.

Mrs Smith

Headteacher

## Attendance

We would like to thank all of our families for working with us to promote attendance last year. A reminder that from 19th August 2024, pupils with 10 unauthorised sessions in a 10 week period will be referred to the Education Welfare Service for a penalty notice to be issued. We have reattached the guidance on page 4.

Late marks will be given from 9:06 a.m. and lates from 9:20 a.m. will result in your child receiving an unauthorised absence mark.

## Book Corner!

*In the book corner this week we are celebrating our fantastic library that was created in the Summer Term. We have had hundreds of books delivered over the summer holiday and*

*we are looking forward to classes using our library each week.*

*Reading is a priority in school and pupils should be encouraged to read as much as possible whether that be books, magazines, shopping lists—anything!*



## Transition

Our first event in school will be our parent transition morning that will be taking place on **Thursday 25th September from 9:10 a.m.—10:00 a.m** for Reception to Year 6 pupils. The doors will open once all pupils have been safely registered.

## PE Days

**Reception**— Monday

**Y1**— Wednesday and Friday

**Y2**—Wednesday and Friday

**Y3**—Tuesday and Thursday

**Y4**—Wednesday and Friday

**Y5**—Tuesday and Friday

**Y6** —Wednesday and Friday

The uniform for P.E. kit is a red polo, black shorts/joggers, a black zipped hoody and trainers. Pupil's P.E. kit should not have any large logos, patterns or stripes and should be plain where possible.

All jewellery must be removed for PE. If pupils have had their ear(s) pierced over the summer holidays and are currently unable to take their earrings out, we will allow them to wear plasters for the **next two weeks only**. After the next two weeks, all earrings must be removed otherwise your child will not be able to take part in PE lessons.

Swimming will start for Y4 and Y5 on Friday 26th September 2025 and on Friday 27th February 2026 for Y3 and Y6 pupils.

## Snacks and Drinks

- Bagels are available to all children as they arrive at school
- Children wishing to bring in a **piece of fruit** to eat at break time can do so (no crisps/bars/crackers etc)
- Children should bring their own labelled bottle of water or squash
- Water is always available in the classroom should the children require a refill

## Dinner monies

School dinners are available to all pupils. The cost of these will remain at £2.60 per day (£13.00 per week). Payments for school dinners are to be made through Parent Mail at the beginning of the school week. Please speak with the office staff if you require any support with registering / using Parent Mail. A reminder that pupils in Reception, Y1 and Y2 are eligible for Universal Free School Meals.

## Clubs

Club forms for the Autumn Term have been sent out via ParentMail for pupils in Y1—Y6. Clubs will start week commencing 22nd September 2025.

## Admissions

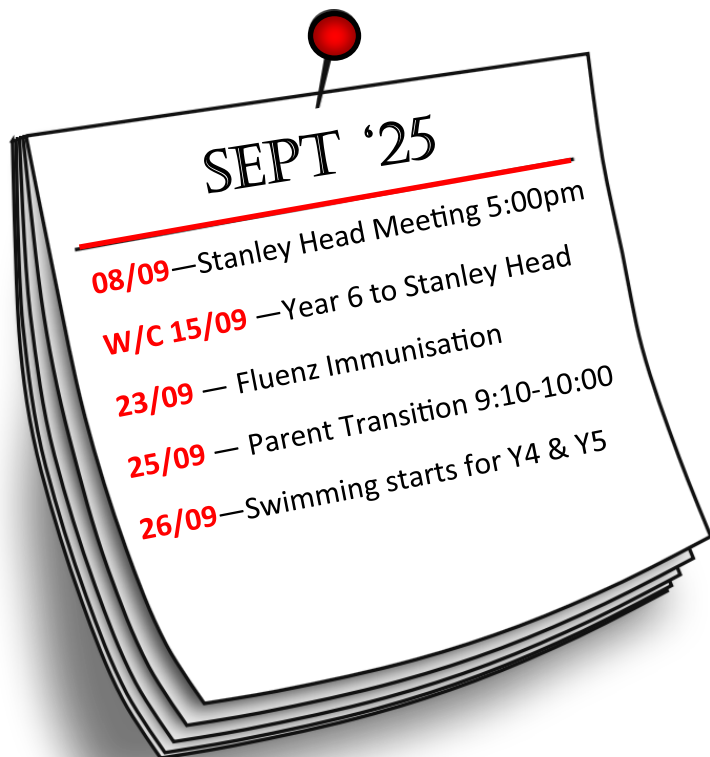
Below are the key dates for admissions this year:

**Nursery**—Applications open on Monday 1st December and close on Friday 27th February. The offer date for Nursery is Friday 15th May 2026.

**Reception**—Applications open on Monday 3rd November and close on Thursday 15th January 2026. The offer date for Reception is Thursday 16th April 2026.

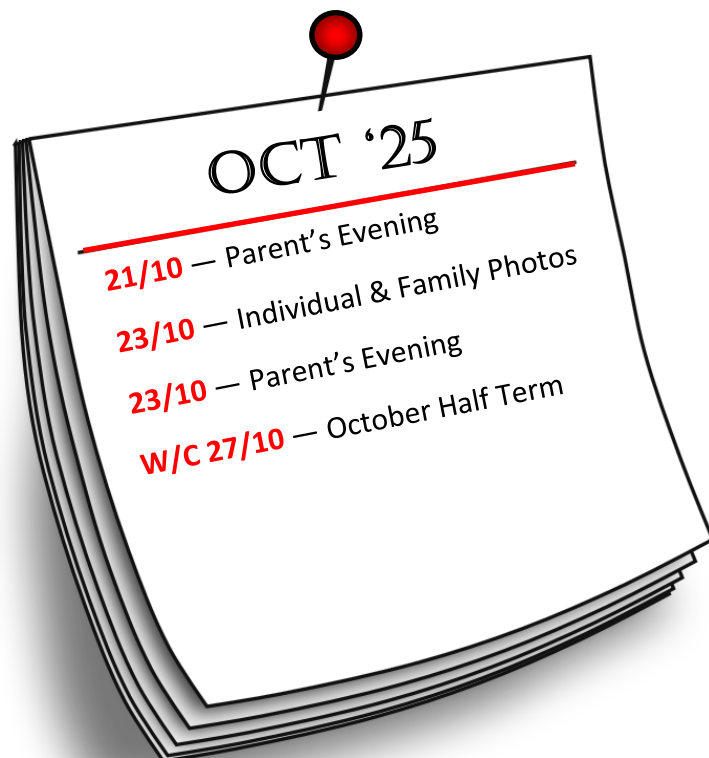
**Secondary**—Applications are now open and will close on Friday 31st October. The offer date for Secondary applications is Monday 2nd March 2026.

To apply, please visit the admissions portal via [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)



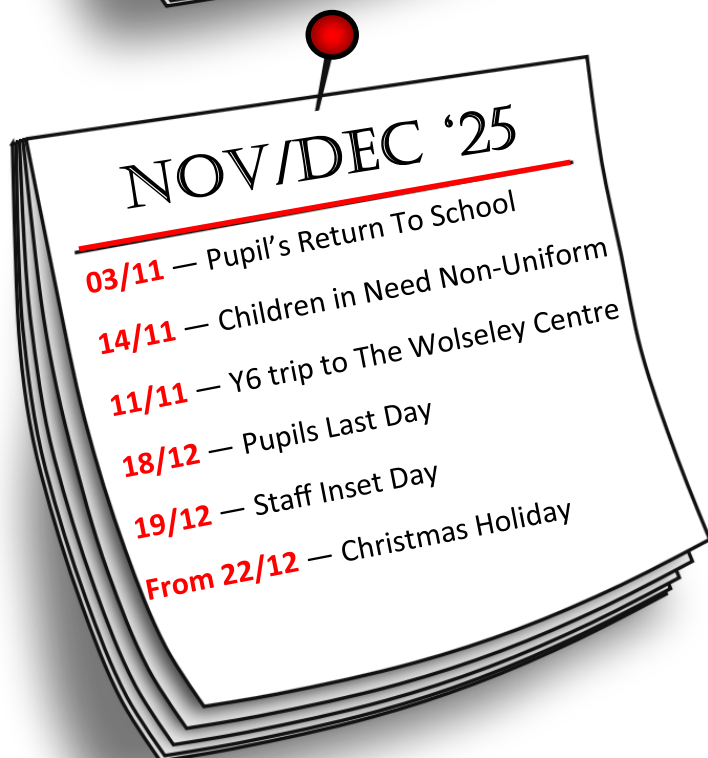
## SEPT '25

- 08/09 — Stanley Head Meeting 5:00pm
- W/C 15/09 — Year 6 to Stanley Head
- 23/09 — Fluenz Immunisation
- 25/09 — Parent Transition 9:10-10:00
- 26/09 — Swimming starts for Y4 & Y5



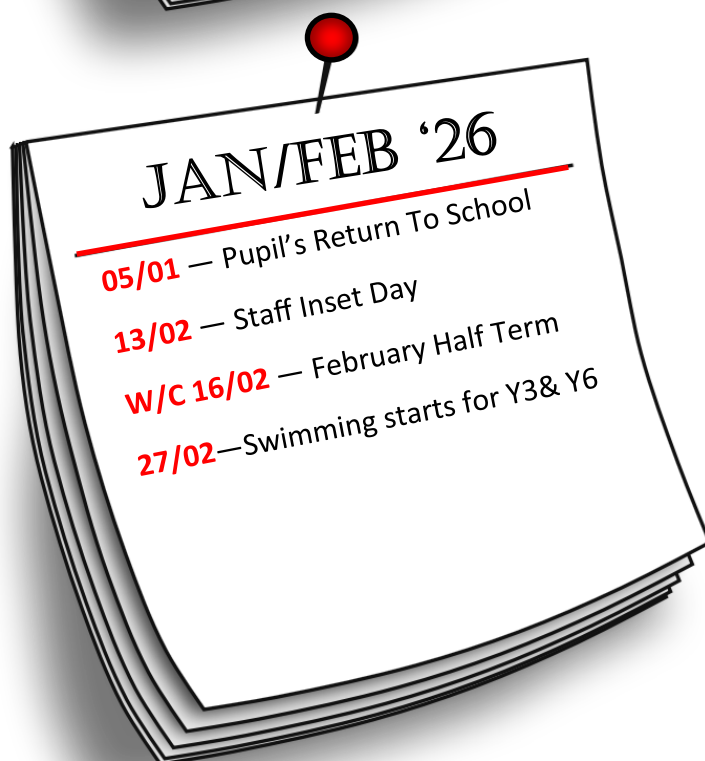
## OCT '25

- 21/10 — Parent's Evening
- 23/10 — Individual & Family Photos
- 23/10 — Parent's Evening
- W/C 27/10 — October Half Term



## NOV/DEC '25

- 03/11 — Pupil's Return To School
- 14/11 — Children in Need Non-Uniform
- 11/11 — Y6 trip to The Wolseley Centre
- 18/12 — Pupils Last Day
- 19/12 — Staff Inset Day
- From 22/12 — Christmas Holiday



## JAN/FEB '26

- 05/01 — Pupil's Return To School
- 13/02 — Staff Inset Day
- W/C 16/02 — February Half Term
- 27/02 — Swimming starts for Y3 & Y6

All meals are served  
with a dessert and drink.

# Menu

Jacket Potatoes and Filled  
Sandwiches available daily.

### Day

Monday

Tuesday

Wednesday

Thursday

Friday

### Lunch Options

Spaghetti Bolognese

Chicken Tikka Masala

Cheesy Potato Bake

Cod Bites

Crispy Chicken Wrap

*We will endeavour to offer all pupils their first choice but if they do not like the options or an item runs out, jacket potatoes and sandwiches will be offered as an alternative.*

## School Penalty Notices for Attendance are Changing from August 2024

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With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for all those issued after 19<sup>th</sup> August 2024.

### Per Parent, Per Child

Penalty Notice are issued to each parent, for each absent child.

**For Example:** 2 siblings absent for leave during term time would result in each parent receiving 2 separate Penalty Notices.

### Third Offence

(Within 3 years)

The third time a Penalty Notice is issued for leave in Term Time or irregular attendance, the case will be presented to the Magistrates Court, where fines of up to £2500 per parent, per child can be imposed.

**Note:** Cases found guilty in Magistrates Court can show on Parents future DBS certificates as a 'Failure to safeguard a child's education'.

### First Offence

The first time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be £160 per parent, per child when paid within 28 days.

**This is reduced to £80 if paid within 21 days.**

### 10 sessions of Unauthorised absence in a 10-week period

Penalty Notices will be considered when there have been 10 sessions of Unauthorised absence in a 10-school week period.

These Absences can be late after register closes, Unauthorised Absences and Unauthorised Term Time leave absences. They can also be a combination of any of the above.

### Second Offence

(Within 3 Years)

The second time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be **£160 per parent, per child when paid within 28 days.**

Penalty Notices are issued by the Local Authority on the instruction from the School/Academy, in line with the Department for Education legislation. Once issued these cannot be withdrawn.