



Wednesday 3rd July 2024

Dear Parents and Carers

As the end of the school year approaches, we wanted to make sure you felt fully informed and ready for the new school year.

Start and End Times

It is vitally important that your child arrives to school on time every day so that valuable learning time isn't lost. Our collection times are staggered according to year group to ensure that our dismissal procedures are as safe as possible for all children in the school. Please ensure you are aware of your child's school day timings:

Year group:	Doors open:	Finish time:	Drop off/collection point
Little Grasshoppers	8:40am	11:40am	Classroom door
Caterpillars	9:00am	3:00pm	Classroom door
Reception	8:40am	3:10pm	Classroom doors
Year 1	8:40am	3:15pm	Classroom doors
Year 2	8:40am	3:15pm	Classroom doors
Year 3	8:40am	3:15pm	Door 4 (Geckos and Chameleons) or door 5 (Dragons and Turtles)
Year 4	8:40am	3:15pm	Door 1 (Penguins and Arctic Foxes) or door 2 (Polar Bears and Huskies)
Year 5	8:40am	3:20pm	Door 2 (Eagles and Ospreys) or door 3 (Hawks and Owls)
Year 6	8:40am	3:20pm	Door 6 (Pumas and Panthers) or door 5 (Ocelots and Jaguars)

Doors will close promptly at 9am. If your child arrives after this time, they will need to sign in at the school office and will receive a late mark.

Alderman Richard Hallam Primary School

Avebury Avenue, Leicester, LE4 0FQ

Tel: 0116 262 4003 / 262 1543

Email: office@aldermanrichardhallam.leicester.sch.uk

Web: www.arhprimary.co.uk

Headteacher: Miss A Kedzior B.Ed (Hons) N.P.Q.H.

Deputy Headteacher: Mr S Beardsmore BSc (Hons)





Uniform

Please make sure your child starts the school year with the correct uniform. There will be a stall in the Summer Fayre selling good quality second-hand uniform and our policy can be found on the school website: <https://www.arhprimary.co.uk/school-uniform/>. Please make sure that all of your child's clothing is labelled with their name and class.

School Equipment

Children should have a water bottle to bring into school with them; these should only contain water as juice is not permitted in class. Children in KS2 may also want a piece of fruit for their fruit break. All school stationary is provided although your child is welcome to bring their own pencil case if they wish.

Absence

Please remember to call the school to inform us if your child is unable to attend school for any reason. You can contact the school office on 0116 262 4003 or email us at absence1@aldermanrichardhallam.leicester.sch.uk

Safeguarding

If you have any concerns about a child's wellbeing and safety during the school holidays, please don't hesitate to get in touch with our out-of-hours support. Information on this can be found here: <https://www.arhprimary.co.uk/out-of-hours-safeguarding/>

Concerns

If you have any concerns about your child in the new school year, please don't hesitate to speak to your child's class teacher. We are here to help and want to work with you to provide the best possible learning environment for your child. In line with our Complaints Policy, if your child's class teacher is unable to help, please raise your concern firstly with your child's year group leader and then their phase leader. If your concern has still not been resolved, it can then be raised with Miss Kedzior or Mr Beardsmore.

We know that your child's wellbeing is your priority but please remember to treat all members of staff with respect. Aggression and inappropriate behaviour towards our staff will not be tolerated. Please read our Parent and Carers Code of Conduct for more information (<https://www.arhprimary.co.uk/expectations-1/>).

We are really looking forward to the new academic year and hope you and your child are too!

Make the most of the summer holidays and we look forward to seeing you on Tuesday 27th August 2024.

Yours sincerely

The Senior Leadership Team

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