

September 2025

Dear Parents and Carers

We are all really looking forward to welcoming you back into school over the coming weeks and meeting all our new pupils and families.

- Pupils in Years 1-6 return on Wednesday 3rd September, classroom doors are open at 8.40am.
- Reception pupils will have transitional days from Thursday 4th to Monday 8th September and will begin full-time school on Tuesday 9th September.
- Pupils returning to our Nursery will start on Monday 8th September. Children new to our Nursery will have a staggered start over the first couple of weeks.

Reception and Nursery parents should have received all the information they need for the start of the new term. If there are any questions, please get in touch with the school office: ghpsoffice@maidenerleghtrust.org

Starting a new school or class can be exciting and challenging at the same time, but our staff are on hand to help make this transition as seamless as they can and to help both new and returning pupils settle back into school life quickly and smoothly.

Please take a moment to read the following important reminders for the start of the new term.

Communications



- All our messages and letters are sent via email and text message. Please make sure we always have up-to-date contact information for you.
- Conversations at morning drop-off are difficult for staff as they are monitoring the pupils coming in. Morning messages are best given via a note handed to the teacher, or an email to the school office. If necessary, teachers are happy to have conversations at the end of the day, once all the children have been dismissed.
- If you need to speak to someone in the morning about a more urgent matter, the school office team are always on hand and will be happy to help.





School Timings

- Our school start time is **8.45am** and we have a 5-minute rolling start with classroom doors opening at **8.40am**.
- In the morning, our school gates are open at 8.35am, please ensure your child arrives on time to enter the classroom **before 8.45am**.
- At the end of the school day, the gates open at 3.05pm and the children are dismissed at 3.15pm.



Absence and Lateness

- If your child is going to be absent from school, you **must** inform the school office before 8.30am. You can get in touch at any time by:
 - Email to: ghpsoffice@maidenerleghtrust.org
 - Phone: 01344 424 911 – using Option 1 to leave a voicemail, even when the school is closed.
- If your child is late for school, please bring them in through the main school office.

Uniform Reminders

- Please make sure your child has full school uniform, including school shoes and the correct PE uniform: [GHPS Website - School Uniform](#)
- For safety reasons, where children have pierced ears, they must only wear **stud earrings** in school. These should be removed for PE days. If they cannot be removed, please cover them with tape on days when your child has PE.
- Headlice are easily transmitted between children, so hair should be tied back if it is long enough to do so. Hair ties and accessories should be simple and be blue or white.
- Please remember to label everything... from hats to shoes, socks and water bottles!



We recommend Stikins labels (www.stikins.co.uk) and if you enter our fundraising code '8384' at the checkout, it helps to raise valuable funds for our school too!



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Breaktime Snacks



- We provide fruit for all pupils in Nursery, Reception and Years 1 and 2, you may also provide your own fruit from home if you wish.
- Fruit is not provided for children in Years 3, 4, 5 and 6 and children are welcome to bring in a healthy snack for breaktime – this is expected to be fruit or a healthy alternative.
- Year 3 and 4 children have an option to have bagels at breaktime, a letter with further information will be coming home before the start of term.
- Please remember **we are a completely nut-free school.**



School Lunches



- Our school lunches are pre-ordered online via ParentPay. There is no opportunity for children to order their lunch in school.
- Lunches must be ordered by midnight the day before they are required. If you miss the deadline, please send your child in with a packed lunch from home.

New Reception parents will be able to order their child's lunch at the classroom door for the first week, if necessary, while the ParentPay system is activated.

- Please remember **we are a completely nut-free school**, and packed lunches should not contain any products containing nuts in any form. Packed lunches should be nutritious and healthy to ensure children have a good afternoon. In addition, please do not include any sweets or fizzy drinks.

Site Safety

- When on the playgrounds before and after school, please **always keep your children with you**. We ask that they are not allowed to run off ahead or to play on the equipment, including younger siblings.
- Bikes and scooters should not be ridden on the playgrounds at any time, even by very young children.
- There is **no parking on the school site for parents at any time**, even if you are making a quick drop off or are running late. Parking is available in either of the large public car parks nearby.





After School and Morning Club

- If you need to use our wraparound care for your child, this must be booked and paid for in advance via ParentPay. There are full details of both morning and after school club on our website: [GHPS Website: Before and After School Childcare](#)
- If you are dropping off or collecting your child from our wraparound care at Silver Hall, please do not drive onto the school site.

If you have any questions, please don't hesitate to get in touch with the school office team who will do their very best to help.

Thank you for being a supportive part of #TeamGHPS as we start another fantastic year!

Yours sincerely

A handwritten signature in black ink that reads "R Ferris". The signature is written in a cursive style and is underlined.

Mr R Ferris
Headteacher

