

Livingstone Road Primary Federation

Livingstone Road Infant School and Livingstone Road Junior School

Executive Headteacher: Mrs C Addis



Livingstone Road
Primary Federation

Together We Can
Learn Laugh Dream Grow

Dear Parents and Carers,

Welcome back to the 2026-2027 Academic Year!

It was wonderful to see so many smiling faces arriving at school this morning. We hope that you and your family have had a restful summer break, and we are looking forward to an exciting year ahead.

As pupils settle into their new classes and year groups, I would like to take this opportunity to remind families about our drop-off and collection arrangements, as these may differ from previous years, particularly for children who have moved to the Junior site.

Arrival at School

All the gates at the Infant Site, Junior Main Entrance and Sylvan Road Infant Entrance open at **8.30am**.

Infant Site

All Preschool and Infant pupils should be accompanied to their classroom gate, where they should be handed over directly to the member of staff on duty.

Junior Site

Junior pupils are expected to enter the school site independently through the main gate.

We recognise that Year 3 pupils may need a little additional support as they adjust to the Junior Site. Parents and carers are therefore welcome to accompany their child to the classroom gate during the first week of term. From **Monday 14 September**, Year 3 pupils will be expected to enter the school independently, in line with the arrangements for the rest of the Junior School.

End of the School Day

Early Years Gate

The gate opens at 2.55pm, ready for pupils to be collected from Preschool and Reception at 3.00pm.

Infant Site

The gates will open at 3.00pm, ready for pupils to be collected from their classrooms at 3.05pm.



Junior Site

The gates open at **3.05pm**, ready for teachers to bring classes out at **3.10pm** and hand pupils over to their designated adult.

Year 5 and Year 6 Independent Walkers

Pupils in Years 5 and 6 who have parental permission to walk home independently will be dismissed directly by their teacher at the end of the day.

If you would like your child to have permission to walk home independently, please send a short letter of consent to the school office on office@livingstoneprimary.org.

Mobile Phones on Site

A reminder that our updated Mobile Phone Policy is available on the school website.

Year 5 and Year 6 pupils may bring a mobile phone to school where it is needed to communicate with parents or carers when travelling independently to and from school. Phones are handed to teachers at the start of the day, stored securely, and returned at the end of the school day.

Following our policy review, pupils may now only bring a basic mobile phone ("brick phone") that does not have internet access. Over the coming days, Year 5 and Year 6 staff will check devices and will contact parents if a phone does not meet the requirements of the policy.

We have also strengthened our expectations regarding mobile phone use by visitors to the school. To help safeguard all pupils and maintain privacy, we ask that parents, carers and visitors do not use mobile phones anywhere on the school site. This includes the reception area, school hall, assemblies, meetings and while waiting to collect or drop off children.

The best practice is to keep phones on silent and out of sight while on school premises. Thank you for your support and understanding.

Parking and Road Safety

We kindly ask all families to be considerate of our neighbours and the wider community when parking around the school.

Please **do not** park:

- Across driveways or entrances.
- On double yellow lines.
- On school zig-zag markings.
- In the coach parking area.

The staff car park is not available for parent parking at any time, including for club collections or Kidscape drop-offs and pick-ups. Parking within the staff car park creates significant safety

concerns, particularly as staff vehicles arrive and leave throughout the day, and there have been several near misses.

Even if the barrier is open, we politely request parents should not drive or park beyond it. The school road is clearly marked with double yellow lines and is not designated for parent parking.

Thank you for your understanding and cooperation in helping us keep all children, families and staff safe.

Medications

If your child has a medical condition such as asthma or an allergy that requires them to have medication in school with them, please can this be bought into school by end of the day on Friday 4th September. The medications will need to have been prescribed by a GP, with a clear named prescription label and in their original packaging. This will need to be brought to the school office where there are Administration of Medication Forms that must be completed by an adult to accompany them. Without the completed forms we will be unable to administer the medication to your child should they need it.

Attendance and Punctuality

Excellent attendance is one of the most important factors in ensuring children achieve their full potential at school. Our expectation is that all pupils achieve at least 97% attendance across the academic year wherever possible.

Please find the academic calendar attached and plan family holidays during the published school holiday periods. As set out in our Attendance Policy and national guidance, **requests for holidays during term time will not be authorised except in truly exceptional circumstances.**

Every day in school matters. Missing even a small amount of learning can make it more difficult for children to keep up with their classmates, both academically and socially.

Punctuality is equally important. Arriving on time helps children settle into the school day, take part in morning learning activities and start the day positively alongside their peers. We therefore ask that all children arrive promptly each morning, so they are ready to learn from the beginning of the school day.

We greatly appreciate your support in helping your child develop strong habits of attendance and punctuality, which will benefit them throughout their education.

We are very much looking forward to working with you throughout the year and wish all our pupils a happy and successful start to the new term.

Job Opportunity

We have an exciting opportunity to welcome a new member of staff. This would be a afterschool cleaner working across both the Infants and Junior school sites and on a temporary basis until August 2027. The post is 10 hours per week between 3pm – 6pm (working hours can be flexible for the right candidate)

Should you wish to apply please send your and expression of interest to the Federation office on office@livingstoneprimary.org.

Kind Regards,

Claire Addis

Headteacher

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