



# Abbey Park

Primary Academy

achieving together

Keighley Close, Halifax, West Yorkshire, HX2 9DG

T: 01422 246610 F: 01422 246621 W: [abbeyparkacademy.org](http://abbeyparkacademy.org) E: [admin@abbeyparkacademy.org](mailto:admin@abbeyparkacademy.org)

8<sup>th</sup> February, 2017

Dear Parents and Carers,

As the Spring Term is well underway, there are a few requests and reminders I would like to bring to your attention.

### Morning Drop Off Time

External doors open at 8:55 and stay open for ten minutes. Please drop your child off at the appropriate outside door. I respectfully ask you not to come into school with your child, unless in emergency. The teaching assistant on the door will pass a message to the class teacher if you need to speak with them. This is so that we can ensure we monitor who is in the building for Health and Safety as well as Safeguarding purposes. If you wish to speak to me, Miss Priestley or the office staff, please walk round the building and use the main entrance.

### School Dinners

From February half term Chartwells Catering will be taking over the running of our school kitchen. Our wonderful staff will remain the same, but the menus will be slightly changed. The good news for you is that the cost of a school meal will be reduced to £1.80 per day. The way you pay for your school dinners will not change at this time. We aim to keep the quality of our school dinners the same (if not better) and would welcome your feedback. Menus will be coming out as soon as we receive them.

### Reading partners

We still need volunteers to help us with our reading in school. If you can spare us a small bit of your time on a day of your choice, please contact the office.

### PE Kit

We have an increasing number of children who do not have their PE kits in school. Every class does PE twice a week and in order to participate safely, all children need to be in appropriate clothing. If you do not have exact school colours, it does not matter. What matters is that children have safe, practical clothing in school. Please ensure you send appropriate kit in as soon as possible.

### After School Clubs

After school clubs next half term will remain the same. If you have a special request regarding your child, please contact the school office. The list of clubs can be found on our school website. Parents of the children who were placed on the waiting list for oversubscribed clubs will receive a text message confirming their place. Please contact the office if you have any questions regarding waiting lists.

Abbey Park Primary Academy is a Northern Education Trust Academy.

Northern Education Trust is a company limited by guarantee registered in England and Wales.  
Company number 07189647. VAT number 247 6862 66. Registered Office: Northern Education Trust, Cobalt  
Business Exchange Central, Unit 5, Silver Fox Way, Cobalt Business Park, Newcastle upon Tyne, NE27 0OJ  
NET is an exempt charity in accordance with Schedule 3 of the Charities Act 2011.



Medication

If your child needs medication during school time, please send it into the school office, where you will be required to complete a permission form. Any on-going medical needs will need to be discussed with Ms. Weedy, our SENCo; please contact her directly in this instance. Please also be extra vigilant regarding your own medication and ensure that it is kept securely, away from children at all times.

Thank you for your continued support of Abbey Park and our values.

Yours sincerely,

Mrs. E Ford  
Principal



At Abbey Park Primary Academy, we are committed to safeguarding and promoting the welfare of children and we expect all members of the school community to share this commitment. Our school actively promotes fundamental British values. This commitment includes staff, governors, volunteers and contractors working on the school site.

We have a number of policies and procedures in place that contribute to our safeguarding commitment and these can be found on our website.

Sometimes we need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about pupils are discussed with parents/carers first, unless we have reason to believe that this would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalisation and extremism.

Our Safeguarding Leads are;

- Mrs Ford (Principal)
- Mrs Kermotschuk (Vice Principal)
- Miss Priestley (Pastoral Support)

They are the lead people in our school and the people to contact if you have concerns about a child.