

Mrs Helen Lynch
Mrs Helen Rees
(Headteachers)
Tel: 01568 616919



Hereford Road
Leominster
Herefordshire
HR6 8JU

Email: admin@lps.hereford.sch.uk
www.leominsterprimaryschool.co.uk

9th September 2025

Dear Parents / Carers,

We have had a good, positive start to the new academic year! We would like to welcome our new children into our Nursery and Reception classes. In addition, we have had lots of new children across the school.

Uniform

It has been wonderful to see your children dressed so smartly in their school uniform. We appreciate how costly uniform is and please can we therefore remind you to label all uniform. Last year we had a lot of uniform in lost property that was not labelled. If you wish staff to label with a permanent marker, please do ask and we can facilitate this. If you are unsure what the current uniform is, please see our website (www.leominsterprimaryschool.co.uk). If you would like support with school uniform, please contact the office because we have a surplus of pre-loved uniform that we can provide for a small donation. Please be vigilant of our dates when we will have pre-loved uniform sales. Can we remind you that hooded jumpers are only to be worn during their P.E lessons.

Healthy Eating

We continue to offer fresh meals at lunchtime which are cooked daily in our school kitchen. These prove to be extremely popular. If you would like to see the variety of choices, menus are on display in the office and on our website. Please may we remind you to order by 8.55am on the day via the School Grid website. The online app is extremely useful not only can you order your child's meal you can also check what ingredients are in the meal provided. The recipes are also available if you wish to cook the meal at home with your child. We would love to see photos of you doing this so please send them in! If there are any queries around lunches, please contact the office.

Please can we remind you that children are encouraged to bring a drink in from home (not fizzy drinks). Water can be provided by you, which they are able to drink throughout the day and is also available during the day by their class teacher. For Years 3-6, a healthy snack can also be brought in from home which they can eat at breaktime, such as fruit. In Reception and KS1, fruit is provided at school. Please can we remind you that we are a 'Nut free school'.



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School Curriculum

You will have received a newsletter from the year group your child / children are in that will give information that is relevant to their year group, including what they are learning this term. These are also available on the school's website.

Year groups are organising exciting and fun ways to engage your child and make their learning memorable. These include outdoor trips, and you will be receiving information from your child's year group. We are extremely lucky that Forest School will continue this term with Miss Davies and Miss Lloyd. You will receive information when your child has forest school, nearer the time.

If you have any concerns, please contact the following:

- your child's teacher on their year group email (details on the newsletter) or
- Mrs Bristow, Assistant Head of Nursery / Reception
- Mrs Eckley-Gardner, Assistant Head of Years 1/2/3
- Miss Cartwright and Mrs Cresswell, Assistant Head of Years 4/5/6
- If you have a Special Educational Needs query, please contact Mrs Hough or Mrs Goode

We look forward to a busy and enriched term where we will be providing plenty of opportunities for your child.

Start and End times of the school day

Please may we remind you that the school gates open at 8.35am and all children must be in their classroom by 8.50am ready for the register and lessons to start. Finish times are as follows:

- Nursery finishes at 3pm,
- Reception, Year 1 / 2 / 3 finish at 3.15pm
- Yr 4 / 5 / 6 finish at 3.20pm.

Drop – off

Please can we remind you that if you drop off your child through the Reception playground and up the steps to the KS1 playground (years 1 and 2) that you exit the way you arrived. We have had a few parents exiting around the back of the school onto the KS2 playground. Due to safeguarding procedures and children arriving on their own onto the KS2 playground into classes, we can't have adults on this playground unattended by a member of staff.



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Car Park

Please can we politely remind you that the top car park is for staff only and the bottom car park is for Permit Holders only issued by the school. If you feel that you qualify for a permit, please contact the office who will assess the application. The top car park is closed to cars from 8.30am – 9am and 3pm – 3.30pm. We do have taxis arriving during these times to pick up pupils from our ASD hubs. We need to minimise the cars on our site during this time due to the sheer volume of parents / carers on our site to adhere to Health and Safety regulations.

On School Site

Please can we remind you that we operate a policy of no abuse on school grounds. If a parent / carer is verbally or physically aggressive to another parent / carer / staff or pupil(s), a meeting will be held with us, the headteachers, and we will consider appropriate action, which may include a ban from school premises.

Please can we remind you that scooters and bikes should be dismounted before entering the site. It is very busy during these times. We also do NOT allow dogs (only our school therapy dogs) on site at any time or adults to vape or smoke on school site. All of this is to ensure the safety for all pupils and adults whilst on our school grounds.

We have also had reports of 'Inconsiderate and dangerous' parking by parents on George St. Please THINK before you park and do so in a safe and considerate manner. Please do not block walkways which then does not allow pupils and parents / carers to walk to and from school safely.

Clubs

We offer a wide range of clubs which we send via Parent Mail each term. If you wish for more information regarding clubs, please visit our website or speak to a member of our administration team. Due to the volume of pupils that we have after school, we unfortunately have made the decision that Parents / carers are unable to watch any after school clubs unless you have been invited, for example, a football match with another school. This is to ensure the safety of our pupils are paramount.

Wrap-Around

Please remember we offer Breakfast Club and After school wrap around care for parents or carers who may need support with childcare out of school hours. Breakfast Club opens from 7.30am and After school care closes at 5.30pm. If you need any more information, please contact Miss Ballard in the school office.



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Attendance

May we take this opportunity to remind you of the importance of regular attendance at school for your child. This is for social, emotional, physical and academic development. Therefore, holidays are not permitted during term time, only in exceptional circumstances, which would need to be in writing to us both, using the official form from the office, before the intended absence.

Late arrivals will need to go to the double doors, next to the office, where our Attendance Officer, Mrs Kuegler will greet you and a late mark will be issued.

Can we also remind you that staff before school are either on duty or are in class supervising children and are therefore, unable to see parents before school. Please arrange an appointment to see them after school or if urgent, please see the office staff who can pass on a message to the teacher.

Personnel

We would like to welcome several new members of teaching staff. Mr Barnbrook in Y3 and Mrs Price in Y5. We would like to welcome back from Maternity, Miss Nash, Miss Cunnington and Mrs Harrison. We have also recruited many support staff, Mrs Phillips, Miss Weddle, Ms Kemble-Davies and Mrs Collins.

Our teachers offered a parents/carers 'drop in' session at the beginning of term, but there is a formal Parents evening on Wednesday 22nd and Thursday 23rd October.

Half term

Our half term holiday takes place on 27th October – 2nd November. Pupils will return on 3rd November.

We will look forward to seeing you throughout the various events during the term. Please feel free to contact us with any concerns you may have.

Kind Regards,

Mrs Lynch and Mrs Rees
Headteachers

