



Kirton Lane Primary School, Thorne Road, Stainforth
Doncaster, DN7 5BG
Tel: 01302 842092 Email: admin@kirtonlanepriary.co.uk
Headteacher: Mrs R. Pettman

Dear Parents & Carers,

HAPPY NEW YEAR!

From everyone at Kirton Lane we hope you have had a wonderful Christmas and enjoyed the festive break! It has been a great start to the New Year in school and its been great to welcome our lovely children back!

As we settle into the new term, we would like to share some points with you surrounding expectations and our school day.

Uniform and personal property

We kindly remind families that children should not bring toys, make-up, footballs, or other personal items into school. This includes items of jewellery. These items can cause distractions, lead to disagreements, or become lost or damaged during the school day. To help us maintain a safe, calm, and focused learning environment for all pupils, we ask that such items remain at home unless specifically requested by the school. In addition, can we ask that children come to school wearing the correct uniform each day and have their PE kit when needed. PE kits should be suitable for the weather, plain with minimal logos as per the pictures below – black joggers/leggings, white t-shirt (polo or no collar), black zip up jacket or hoodie. Having the right uniform and PE kit helps children feel comfortable and ready to take part in all activities.



Mobile Phones

We have recently had a large number of mobile phones being handed in to the school office on a daily basis. To help reduce this and avoid queues at the end of the day, we would like to remind parents that only children who walk home alone (Years 5 and 6) need to bring a mobile phone into school. There is no need for other children to bring phones, as they are not required during the school day and should only be used for contacting parents when walking home independently.

Attendance and signing in/out

There will be a strong focus on attendance going forward, as regular attendance is essential for children's learning, progress, and wellbeing. We greatly appreciate your continued support in helping us ensure every child is ready to learn each day. As some of you may have noticed, we have

a new Signing In system in the school entrance. We would like to inform you of an update to the procedures for signing in pupils who arrive late to school or signing out if they leave school early.

From now on, all children who arrive after 9am must sign in using the new system located at the main entrance.

- **Pupils in Year 4 and above** should sign themselves in independently.
- **Younger pupils (Year 3 and below)** must be signed in by a parent or accompanying adult.
- If a child in Year 3 or below arrives late **with an older sibling (Year 5 or above)**, the older sibling may sign them in on the system.
- If your child leaves school early for any reason, the parent or accompanying adult must sign them out on the system.

These changes are being introduced to ensure a smooth, safe registration for the children. It also updates systems internally so we are aware who is and is not in the building in the event of an emergency.

Collection and gate opening times

Please note that siblings under the age of 16 are not permitted to collect children from primary school. This is part of our safeguarding procedures and applies to all families. In addition, for safeguarding reasons, the school gates will be open for Breakfast Club from 7:30am and will close promptly at 8:05am. The gates will then re-open at 8:40am for regular drop-off. This measure is in place to ensure that children are not dropped off early and left unattended in the playground before classroom doors are opened.

To help keep things running smoothly, we ask that parents don't wait for long periods in the reception area. We're not able to accommodate extended waiting at any time, as the space needs to stay clear for pupils and day-to-day school needs. In addition, if parents or carers have an agreed arrangement to collect their child early from school, please be reminded that they will not be permitted to enter the school premises until the **agreed collection time**.

We appreciate the above is a lot of information. However, these changes have been made in the best interests of the children and thank you for your continued support.

There are some exciting things coming up in 2026 which we are looking forward to! These include more Forest School, new after school clubs, school trips and some surprises for our year 6 leavers.... watch this space!

Yours sincerely,

Kirton Lane Primary School