



29th June 2026

Dear Parents and Carers,

As we are rapidly approaching the end of the school year, I wanted to share some details for the coming weeks and beyond with you. Get a cup of tea, it's a long one!

Classes and Staff for September

At the end of this term, we will be saying goodbye and wishing the very best of luck to Mrs Page, who will be taking up her new role as Headteacher at Bill Quay Primary School in Gateshead. We would like to thank her for her dedication and contribution to our school community for the last 11 years and wish her every success in her new position. I know she will be missed.

We will also be saying goodbye, for now, to Mrs Palmer-Hunt as she begins her maternity leave at the end of term. We send our warmest wishes to her and her family as they look forward to welcoming their baby girl.

As you are already aware, Miss Leighton will be joining the school as Headteacher in September. I am also pleased to share that Miss Hutton will take on the role of Acting Deputy Headteacher until a permanent appointment is made.

We are delighted to be welcoming two new teachers to our team. Mr Bestford will be joining us to cover Mrs Palmer-Hunt's maternity leave and will be teaching Year 5. Miss Ruddock will also be joining the school and will be teaching in Year 3. Both colleagues are, or will be, spending time in school this term to get to know us all.

Today, the children were informed of their teacher for September. In coming weeks, the children will have opportunities to meet with their new teachers and during the final week of term, all children will also take part in a 'Moving Up Morning', where they will spend time in their new classroom and work with the staff who will be working with them in September. This helps to ensure a smooth and positive transition into the new school year.

Class	Teacher
Reception	Mrs Laverick
Year 1	Miss Bartlett
Year 2	Mrs Simpson
Year 3	Miss Ruddock
Year 4	Miss Hutton
Year 5	Mr Bestford
Year 6	Mr Ord

Breakfast Club Update

In September, I'm pleased to announce that we will become part of the Government's Free Breakfast for Schools Scheme which means that no payment is required from you for your child to attend our Breakfast Club. You will still have to book in advance (on Parent Pay) if you want your child to attend - this is essential as it allows us to ensure we have the right number of staff in place for the number and needs of the children attending. Failure to book in advance may mean that your child is not able to enter Breakfast Club if we don't have space or the right amount of supervision in place.

Safeguarding Update

As part of our regular review of school procedures, **we are introducing a new expectation for children attending Breakfast Club or arriving at school after the gates have closed.**

From now on, all children attending Breakfast Club must be escorted to the front door and signed in by the adult or responsible person bringing them to school. Likewise, any child arriving after the school gates have closed should also be accompanied to the front door and signed in by an adult.

The only exception to this is for Year 6 pupils who have written parental consent to walk to and from school independently.

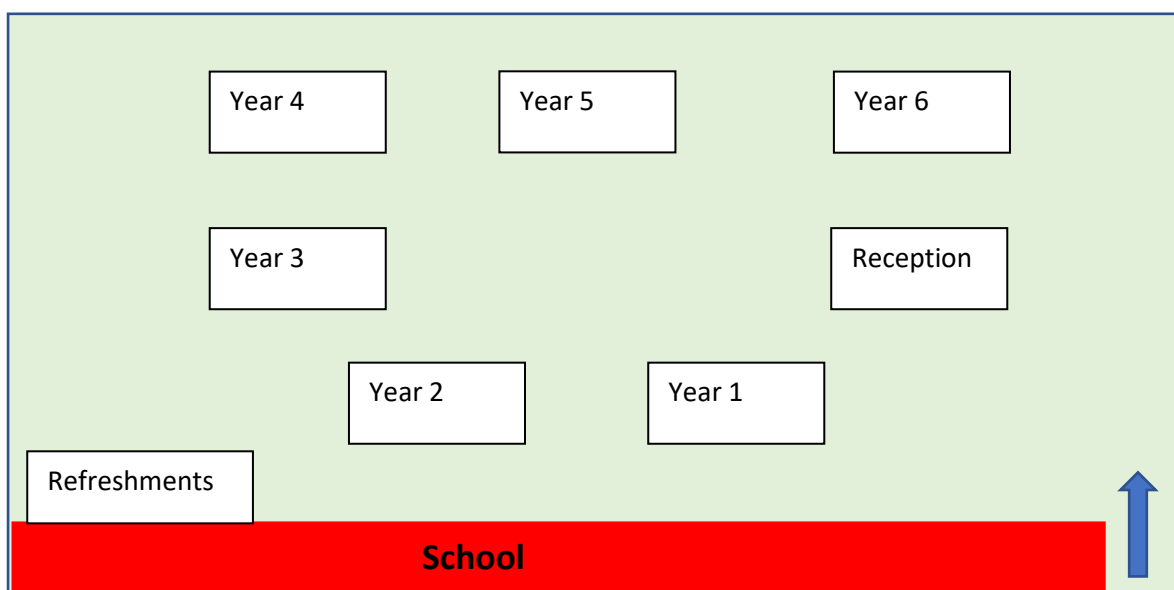
Remember - until the end of this term, Breakfast Club places must continue to be booked and paid for in advance via ParentPay if you would like your child to attend.

Thank you for your continued support and cooperation.

Sports Afternoon

Our **Sports afternoon will be on Friday 3rd July** and parents/carers are welcome to **join us from 1.30pm**. The children should come to school in their PE kits (**white t-shirt and black shorts** - not vests or crop tops) and they will need water bottles. **Jewellery reminder** - earrings, bracelets and necklaces should NOT be worn in school.

The children will be put into teams (red, blue & yellow) but they will compete in the events with their class and their scores will contribute to their team score. The plan below shows where each of the classes will start their events on the field so you can decide where to position yourself. You can then follow the class round to the different events. Please stand on the outskirts of the field as the children will be in the middle.



When the events are completed, medals will be presented. Please stand behind the children for this. If there is time after this, we are hoping to do a relay race for parents/carers (for those who want to join in).

There will be the **opportunity for the adults to buy refreshments** - all money raised will continue to go towards much needed funds to repair/replace the adventure trail on the yard. Please do not pass drinks etc to the children during the afternoon, they will have their water bottles with them. Please just make sure all rubbish goes in the bins provided. Thank you.

When the sports afternoon is finished the children will go back into school to collect their belongings. Parents and Carers should make their way to the yard and the children will be brought out as soon as possible.

Health Weeks - beginning 6th July

The children will be taking part in lots of physical activity and should wear their PE kits for the last two weeks of term. Please make sure that they also have a water bottle and wear a hat and sun cream if the sun is out.

On **Monday 13th July** the children will be taking part in a sponsored Colour Run - always a favourite event at Cotsford. More details will follow on Dojo about the event itself and the children will bring a sponsor form home today. Again, any funds raised will go towards the adventure trail.

Assemblies

The parents and carers of children in the **Reception** class (Mrs. Laverick's class) are invited to join them on **Tuesday 14th July at 2.30pm** for their class assembly.

Year 6 will be performing their Leaver's Assembly on **Thursday 16th July at 2pm** for their parents and carers to watch.

Preloved Uniform

If you have uniform and PE items which are still in good, wearable condition and are no longer needed by your child, please **send them into school on Monday 6th July**. Coats and shoes are also accepted. Once we have sorted the items, we will be offering them back out for families who may benefit. To support this, the children should wear PE kits from Monday 6th July until the end of term.

I have attached the Uniform Policy and expectations for your information.



Uniform Policy

This policy covers the dress code and personal appearance of pupils at our school. Our school uniform gives children a sense of identity and belonging to Cotsford Primary.

Uniform for all pupils consists of:

- white or red shirt / blouse / polo shirt,
- red cardigan / jumper,
- grey or black skirt / pinafore dress / trousers (not jogging bottoms)
- black shoes

Items which may be worn in Summer

- red / white gingham dress
- grey or black shorts

P.E. kit consists of:

- white t-shirt,
- black shorts and
- trainers or sandals
- jogging bottoms may be worn for outdoor PE (classes will be notified if these are needed)

Parents are strongly advised to use name labels on school clothes so that lost items can be returned.

When children first join school, they will be provided with:

- a P.E. kit bag which stays in school
- A water bottle
- A book bag



You do not have to buy uniform with the school logo on it, but if you do these are examples of items available.



Waterproof coat



Polo shirt



Sweatshirt

Sweat cardigan also available



PE T-shirt

Pupils in Years 4, 5 & 6 may take part in swimming lessons at some point during the school year. Advance notice will be given when the lessons are due to start. The children will need:

- an appropriate costume (normal shorts and bikinis must not be worn)
- a swimming hat (all pupils are required to wear a swimming hat)
- a suitable towel

We have a limited number of spares in school for emergency use, for example, if your child forgets to bring their PE or swimming kit. These must be returned to school and a charge to replace the kit will be made if they are not returned.

If you find it difficult to provide your child with uniform or any of the items listed above, please contact the school office as we may be able to help you.

Make up and nail varnish should not be worn. Ideally long hair is tied back and hair natural in colour. An exception to this is special non-uniform days.

Jewellery should not be worn, this includes earrings. If your child comes to school wearing earrings they will be covered with plasters and they will not be able to take part in the following activities:

- PE
- Outdoor breaks and lunchtimes

Small watches are permitted but should be removed for PE. Watches which have the functions to take photographs, make or receive messages / calls are not allowed.