



Highcliffe St. Mark Primary School & Fledglings Pre-School

A Church of England Foundation School

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Headteacher: Mrs C Barker

7 January 2026

Dear Parents and carers,

Summary of Information for Parents for September 2025

We hope that you have enjoyed the summer break. The staff team are really looking forward to welcoming you all back and getting started on the new school year.

We have had a very busy summer in school. Alongside a fun-packed holiday club, we have installed new planting and seating along Greenways playground fence, repainted the KS2 corridor, had new security gates fitted, new boilers installed for both buildings and set up our new pre-school, Fledglings, and its grounds. Our school is looking super smart and ready for the excitement of the year ahead!

I would like to share some information which I hope will be helpful to you. It has been based on Frequently Asked Questions at this time of year.

Drop off and pick up arrangements from September

Our new gates at the front of the school will remain closed throughout the day. They are operated by the office. If you need access during the school day there is a call button near the pedestrian gate.

The table below shows the best gates to use for each year group, but you can use any open gate. The table also lists the morning opening times. Please try to arrive when the gates open, not too early, as arriving before can make the roads and pavements crowded and unsafe. Foundation and KS1 enter via their classroom doors and KS2 children are met on the playground where they line up. Parents cannot enter the school building during drop-off and pick-up.

Year Group/class	Recommended gate	Dropping off
Foundation Starlings and Wagtails	Greenways Playground Gate	Gate opens at 8.45am Learning begins at 8.50am
Foundation Nightingales	Greenways Main Gate	Gate opens at 8.40am Learning begins at 8.50am
Year 1	Greenways Playground Gate	Gate opens at 8.45am Learning begins at 8.50am
Year 2 Blackbirds	Main Greenways Gate Year 2 gate near school office	Gate opens at 8.45am Learning begins at 8.50am
Year 2 Robins and Blackbirds	Greenways Playground Gate Year 2 gate to right of carpark or via Greenways Playground Gate	Gate opens at 8.45am Learning begins at 8.50am
Year 3 - 6	Chewton Common Entrance or Sports playground gate (via main gate)	Gate opens at 8.40am Learning begins at 8.45am



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SCHOOL
2023 - 2024



Pick up Arrangements

All gates open at 3.05pm. Children in Foundation and KS1 are dismissed at 3.10pm and will be dismissed from their classroom door. Children in KS2 are dismissed at 3.15pm from the KS2 playground by teaching staff. Pick up points for KS2 are the same as their drop off point in the morning.

School uniform, bags and equipment

Please refer to our [website](#) for information on what uniform children need to wear and bring to school. Children in year 2 have the option of a small rucksack or book bag. **Children do not need equipment from home, we will provide everything they need for their learning.** Please remember that we ask for hair accessories to be dark in colour and discreet and we do not allow sports wear on any day other than a PE day. PE kits should adhere to our policy and school shoes should be black or dark brown.

Reading books and Home Learning

Teachers of children in years 1 - 6 will assess the children's reading in the first 2 weeks. They will allocate a scheme and a love of reading book once their assessments are complete. More information about our reading scheme can be found on our [website](#). Foundation children will be given a love of reading book in the first few days and will receive a reading book once their teacher has assessed that they have learned some of their sounds.

We ask parents to ensure that they hear their children read regularly. Teachers will send home more information on home learning early in the autumn term so please keep an eye out for this.

Swimming and PE

Children do not need to wear PE kit in the first week back. Teachers will ensure that the children enjoy some active learning on Thursday and Friday this week but formal PE lessons for years 1-6 will not begin until the week beginning 8th September. Foundation will not need PE kit for the first few weeks. We will let you know when we are ready for the children to come into school in PE kit. PE days are as follows:

Foundation Wednesday	Year 4 Thursday
Year 1 Monday	Year 5 Wednesday
Year 2 Tuesday	Year 6 Monday
Year 3 Tuesday	

Unfortunately, our pool needs some significant repair work and will not be ready for swimming this autumn. We look forward to refilling it ready for the summer season next May.

Breakfast and After School Club

After school club and breakfast club will be open from the beginning of the autumn term. More information can be found [here](#). This page also contains information on prices. **Please note that Foundation children are now welcome to come to wraparound care from September.** Both Breakfast and After School Club are now based in the Key Stage 2 hall. Please read the information sent separately about how to drop off and collect children carefully.

Mobile Phones and Smart Watches

Please note that children are not allowed to wear smart watches such as Apple Watches in school. As well as being expensive these have been linked to safeguarding concerns. Simple Fitbits and similar are acceptable.

Years 5 and 6 only: If required when children are walking to and from school independently, years 5 and 6 **only** may bring a phone to school. We have strict rules around mobile phones which must be adhered to for safeguarding reasons. Children must have a [permission slip](#) and all mobile phones have to be handed to the class teacher on entry into the classroom and will be returned at the end of the day.

Lunches and Snacks

Our current menu can be viewed on our [website](#). All meals must be paid for in advance. Arbor will not let your child select a hot meal if there is no credit on your account. We will soon be moving to a pre-ordering system for hot meals so please watch out for further communications about this. If you think you might be eligible for Free School Meals you can apply easily [online](#).

If providing a packed lunch, please remember that we have children and staff with severe allergies in school so **all products must be nut and sesame free**.

Children in Foundation and KS1 do not need to bring in a snack. A free piece of fresh fruit is provided daily in school. In KS2, children can bring a piece of fresh fruit or small, plain bread based snack to eat at playtime, for example: a pack of breadsticks. Again, please ensure these are **nut and sesame free**.

Newsletters

We will continue to send home a weekly newsletter to keep you up to date with everything that is happening in school. Please make sure that you take some time to read this as it often contains answers to some of the questions which come in via email or call. It includes a useful calendar page with the dates of the many events happening in school. Please read our [communication policy](#) for more information about our partnership approach to communication.

Site Security

Some parents have asked about our site security, following reports on social media. Please be reassured that your children's safety is always our top priority.

We follow all Department for Education (DfE) guidance and legal requirements on school security. Our site team checks the premises daily, and we regularly practise safety drills with staff and pupils.

Our *Critical Incident Plan* is also reviewed every year with our Health and Safety team and Governors and is checked as part of BCPs annual safeguarding audit, so we can be confident that our procedures are strong and up to date.

Road Crossings

We are delighted that the new zebra crossing is installed on Chewton Common Road, however we have received information that the Hinton Wood Avenue crossing will not be manned at the beginning of term. BCP are working to find a solution and we will update you when we have news.

I hope you find the above useful. We are very much looking forward to welcoming you all back to school on Thursday 4th September. Please do not hesitate to get in touch if you have any questions.

Very best wishes,

A handwritten signature in black ink, appearing to read 'Claire Barker', written in a cursive style.

Claire Barker