



**Merley First School**  
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**Headteacher:** Rebecca Baldwin

5th September 2025

Dear Parents and Carers,

Welcome to the new academic year! Whether you are an existing parent/carer, or a new member of the Merley community, we hope you had a restful and enjoyable summer. The staff and I are excited to start the new term and we look forward to a fantastic year of learning, growth and fun together.

I would like to take this opportunity, before the children return next week, to bring to your attention to a few key pieces of information which you, as parents and carers, need to be familiar with.

### **Communication**

At Merley First School, we are committed to building positive relationships with pupils and families and value trusting, respectful communication between both home and school. Please can I remind you that if you wish to speak to your child's class teacher, either do so in person at the end of the school day or email/telephone the school office on [office@merleyfirstschool.org](mailto:office@merleyfirstschool.org) and your message will be passed on. We are always happy to arrange meetings or phone calls at a mutually convenient time.

### **First Aid reporting**

We would like to take this opportunity to clarify our approach to informing families about first aid incidents that occur during the school day.

In line with our First Aid Policy and statutory guidance, we will only be informing parents or carers of first aid incidents that are considered serious – such as significant wounds and head injuries or situations where further medical attention or monitoring may be required.

Minor incidents, including small cuts, grazes or minor bumps to the body and head which do not require further treatment when assessed by our trained first aid staff, will be recorded internally but will not be routinely reported to parents. This approach allows us to prioritise timely care for children, reduce unnecessary communication for very minor matters and ensure our records remain accurate and consistent.





## **Arbor**

We are now effectively using Arbor for all routine communication, payments and absence recording. You can also view your child's attendance and update any personal information such as medical details and emergency contact information. During September, we will start obtaining permissions for food tastings, photographs and trips via Arbor as well. We will inform you when we require you to provide us with this information.

## **Pupil Lunches**

Just a quick reminder that all hot school lunches must be ordered at least two weeks in advance directly through the Forerunner website. We do not have any spare meals available, as Forerunner delivers the exact number of meals that have been pre-ordered. If you haven't ordered a hot lunch for your child, please be sure to pack a lunch for them to bring to school. If a child arrives at school without a lunch, the school office will call you to ask that you provide one as soon as possible. Thank you for your cooperation.

## **Drop-Off and Pick-Up Times**

Please read our school's drop-off and pick-up procedures to ensure a smooth and safe start and end to the school day.

### Morning Routine:

- 8:40 AM: School gates open.
- 8:45 AM: Classroom doors open.
- 8:55 AM: Registers close, and the gates are locked. All students must be in school by this time.

If you arrive after 8:55 AM, please bring your child to the front office to be signed in.

### Afternoon Routine:

- 3:10 PM: School gates open for pick-up.
- 3:15 PM: Students are dismissed.

The gates remain open for 15 minutes to allow for safe collection. If you arrive after the gates have been locked, you will need to collect your child from the front office.

Please Note: While we understand that unforeseen circumstances can occasionally cause delays, please be aware that consistent late pick-ups are disruptive. Our staff often have scheduled meetings and training after school, and they are not available to supervise children past dismissal time. Thank you for your cooperation and for helping us ensure all students are collected on time.



### **Reading Books and Homelearning**

Over the next week and a half, staff will be re-assessing the children's phonic recall and reading abilities after the summer break. Please be reassured that we will send reading books home with pupils in Years 1-4 on Thursday 18th September along with their reading record - which is your space to inform us of the reading your child completes at home. Information about this and other homelearning tasks will be sent out next week.

### **EPIC Play**

After a brilliant start last year to our EPIC (Explore, Play, Imagine, Create) playtime arrangements, we will continue to evolve our provision throughout this year. To allow us to be able to play outside as much as possible, please ensure your child has a waterproof coat in school everyday. You may also like to pack a pair of waterproof trousers too if the weather looks wet. Additionally, in order to jump in puddles and enjoy the field even in the rain, please send your child in with a pair of named wellington boots that can be kept in school on the class wellington rack.

### **Socks!**

Finally, as part of our eco pledge, we use old/unwanted socks to wipe our whiteboards during lessons. If you have a pair of unwanted socks or some old ones at home, please send them into school so that we can replenish our stocks. Thank you.

We look forward to seeing you all next week, have a wonderful weekend.

Kind regards,

Rebecca Baldwin  
Headteacher