COLLIS PRIMARY SCHOOL

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Email: info@collis.richmond.sch.uk
Headteacher: Kevin Hogston
Lead Assistant Heads: Melissa Humphries and Sophie Macartney

Tuesday 2nd September 2025

Dear Parents/Carers,

Key Information and Welcome Back – Wednesday 3rd September (Years 1–6)
I hope you all enjoyed a wonderful summer break that you and your family are feeling refreshed and ready to begin the new academic year at Collis. We extend a warm welcome to our new pupils and their families as they join the Collis community. The first day back tomorrow is always special - some children may feel excited, while others might be a little nervous - but rest assured, we are well-prepared and ready to make their return to school a positive and welcoming experience.

New School Meal Provider
We are also pleased to remind families that Nourish Contract Catering is now in place as our school meal provider. Selected after a rigorous tender process and shaped by your feedback, Nourish is committed to providing high-quality, balanced meals with a varied three-week menu and strong allergen procedures. Their child-centred approach will ensure lunchtimes are both enjoyable and healthy. With free school meals available to all pupils from Reception to Year 6, we are aiming for full take-up this year so that every child can benefit from a hot meal.

New Smartphone Policy
As we begin the new school year, a reminder that from September 2025 pupils are not permitted to bring smartphones onto the school site. This decision, made jointly with governors and the Parent Focus Group, reflects our belief that primary-aged children are not yet ready for the responsibilities and risks associated with smartphone use. By removing smartphones from school, we aim to reduce peer pressure, avoid issues linked to online behaviour, and create a calmer and more focused environment for learning. For those families whose children walk to and from school independently, we recommend simple call-and-text-only phones. Thank you for supporting this important change.

Supporting the Collis School Association (CSA)
Our CSA plays a vital role in making Collis an even better place for our children – funding extra resources, organising community events, and creating opportunities that enrich school life. More than ever, we need as many parents as possible to get involved. At present, much of the work falls to a small group of incredibly dedicated volunteers, but by sharing the load we can achieve so much more together. It's rewarding, it's fun, and it's a wonderful way to meet other parents while making a tangible difference for our children. Please do come along to our next CSA meeting (in early October) and see how you can be part of this important team effort.

Harlequin Building Gets a New Roof
When you return to school, you will notice scaffolding around the Harlequin Building, our oldest building on site. We are delighted to have secured a grant from the local authority to fund a complete roof replacement, which will help preserve the building for the long term. The works are expected to continue until around November. While there may be some minor disruption around the doorways/playground due to the scaffolding, every effort will be made to keep this to a minimum. Thank you for your patience and support while this important work takes place.

Attendance & Punctuality:
The first weeks of term are vital in establishing the right behaviours for high attendance. At Collis, we know that September is when friendships are formed, routines take shape, and the tone is set for the year ahead. Consistent attendance during this time gives children the strongest foundation for success—academically, socially, and emotionally.

As we begin the new academic year, we want to highlight the clear link between excellent attendance and high achievement. Our expectation is that pupils attend punctually and consistently every day. Last year we made real progress in improving punctuality, and we are determined to build on this positive trend so that every child makes the most of the opportunities ahead.

If your child is unwell, please remember to notify us via the school office. To ensure that pupils are seated in their classrooms by our 8:50am start time, we will open the school gates at 8:40am and close them promptly at 8:50am. If parents wish to speak with their child's teacher, we kindly ask that you book an appointment, send an email, or catch the teacher after school, as the start of the day is not the right time for extended conversations as they delay the beginning of teaching.

Drop-off and Pick-up Times:
Nursery AM: Drop-off - 8.40am to 8.50am, Pick-up - 3.30pm
Reception, Year 1, and Year 2: Drop-off - 8.40am for an 8.50am start, Pick-up - 3.15pm
Year 3, Year 4, Year 5, and Year 6: Drop-off - 8.40am for an 8.50am start, Pick-up - 3.20pm

Uniform
At Collis, we take pride in our school community and maintain high expectations for pupil uniform and conduct. We believe that this is a fundamental part of fostering a culture of high expectations and achievement. Therefore, we kindly request that all pupils wear the full Collis School uniform every day. Pupils should not wear their own clothes, including non-uniform tops or trainers.

Regarding jewellery, the only permitted items are a pair of studs. Rings, bracelets, and necklaces should not be worn. In terms of footwear, pupils are required to wear black leather school shoes; trainers, canvas shoes, or boots are not permitted (except for Early Years). On PE days, pupils may attend school in their PE kits with a spare pair of trainers for field.

Class Curriculum Meetings:
In a few weeks, we will be hosting class curriculum meetings for Reception to Year 6. These essential meetings will provide you with an update on your child's new year group and an overview from the year group teachers and myself. Each meeting will last approximately one hour, with the final fifteen minutes allocated for visiting your child's classroom.

Please plan to arrive at the Harlequin Hall by 8.55am on the date indicated for your child's year group, entering via the car park entrance.

Year 1 – Monday 15th September 2025
Year 2 – Tuesday 16th September 2025
Year 5 – Wednesday 17th September 2025
Year 4 – Monday 22nd September 2025
Year 6 – Tuesday 23rd September 2025
Year 3 – Friday 26th September 2025
Reception – Monday 29th September 2025

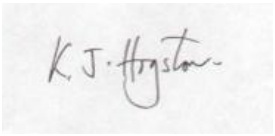
Key Term Dates: Here are some important term dates to note: full information on the website.
https://www.collis.richmond.sch.uk/term-dates/

Thursday Class Cake Sales
This year, we are continuing with the class cake sales which were successfully introduced two years ago. The funds raised at each sale will directly benefit that class, allowing them to purchase books for their class book corner or resource areas. The parent representatives will be updated on the rota. Additionally, there will be designated weeks to raise money for charitable causes, in addition to the regular class sales.

Get Involved: Parent Focus Group Starting After Half Term
The Parent Focus Group will be recruiting new members later this month. A letter will be sent out in late September with details on how to get involved. Last year, the group made a real difference by helping shape school policy on class mixing, school meals, and adding extra Christmas show dates. The first meeting of the new group will take place after the October half term.

And finally, all that is left to say is that we look forward to welcoming most of the children back on Wednesday, with a staggered start for Early Years beginning on Tuesday 9th. We are excited for another year of growth, learning, and memorable experiences. Together, we can make this school year the best yet.

Warm regards,



Kevin Hogston
Head Teacher