COLLIS PRIMARY SCHOOL

Fairfax Road, Teddington, Middlesex TW11 9BS
Phone: 020 8977 1458 www.collis.richmond.sch.uk
Email: info@collis.richmond.sch.uk
Headteacher: Kevin Hogston
Lead Assistant Heads: Melissa Humphries and Sophie Macartney

22 June 2026

Dear Parents and Carers,

Hot Weather Arrangements and Sports Day Update

I am writing to update you on arrangements for this week, particularly in light of the exceptionally hot weather forecast. The safety and wellbeing of our children and staff remain our priority. We will be taking a number of measures throughout the week to ensure that children remain safe, comfortable and well hydrated during the hottest parts of the day.

What children need to bring to school -Please ensure that your child comes to school each day with:

- Sun cream already applied before arriving at school
- A filled water bottle
- An appropriate sun hat or cap

Throughout the day, we will provide regular hydration breaks and will make greater use of indoor spaces, particularly during lunchtime, to reduce children's exposure to the hottest temperatures.

Optional Early Collection

Due to the forecast temperatures, parents and carers will have the option of collecting their children from **1.30pm -1.40pm** on:

- Tuesday 23 June
- Wednesday 24 June (After school sale Future Founders postponed)
- Thursday 25 June (EXCEPT YEAR 6 who will still attend the theatre)

Collection arrangements

Early Years and Infant children

- Collection will be from the classroom door from 1.30pm.
- Gates will be opened at 1.30pm until 1.45pm

Junior children

- Children will be brought to the playground for collection.
- Please ensure your child has informed their class teacher that they are going home at 1.30pm.

Year 5 and Year 6 children who normally walk home independently

- A written note to the class teacher from parents will be required for the days on which they will be leaving at 1.30pm.

For children remaining in school, lessons will continue as normally as possible for the remainder of the afternoon.

Clubs and CATS
All after-school clubs and CATS provision will continue as normal.

Sports Day Update
Following careful consideration, we have decided to postpone our Sports Days by one week. Making this decision now will hopefully provide greater certainty for families and help parents and carers with planning arrangements.
The revised dates are:

- **Reception Sports Day** – Thursday 2 July
- **Infant/Junior Sports Day** – Friday 3 July

Further details will be shared nearer the time.

Year 3 British Museum Visit Rearrangement
In addition, due to the current high temperatures and the advice around travelling in extreme heat, we have decided to rearrange the Year 3 visit for later in the term. We will endeavour to rearrange the visit in the next few weeks, although this will depend on the British Museum's availability, to ensure the trip can take place more comfortably and safely for all pupils and staff. We will share the new date, or an alternative, with you as soon as arrangements have been confirmed.

Summary of Arrangements
✓ Children should bring a water bottle and sun hat and arrive with sun cream already applied.
✓ Optional early collection at 1.30pm on Tuesday 23 June, Wednesday 24 June and Thursday 25 June.
✓ Clubs and CATS will continue as normal.
✓ Sports Days have been postponed by one week:
Reception – Thursday 2 July
Infant/Junior – Friday 3 July

Thank you for your support and understanding as we manage these unusually high temperatures. We will continue to monitor conditions closely and will update families should any further changes be necessary.

Yours sincerely,

K. J. Hogston

Kevin Hogston
Headteacher