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

Tuesday 3rd September 2024

Dear Parents/Carers,

Start of Term Arrangements and Key Information - Welcome back

I hope you all enjoyed a wonderful summer break and 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 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.

The Collis staff and I are eagerly looking forward to welcoming the children back tomorrow, Wednesday, 4th September (with different start dates for Early Years pupils beginning 11th September). We have been busy preparing over the summer and officially returned to school on Monday for our training days.

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. We are all looking forward to this chance to reconnect and share valuable information.

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

Class Curriculum meetings:
Monday 16th September - Year 1 Curriculum Meeting for parents 9.00am Harlequin Hall
Tuesday 17th September - Year 2 Curriculum Meeting for parents 9.00am Harlequin Hall
Wednesday 18th September - Year 3 Curriculum Meeting for parents 9.00am Harlequin Hall
Thursday 19th September - Year 4 Curriculum Meeting for parents 9.00am Harlequin Hall
Monday 23rd September - Year 5 Curriculum Meeting for parents 9.00am Harlequin Hall
Tuesday 24th September - Year 6 Curriculum Meeting for parents 9.00am Harlequin Hall
Thursday 26th September - Reception Curriculum Meeting for parents 9.00am Harlequin Hall

Supporting the Collis School Parents Association (CSA):
Our next CSA meeting will take place on Friday, 13th September, in the Colliseum Hall. This meeting is the first CSA meeting of the year, so please attend if you are able. More than ever, we need parents to get involved and support the CSA. The meeting will also feature a Q&A session with the Head Teacher, where we will discuss the plans, vision, Ofsted updates, school finances, and other important matters for the upcoming year. If you have any questions for the head teacher, please submit them in advance via info@collis.richmond.sch.uk by Tuesday, 10th September.

Attendance & Punctuality:
The first week of term is crucial in setting the right behaviours for high attendance. As we commence the new academic year, it is important to emphasise the direct link between excellent attendance and high academic achievement. Our expectation is that pupils attend school punctually and consistently every day. We made significant progress last year in ensuring that pupils arrived at school on time, and we aim to continue this positive trend.
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 earlier at 8:40am and close them promptly at 8:50am.

Drop-off and Pick-up Times:
Nursery AM: Drop-off – 8:35am to 8:45am, 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

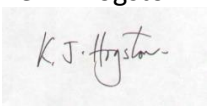
Uniform and Standards:
At Collis, we take pride in our school community and maintain high expectations for student uniform and conduct. We believe that this is a fundamental aspect of fostering a culture of high expectations and achievement. Therefore, we kindly request that all students wear full Collis School uniform every day.
Regarding jewellery, the only permitted items are a pair of studs. Rings, bracelets, and necklaces should not be worn by students. In terms of footwear, students are required to wear black leather school shoes; trainers, canvas shoes, or boots are not permitted (except for Early Years). On PE days, pupils can attend school in PE kit.

Thursday Class Cake Sales
This year, we are continuing with the class cake sales which were successfully introduced last year. The funds raised at each sale will directly benefit that class, allowing them to purchase books for their class book corner. 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. After listening to feedback this year we will spread out the sales so they will not held every single week, mostly they will be held fortnightly.

We look forward to seeing you and your children on Wednesday for another exciting year filled with growth, learning, and wonderful memories. Together, let's make this school year the best one yet.

Warm regards,

Kevin Hogston



Head Teacher