COLLIS PRIMARY SCHOOL

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

Friday 4th September 2026

Dear Parents/Carers,

Key Information and Welcome Back – Monday 7th September (Years 1–6)

It has been a while since we last saw you all after what has felt like an incredibly long—and very hot—summer holiday! I hope you have had a wonderful break and enjoyed spending time together as a family.
The staff and I are really looking forward to welcoming everyone back to Collis and seeing the school full of children again. We extend a particularly warm welcome to all the new pupils and families joining our community.
Below is a comprehensive overview of the key information you will need for the start of term. It includes some important reminders for existing families and helpful updates for those who are new to the school, so that we can all begin the year successfully.

Attendance and Punctuality
The first weeks of term are vital for establishing good attendance habits, forming friendships and developing routines. Consistent attendance gives children the strongest foundation for academic, social and emotional success.
Our expectation is that pupils attend school punctually and consistently every day. We have made real progress in improving punctuality over recent years and are determined to build on this.
The gates will open at 8.40 am and close promptly at 8.50 am, when pupils should be seated in their classrooms and ready to learn. If your child is unwell, please notify the school office as soon as possible. Holidays during term time will not be authorised.
If you need to speak with your child's teacher, please arrange an appointment, send an email or speak to them after school. The start of the day is not suitable for extended conversations, as these can delay teaching.

Drop-off and Pick-up Times

- **Nursery:** Drop-off between 8.40 am and 8.50 am; pick-up at 3.30 pm.
- **Reception, Years 1 and 2:** Drop-off from 8.40 am for an 8.50 am start; pick-up at 3.15 pm.
- **Years 3, 4, 5 and 6:** Drop-off from 8.40 am for an 8.50 am start; pick-up at 3.20 pm.

Uniform
We take pride in our school community and maintain high expectations for uniform and conduct. All pupils should wear the full Collis School uniform every day. Non-uniform clothing, including non-uniform tops and trainers, should not be worn.
The only permitted jewellery is a pair of stud earrings. Rings, bracelets and necklaces are not allowed. Pupils should wear black leather school shoes; trainers, canvas shoes and boots are not permitted, except in Early Years.
On PE and club days, pupils may attend school in their PE kit and should bring a spare pair of trainers for use on the field.

Key Term Dates
Full details of important term dates are available on the school website:
https://www.collis.richmond.sch.uk/term-dates/

Class Curriculum Meetings
Our class curriculum meetings for Reception to Year 6 will provide information about your child's new year group. Each meeting will include an overview from the year group teachers and will last approximately one hour. The final 15 minutes will be allocated for visiting your child's classroom.
Please arrive at the Harlequin Hall by 8.55 am, entering through the car park entrance.

- **Year 1:** Monday 21st September at 9.00 am
- **Year 2:** Tuesday 22nd September at 9.00 am
- **Year 4:** Wednesday 23rd September at 9.00 am
- **Year 3:** Thursday 24th September at 9.00 am
- **Year 5:** Monday 28th September at 9.00 am
- **Reception:** Wednesday 30th September at 9.00 am
- **Year 6:** Thursday 1st October at 9.00 am - DATE CHANGE

Friday Class Cake Sales
Class cake sales will continue this year and, following requests via the Parent Focus Group, will move back to Fridays. Funds raised will directly benefit the participating class, enabling them to purchase books for their book corner or resources for other classroom areas.
Parent representatives will receive an updated rota. There will also be designated weeks for raising money for charitable causes alongside the regular class sales.

Supporting the Collis School Association (CSA)
The CSA plays a vital role in making Collis an even better place for our children by funding additional resources, organising community events and enriching school life.
Much of this work currently falls to a small group of dedicated volunteers. By involving more parents and sharing the load, we can achieve even more. It is rewarding, enjoyable and a wonderful way to meet other families while making a tangible difference to our children.
Please come along to the next CSA meeting in early October and find out how you can become involved.

Parent Focus Group
The Parent Focus Group will recruit new members later this month, with further information to follow. In recent years, the group has helped to shape school policy on class mixing and school meals and supported the addition of extra Christmas show dates.
The first meeting of the new group will take place after the October half-term holiday.

Smartphone Policy
Since September 2025, pupils have not been 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. This approach is now links to national statutory policy and phone usage in schools. At Collis, this means smartphones must not be brought into school. Children who walk to and from school independently may bring a simple call-and-text-only phone; however, these phones must not be used during the school day. They are handed in, securely stored and returned at the end of the day.

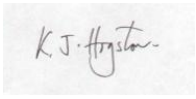
This policy helps reduce peer pressure and issues linked to online behaviour, while creating a calmer and more focused learning environment. Thank you for continuing to support us. Last year, we saw a dramatic reduction in online bullying incidents, which we believe was directly linked to this policy change.

General Reminders

- Pupils should bring a clearly named water bottle each day.
- Junior-aged pupils should bring a piece of fruit or a healthy morning snack (no crisps, nuts or chocolate) to be eaten during morning break or after school. Younger pupils are provided with a fruit snack by the school.
- Please clearly label all uniform, coats, lunch boxes, water bottles and PE items.
- Inform the school office of any new medical diagnosis, allergy or change to medication. Please also ensure that inhalers and EpiPens are in date.
- Let the school office know if your telephone number, email address, home address or emergency contact details have changed.
- Notify the school if another adult will be collecting your child. Older pupils (year 5/6) may only walk home independently in accordance with the school's agreed arrangements.
- Please check school emails and the website regularly to keep up to date with important information.
- Park considerately, keep entrances and neighbouring driveways clear and, wherever possible, walk, cycle or scoot to school.
- Bicycles and scooters should be stored in the designated areas. Children must dismount before entering the school grounds.

Finally, we look forward to welcoming most children back on Monday, with the staggered start for Early Years beginning on Thursday 10th September. We are excited about another year of growth, learning and memorable experiences. Together, let's make this school year another great one.

Warm regards,



Kevin Hogston
Head Teacher