



# ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



19 November 2024

Dear Families,

## Ref: Key Messages

As we move further into the winter season, there are a few important messages I would like to share. To streamline communication, I have gathered these updates into one letter for your convenience:

### 1. Christmas Fair Donations Reminder

As a final reminder, we kindly ask for any donations of chocolate or bottles for our upcoming Christmas Fair. Your generous contributions help make the event a success and are greatly appreciated.

### 2. Parking Information for the Christmas Fair

The Christmas Fair will take place from **12:00 pm to 3:00 pm on Saturday 23 November**. Please note that parking is limited to offsite options. A small number of parking spaces onsite will be reserved for Blue Badge holders, available on a first-come, first-served basis. We encourage all other visitors to use alternative parking arrangements nearby.

### 3. Winter Weather Preparedness

As we enter the winter months, we are prepared to handle snowy conditions that could impact school operations. We have a good supply of grit and last year invested in a snowplough to help ensure the school remains open. If severe weather necessitates a school closure, we will notify families as quickly as possible through social media and Arbor communication. In the absence of any such message, please assume the school is open as usual.

### 4. Transport Conduct Reminder

Whilst the vast majority of our transport operation is going well, we have observed some concerning behaviours during pick-up and drop-off times. We kindly ask for your cooperation in ensuring a smooth and safe process:

- Please follow the directions provided by the transport team, as they are managing both onsite and offsite traffic
- Drive slowly and remain vigilant as there are students moving around the site
- If directed to a different pick-up spot, please comply without delay
- It is essential that you stay in your vehicle during pick-up to prevent unnecessary congestion
- We ask that you avoid playing loud music, as it can disrupt the environment for students and staff

Your understanding and adherence to these guidelines make a significant difference in keeping everyone safe and the process efficient.

## 5. Attendance Reporting

Please remember to report any student absences as early as possible on the morning of the absence. The school office can be contacted by:

- **Telephone:** 0151 428 1161
- **Email:** [reception@abbotsleaschool.co.uk](mailto:reception@abbotsleaschool.co.uk)
- **Arbor family communication system**

*To log an absence using the Arbor Parent App, simply open the app and navigate to the "Attendance" section. From there, select 'Log Absence', choose the relevant date(s), and provide a reason for the absence. Once submitted, the school office will review and approve the absence on our side*

While we understand that you may have positive relationships with key staff members, reporting attendance directly to them can result in missed messages. It is essential to follow the school's specific attendance process to ensure proper documentation and follow-up. The school phone lines are open from **8:00am** each day. More information can be found [here](#).

---

Thank you for taking the time to read through these updates and for your ongoing support of our school community. Your cooperation and commitment help make Abbot's Lea School the nurturing environment we strive to maintain.

Yours sincerely



Mrs E Tobin  
Deputy Headteacher