



ABBOT'S LEA SCHOOL

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



14 February 2025

Dear Families

Ref: Key Information – Term 4 (Monday 24 February – Friday 4 April 1pm)

As we approach the end of this term, I wanted to take a moment to share some exciting activities planned for Term 4. At Abbot's Lea School, our approach to education follows the ASD Model©, ensuring that academic progress, specialist therapeutic support, and life skills development are equally prioritised. With this in mind, every enrichment opportunity is thoughtfully designed to support our students in at least one of these vital areas.

Wishing you and your family a wonderful February half-term break!

Date	Activity	Notes
Monday 24 February	Return to school	All students return to school
Monday 24 February	LGBTQ History Month	Miss Arands will be leading some enjoyable activities which will encourage students to be tolerant of others' views and preferences. All activities will be appropriate for students' developmental age
Wednesday 26 – Friday 28 February	KS4/5 PGL	Specific information has been sent to families regarding all arrangements for PGL. For any enquiries, please email primary@abbotsleaschool.co.uk
Friday 28 February	CHANGE OF ROUTINE Due to PGL, the timings for assemblies will be different this week. Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 All secondary students Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see below for how assemblies will work this year
Monday 3 March	Careers Week	Students will enjoy activities focussed on building skills for future careers and will learn about less well-known career paths
Tuesday 4 March	Shrove Tuesday	All students will be treated to optional pancakes for lunch with a range of toppings. Students will learn about why Christians traditionally used up their ingredients to make pancakes ahead of the Lenten period

Wednesday 5 – Friday 7 March	KS2/3 PGL	Specific information has been sent to families regarding all arrangements for PGL. For any enquiries, please email primary@abbotsleaschool.co.uk
Thursday 6 March	World Book Day	Students are welcome to come dressed as their favourite fictional or non-fictional characters. In school, our theme for the day will be local settings and/or local authors
Friday 7 March	CHANGE OF ROUTINE Due to PGL, the timings for assemblies will be different this week. Assembly times: 9.30 – 10.00 Stay and Play only (no Primary assembly) 10.00 – 10.30 KS3 and Peru/USA/Brazil class 10.30 – 11 KS4 and 5 assembly Coffee morning: 9.30 – 10.30am	We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher. Please see below for how assemblies will work this year
Monday 10 March	British Science Week	This year's theme is "Change and Adapt." Classes will be enjoying additional hand-on science learning this week and will learn about how science has helped ways of life to change and adapt
Monday 10 March	KS3 options forms to go out to Year 9 students	Our Year 9s will begin to think about which subject they might like to follow next year. This is the first, initial stages of planning and course offers are subject to change depending on numbers
Wednesday 12 March	Next Steps Fair 3.30pm	A letter has been sent to all families of Year 9+ students. We warmly welcome you to join us onsite from 3.30pm to talk to local post-16 providers
Monday 17 – Wed 19 March	Mock exams in the school hall	Personalised information will be shared with families of students affected, as different exams will take place at different times over these three days. Please note, that due to the hall being in use for exams, all lunches on these three days will be packed lunches
Monday 17 March	Red noses on sale this week	Please send £1 in with your child if they wish to purchase a red nose from school
Tuesday 18 March	Global recycling day	Our classes will be entering into a sculpture competition. Classes will be tasked with creating something that could be used or displayed in the home out of recycled materials. The winning class will be announced in assembly on 28 March

Friday 21 March	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary) and Mr Mason (Assistant Headteacher for Secondary)</p> <p>Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5</p> <p>Coffee morning: 9.30 – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Please see below for how assemblies will work this year</p>
Friday 21 March	Comic Relief	Students are welcome to wear red to mark this cause. Students may wish to make a voluntary £1 donation
Tuesday 25 March – Friday 4 April	Swimming starts for Peru and Canada classes	Swimming will take place on: Tue 25, Wed 26, Thur 27, Fri 28, Tue 1, Wed 2, Thur 3, Fri 4. A letter will be sent to families with further information
Wednesday 26 March	Diversity in: Business	Students will be learning about successful businesses designed and run by entrepreneurs from different backgrounds and cultures
Friday 28 March	<p>Weekly open assemblies led by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher for Primary) and Mr Mason (Assistant Headteacher for Secondary)</p> <p>Assembly times: 9.30 – 10.00 Primary 10.00 – 10.30 KS3 10.30 – 11.00 KS4 and 5</p> <p>Coffee morning: 9.30 – 10.30am</p>	<p>We encourage families to attend where they are able. If there is any topic you would like to hear about or contribute to during the coffee mornings, please advise school via your child's class teacher.</p> <p>Please see below for how assemblies will work this year</p>
Tuesday 1 April	Sensory Theatre Production	Our Reception – Year 4 students will enjoy a sensory theatre experience exploring themes of self-esteem and emotional regulation. Please note that due to the hall being used for this, all students will receive a packed lunch on this day
Thursday 3 April	Easter Bonnet/ ALS Easter Egg competition Easter Egg Hunt	Student can choose to take part in either of our competitions. They may either design an Easter bonnet to wear, or they can design an Abbot's Lea School Easter egg. Further information will be shared in classes.

		In addition, all students will participate in an outdoor Easter Egg Hunt
Friday 4 April CHANGE TO ROUTINE	1pm finish No assembly or coffee morning No assemblies or coffee morning.	Our transport window will open from 12.30pm

Attendance and punctuality

At Abbot's Lea School we believe good attendance is vital for a student to reach their full potential. This year, new governmental guidelines have been introduced.

Terminology used by the government:

- PA = Persistent Absenteeism - less than 90% attendance
- EPN = Education Penalty Notices - issued for unauthorised absences (including term time holidays)

Welfare checks:

School will always need to speak to families on the first day of a student's absence. For extended absences we have a duty to see your child face-to-face and let them know we care about them.

My child can't attend:

Report any absences (as early as possible) to the school office via telephone: **0151 4281161** or email: reception@abbotsleaschool.co.uk

The school's phone lines are open from 8am each day.

Fines:

EPNs have now been capped nationally at TWO fines within any 3-year period. After this, other actions like a parenting orders or prosecution have to be considered.

Being late:

If your child arrives at school after the register closes at 9.15am, the morning is considered an unauthorised absence. (**please note - this does not include where the situation was beyond the family's control – we appreciate many families rely on the smooth running of SEN transport.*)

Medical evidence:

If your child is PA, or at risk of PA, we will ask you to provide medical evidence to ensure the absence is not unauthorised.

Every child matters; every day matters:

Both families AND school have a legal duty for school attendance. We understand that students can face barriers and so we have a duty to work together to overcome these barriers. This means open and honest information sharing, without judgement. Please reach out to us if you feel we could help you.

School uniform and personal presentation

All students must wear a full school uniform (formal on the days with no PE, and PE uniform on the days when PE lessons take place).

Expectations related to the uniform and personal presentation, including hair, jewellery, etc can be found on our website under policy section:

[School-Uniform-Policy.pdf](#)

Families are asked to adhere to the expectations and support their child with compliance.

Assemblies

Assemblies are facilitated by Mrs Tobin (Deputy Headteacher), Mrs Cartwright (Assistant Headteacher – Primary Department) and Mr Mason (Assistant Headteacher – Secondary Department).

Each week a different class will contribute to the assembly. When your child's class leads the assembly, their teacher will contact you in advance to let you know.

We work with high expectations that by the end of the year, all students will be able to sit through a whole assembly and listen well.

However, we recognise that this skill, like any, needs to be taught.

In order to do so, we will follow a graduated approach to full attendance in assembly for our youngest students.

We warmly welcome families to attend assemblies (with coffee morning on the same day).

However, if your child leaves assembly before the end, you are invited to leave with your child and enjoy a focussed "stay and play" session with your child.

Please note our gradual approach to full attendance in assembly over the period of a year:

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Ireland, Wales, Portugal, France, Italy, Spain and Canada	Welcome song followed by "stay and play" – see schedule below	Welcome song followed by "stay and play" – see schedule below	Welcome song followed by "stay and play" – see schedule below France class will stay for the class assembly and then leave to join stay and play	Welcome song followed by "stay and play" – see schedule below France class and some other students will stay for the class assembly and then leave to join stay and play	Full assembly TBC	Full assembly TBC

Stay and play focus:

Our stay and play sessions will be led by a different class team each week. They will take place in the Conference room, or where weather permits, the grounds of the school.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'E. Tobin'.

Mrs E Tobin
Deputy Headteacher