Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

1 September 2026

Dear Parent/Carer,

Welcome Back!

It is with pleasure that I welcome all our children, families and staff to the start of a new academic year at Sudley Primary School. We hope everyone has enjoyed a restful summer break and returns excited and ready for the opportunities ahead. A new school year brings new experiences, new friendships and new challenges, and we look forward to working together to ensure every child is happy, confident and successful. We are excited about the year ahead and can't wait to see all that our children will achieve.

Over the summer, work has been completed around school: we have now air conditioning units throughout the Year 2 and Year 6 classrooms, and the Year 3 and Year 4 classrooms have been freshly painted. With these improvements and preparations in place, we are ready to start what we are sure will be another successful school year.

Find below some information that will be useful such as routines for the start and end of school day on both sites, changes to arrangements for PE days and reminder regarding reporting absences.

Please pay particular attention to the section entitled **'Walker' Registration System** and complete the consent form via Ping if this is applicable to you and your family. For some, you may wish to do this before 2 September.

September Updates

Please find below updates and information regarding the start of term on **Wednesday 2 September 2026.** We look forward to welcoming everyone back, including our new Reception and Year 3 students, for another successful academic year.

Infant Site: Reception- Year 2

Beginning of the Day

Dundonald Road and Lugard Road entrance: Year 1 and Year 2 children will enter school via the main playground **only** via the gate on Dundonald Road or Lugard Road. Both gates open at **8.40am** to allow staggered entry to the school site.

Year 2 children will all enter school via the middle door facing the playground. Year 1 children will all enter school via the end door. (This will be sign posted on the day.)

The doors and gates to the playground close at **8.55am** and any children arriving after this time will need to enter via the school office and will be marked as late in the register.

Milner Road entrance: Children in Reception classes will enter and exit the school via this gate. The Milner Road gate opens at **8.40am** to allow staggered entry to the school site, the gate will close at **8.55am.** Any children arriving after this time will need to enter via the school office and will be marked as late in the register.

Please note: Any siblings in Year 1 and Year 2 of Reception children, can also access school via the middle door on the Milner Road entrance.

New Reception children will begin their transition into school on Friday 4 September. Arrival time is at **9.15am** and pick up time **3pm on Friday 4 September.** Please do not arrive with your child before 9am on this day.

From Week 2 - **Monday 7 September** school will start for all children at **8.55am and finish at 3.15pm.**

End of the Day:

Parents and carers should enter the school via the **Lugard Road entrance** and line up at their child's **class signpost** on the main playground.

The **Dundonald Road gate** is **exit only** at collection time and will remain closed to entry as part of our one-way system to help reduce congestion.

Children will be dismissed **one at a time** by staff, as usual. Please note that collection may take a little longer during the first few days of the school year while staff become familiar with children and their families.

After collecting your child, please leave the school site via the **Dundonald Road gate, exit is not permitted by the Lugard Road gate at this time**.

Junior Site: Years 3-6:

Beginning of the day

Except for Year 3 for the first 2 days only (Wednesday 2 September and Thursday 3 September), the school site will continue to be closed to all parents at the beginning of the day. We will continue to operate a flexible registration period between 8.40am and 8.55am. It is important to point out that children must be in class by 8.55am so should ideally arrive at the school gates no later than 8.50. **Children can arrive at**

any time within this window, through either the Donalds Way or Aigburth Road gate. We would encourage parents to adopt a 'drop and go' approach to ensure this part of the day runs smoothly. Once dropped off, children will be met at the gates by a staff member.

For the first 2 days only (Wednesday 2 September and Thursday 3 September), Year 3 Parents/Carers can accompany their child onto the Year 3 yard and to their classroom doors. **For these two days, Year 3 can enter only via Aigburth Rd entrance**. From Friday 4 September, Year 3 children can also enter the site via Aigburth Rd or Donalds Way.

We would kindly request that **no photographs** of children are taken on site for safeguarding reasons.

End of the School Day:

Children in Years 3-6 finish school at **3.30pm.**

Access to the site will continue to be from Aigburth Road only. The gates at Donalds Way will continue to be 'no entry.' This is due to the increased number of children and parents/carers leaving the site at the end of the school day. From a health and safety point of view, having two-way movement through this narrow passage at this time of day presents a risk and is therefore not permitted.

From Aigburth Rd, Year 3 parents will enter via the pedestrian path and parents of children in Y4,5 and 6 will continue to walk onto the site via the driveway. However, **parents can choose to leave the school site via Aigburth Road or Donalds Way.**

The Aigburth Road entrance will open for all parents/carers at 3.30pm. Upon entering the site, new Year 3 parents/carers will be directed towards the Year 3 yard for pickup where your child/children will be waiting for you.

If you have more than one child in school and one or more are in year 3, please pick up the year 3 child first.

Please be reminded that dogs are not permitted on either site at any time.

'Walker' Registration System – Action Required

We are continuing with our registration system for 'walkers'. By definition, 'walkers' are children who leave the school site without a responsible adult from the junior main playground.

From **2nd September 2026**:

- **Year 4 and above** may leave as *registered* walkers.
- **Year 3 children** may leave the site **only when accompanied by an older sibling who is a registered walker** and **only after a consent form has been completed for both/all children**.

Important – Parent Action Required:

1. Read the above information carefully and decide about the best method for collecting your child at the end of the day, taking into consideration their age and abilities. Be aware the Sudley Primary School recommends that all children are collected in person from the relevant playground via the Aigburth Rd entrance.
2. If you choose for your child to be a 'walker', ensure your child knows their route – your child must always know exactly where they are going once, they leave the school site and the route to take. If they are not going directly home, they must know who they are meeting and the exact meeting place.
3. **Complete the Walker Consent Form** if you wish for them to walk home– the link is attached to this Ping. This must be completed by 2.30pm before the first day of term if you wish for them to walk home on 2 September.
4. **Submit a form for each child** who will be a walker.
5. **Update the school if plans change** – if your child should not walk home on any day, you must notify the school in advance by telephone, no later than 2pm.

Note: Parents and carers must complete this walker registration for each academic year (the previous walker registration for 2025-26 will not be used).

Uniform

Please see attached 'Sudley Primary School Uniform' brochure which details the following:

- Reception Uniform
- Y1-Y6 Uniform
- Whole School PE Kit-Indoor
- Whole School PE Kit- Outdoor

Please refer to this brochure if you have any questions before the start of term.

Breakfast Club

Breakfast Club runs from 8am at the Infant site.

Children should be dropped off via the main office on Lugard Road. Any child registered to attend Breakfast Club who is based at the Junior site will be escorted safely to the Junior site by school staff in time for the start of the school day.

Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

Indoor and Outdoor PE from September 2026

Children should continue to wear their outdoor PE kit with training shoes to school on the day their year group has outdoor PE.

From September 2026, children in Y1 to Y6 will also be required to come to school wearing their PE kit with training shoes on days when they have indoor PE.

This means for next year, children can come into school on both their PE days in their PE kits.

For the Autumn and Spring term Wednesday 2 September 2026 – Thursday 25 March 2027, children are to wear their outdoor PE kit to school. We ask that children keep their PE pumps in school where they will change into them before their indoor PE lesson.

For the Summer term Monday 12 April - Friday 16 July, children have the option to wear their plain black PE shorts instead of tracksuit bottoms. Again, we ask that children keep their PE pumps in school where they will change into them before their indoor PE lesson.

Outdoor P.E Days 2026-27

EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Monday	**Wednesday**	**Tuesday**	**Monday**	**Tuesday**	**Thursday**	**Wednesday**

Indoor PE Days 2026-27

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Tuesday	**Monday**	**Tuesday**	**Thursday**	**Wednesday**	**Monday**

Please note: Indoor and Outdoor PE will not start until 3 September 2026. This will mean that Year 1, Year 5 and Year 6 will need to come into school in their school uniform on Wednesday 2 September.

Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

Communication

As last year, whole school key information and messages will continue to be sent via the School Ping app. School Ping is used to send most communications and can also be used to book events such as parent/carer appointments at key times. If you are having difficulty setting this up, please contact us at your earliest convenience, and we will support you.

The easiest way to get a message to staff is via the contact@sudleyprimary.com email address. This is monitored by SLT throughout the day and information passed to the necessary staff.

Each year group has a Head of Year who may contact you about items that have happened in school. You are also invited to address any correspondence to them through the above email.

Head of Year	
Reception	**Mrs. Brown**
Year 1	**Mrs. Bosworth**
Year 2	**Miss Armstrong**
Year 3	**Miss. Linehan**
Year 4	**Miss. Skeggs**
Year 5	**Mrs. Gillespie**
Year 6	**Mrs. Young**

Speaking to the Class Teacher

Please do not approach the class teacher or Head of Year at the end of the school day, as their priority is to ensure all children are dismissed safely. If you have any concerns or need to pass on a message to the class teacher, please contact the school by email.

Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

School Lunches

Children can decide if they would like to stay school dinner or packed lunch or a combination of the two. School dinners are free to children in Reception, Year 1 and Year 2 and are charged at **£2.50** per day for children in Year 3,4,5 and 6.

Children can choose to stay school dinner some days and have packed lunch on others if they wish; we only ask that a weekly pattern is established for the duration of a half term. It would be a good idea to look through our school menus with your child online to help make these decisions in advance. It is helpful if your child is happy with the meal on offer in school, as meals cannot be replaced if your child does not like or want it once they have taken it.

Labelling of Items

We would like to remind parents that all items of clothing, shoes, lunch boxes, bags and water bottles should be clearly labelled with your child's name. It is better if this is a label that does not wash off over time. Biro on labels will last only a couple of washes so please be mindful of this. This is to ensure that the uniform you have purchased over the summer makes it home every day. Items without a name can easily be lost in and amongst hundreds of identical others!

Reporting Absences:

If your child cannot attend school due to an unforeseen circumstance, e.g., illness, it is important that their absence is reported to our school absence line 0151 427 2941 option 1 as soon as possible each day of their absence. Please do not send an email to report absences.

Any child unaccounted for by 9.15am will be subjected to our safeguarding policy and every effort will be made to check that they are safe and well. This will involve contacting all numbers given on the child's contact form.

Lates:

It is important that children are in school on time. As a reminder, the start times of are slightly different on each site. Please be aware of the following.

- Start Time Infant Site: 8:55am
- Start Time Junior Site: 8:55am

Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

What should my child bring to school?

As all stationery will be provided by school, children should only bring a clear, plastic sports water bottle, compact bag, small rucksack or a school book bag (school book bag - available to purchase from the school offices) and packed lunch if required.

'Welcome to the Year Group' Meetings

You are invited to attend a short meeting to allow you to meet your child's Head of Year and class teacher and talk through the expectations of their new year group.

This session will take place on the following dates.

Date	Year Group
Monday 7 September, 4.10pm.	Year 3
Tuesday 8 September, 3.30pm.	Year 1
Tuesday 8 September, 4.10pm.	Year 4
Wednesday 9 September, 3.30pm.	Year 2
Wednesday 9 September, 4.10pm.	Year 5
Thursday 10 September, 3.30pm.	Reception
Thursday 10 September, 4.10pm.	Year 6

Sessions for Reception, Year 1 and 2 will take place on our Infant Site. Sessions for Years 3,4,5 and 6 will place at the Junior Site. Please report to Reception. If you have children in more than one year group, across both sites, the back gate at Donald's Way at the junior site will remain open at the end of the day.

Sessions will last no longer than 20 minutes and you will be given information about timetables, homework along with other information that will help you to support your child at home.

If you would like to attend the meeting, then please complete your consent on the SchoolPing form that will be sent on Tuesday 2 September no later than **Friday 4 September 2026.**
New Reception parents/carers please inform the class teacher on your meet the teacher appointment of your attendance.

Sudley Primary School

Aigburth Road, Liverpool, L17 6BH

Headteacher: Mr S. Connell

Email: contact@sudleyprimary.com **Telephone:** 0151 427 2941

Upcoming Diary Dates

Welcome To the Year group Meetings	W/C 8 September 2026 (timetable above)
EYFS Phonics Parent Meeting	17 September 2026
KS1 Phonics Parent Meeting	24 September 2026
Y6 CHET	Week beginning 28 September
Reception 2027 intake open Evening	21 and 29 September 2026
Individual School Photographs	Monday 12 October 2026
Parent/Carers Evening	Tuesday 13 and Wednesday 14 October 2026

Take care and we look forward to seeing you tomorrow.

Yours faithfully

Scott Connell



Headteacher