

Fordley Primary School
Dudley Drive
Dudley
Northumberland
NE23 7AL



Phone: 0191 2502207
Email: office@fordleyprimary.org.uk
Website: www.fordleyschool.com
X: @FordleyPrimary

Headteacher: Mrs C.L. Withers (BA QTS Hons, NPQH)
Deputy Headteachers: Mrs R. Boyes and Mrs L. Miller

New School Year Updates, Reminders and Changes

Dear Parents/Carers,

This letter is just to give some reminders about times, uniform, dates and other useful information for the new school year. We will share this on Seesaw, on Facebook and on our Website (www.fordleyschool.com) but please keep this paper copy handy too.

Breakfast Club

- Any child (from Nursery to Y6) can attend Breakfast Club at no cost (as we have a funding partnership with Greggs)
- Children can be dropped off at the main school entrance between **8:00-8:15** (please note the new time) to allow for breakfast
- **No children will be admitted after 8:15**
- We strongly encourage children to have breakfast in breakfast club, to save you time in the morning, but it is not essential
- **NO PARENT/CARER CARS ARE PERMITTED IN THE CAR PARK**
- Families must also stick to the path and not walk across the car park

Morning Drop Off Times and Locations

- Morning drop off times at classroom doors, for Reception to Y6, is between **8:40-8:55**
- Morning drop off times for Fordley Flyers and Nursery is **8:30am**
- At **8:55** ALL classroom doors will be closed for the safeguarding of all children
- If you arrive on site at **8:55 or after**, you will need to take your child to the main entrance to be signed in (unless Mrs Miller, Mrs Boyes or I are on the yard to supervise your child's access to the classroom)
- **Gates between Nursery and the end of the Reception decking will now be closed at the start and end of the school day meaning no access through to the rest of the school site.** Learning is set up in this outdoor area for the children in Nursery and Reception and must be ready for their day. We appreciate this means having to walk around the site but the education of our early years children has to be the priority.



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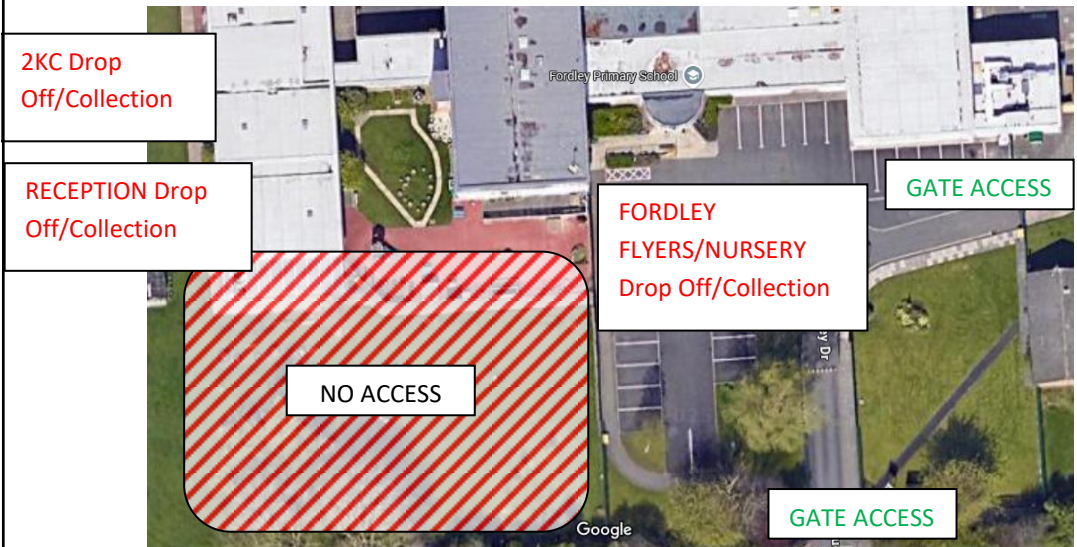


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IMPORTANT CHANGE – The area shaded (and gates) will now be closed to all families at the start and end of the school day (and throughout) to ensure that planned and set up outdoor learning for Early Years cannot be moved or used before the school day.



Morning



Drop



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Nursery and Fordley Flyers Other Drop Off/Collection Times

- Morning session collection time for Fordley Flyers and Nursery is **11:30** from the same gates as drop off
- Afternoon session drop off time for Fordley Flyers and Nursery is **12:30** from the same gates
- Afternoon session collection time is **3:30pm**

End of School Day Collection Times for Reception to Y6

- Gates (as marked on the maps on the previous page) will open at approximately **3:05pm**
- Children can be collected from their location on the map at **3:20pm**
- Any children still in their classes (and not booked into after school childcare) will be brought across to the main building at **3:30pm** and a **parent/carer contacted**

Change of Adult Collecting Your Child

- If you have a regular adult/adults collecting your child, please complete the letter nominating those adults and return it to school by the first day back. You are responsible for informing us if this changes at any point
- If you have a different adult collecting as a one off, please email/ring the school office and an orange form will be completed and passed to the class teacher (please do not tell the class teacher on the door or via Seesaw)

Y6 Walking Home At the End of the School Day

- If your child is in Y6 in September they should have brought home a letter for you to sign if you plan to give them permission to walk home independently at the end of the school day
- Please return this letter as soon as possible so we have a record of which children can go home without an adult
- If the letter is not signed and returned, we will expect an adult to collect your child at the end of the day



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After School Childcare

- Afterschool Childcare is available for children (**from Reception to Y6 only**) when parents and carers are **working** or who may need urgent childcare for an alternative reason such as an emergency medical appointment etc. This provision is not a club.
- Charges for our childcare are as follows:

- 3:20-4:30pm - **£4**
- 3:20-5:00pm - **£5**
- 3:20-5:30pm - **£6**
- 3:20-6:00pm - **£7**

PLEASE NOTE THE CHANGE IN PRICES

There is an additional £1 on each price band. We have not increased the prices since the provision started however increased overheads means we, unfortunately, have to increase the price slightly from September

- You can also book your child in after an after school club from 4:30pm - 6pm for a specified charge (following an after school club)
- Further information about how to book can be found on our website: [All about Fordley Afterschool Club | Fordley Primary School](#)

Medicines, Allergies and Medical Needs

- **Medical needs** - If your child has a specific medical need or allergy and there may need to be changes made to their medical plan for in school please email office@fordleyprimary.org.uk to arrange a review meeting so we can be sure we continue to monitor and manage their needs successfully in school
- **Medicines** - we only administer **prescribed** medicine (with the child's name on a pharmacy/GP label) which needs to be given **4 times** per day. A medicine form must be completed at the main school office
- **Inhalers and allergy pens** - children must have their medication in school and it must be in date. We will check these and communicate with you if any changes need to be made. Staff are allergy trained and also trained in the use of an epipen.
- **Other medication** - this can be agreed on a case by case basis



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Toys and Items from Home

- Children should not bring toys, pencil cases, key chains on bags or trinkets from home. They are not needed and can sometimes lead to upset children when they lose or misplace them. Any items brought in will be kept safe by the class teacher and handed back to the parent at the end of the school day
- Should your child need access to fidget toys or other support equipment, this must be either in their support plan or agreed with Mrs Miller (our SENDCo)
- **Trophies/Medals/Certificates** - children are openly welcomed to bring these in on Fridays for our celebration assemblies and so we can also celebrate in our weekly newsletter
- **Mobile phones** - are not permitted in school. Y6 only are able to bring their phone (at the request of a parent) for their walk to and from school. These are then locked away during the school day.

Attendance / Leave of Absence (Holidays) / Appointments

- **Absence** - If your child is off school, please inform us via 0191 2502207 and leave a message on the absence line or email office@fordleyprimary.org.uk
- **48 hour rule** - If your child has had sickness or diarrhoea they will need to be absent from school for **48 hours from the last bout** This is national guidance to school to avoid spreading sickness and infection to the whole year group and staff
- **Leave of Absence/Holidays** - we are unable to authorise any holidays unless in exceptional circumstances. We understand the cost pressures on families, and would rather not be in the position of having to fine anyone, so please try to avoid any holidays of more than 5 days alongside great attendance throughout the year. A Leave of Absence form must be collected from the office for any holiday so that we know where children are for safeguarding reasons
- **Appointments** - we appreciate that GP/dentist appointments sometimes have to take place during the school day. Should this happen, please provide proof of the appointment and we will ask you to sign your child out on departure (or arrival)



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Bikes and Scooters

- There is a scooter park located next to the hall doors or next to 2JR on the lower phase yard. If your child brings a bike or scooter and will be leaving them on site, please use these two spaces
- Please **do not** leave bikes/scooters next to the main entrance as they are a trip hazard (and not safely locked within our gates)
- We ask that children (and adults) do not ride their bikes/scooters when on the school site to prevent accidents (we have had some near misses in the past)

Uniform and Useful Equipment

- We value the importance of a school uniform for our children at Fordley as it helps to reinforce the sense of belonging to our Fordley Family as well as helping prepare children for their future education and life. We also appreciate that a simple uniform helps to prevent children feeling left out and also families having to think of a different outfit for their child on busy school mornings
- We understand that school uniform can be expensive so **we do not expect any family to buy uniform with our school logo on**. Plain and polo neck white T-shirts, burgundy jumpers or cardigans and black shorts can be purchased from most supermarkets.
- The images below are a reminder of our school uniform policy
- **No earrings** at all for any child is essential for their health and safety. Should you be planning for your child to have their ears pierced, please do this at the start of the summer holidays to give time for them to heal
- **Water bottles** - we do ask that children bring a bottle for water throughout the day. We would strongly advise that these are just a simple, plain bottle rather than oversized, expensive, branded ones
- **Footwear** - children should have plain black trainers or flat shoes with socks



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Please note the school uniform policy is as follows:

<ul style="list-style-type: none"> a white polo shirt, black/grey trousers/skirt (not leggings) and a burgundy jumper/cardigan. Red gingham dresses are allowed. Children do not have to wear uniform with the school logo on 	
<ul style="list-style-type: none"> Plain flat black shoes or trainers and socks. Sandals with socks are permitted in the summer months. 	

<p>PE kit should comprise plain black shorts and a plain white t-shirt (children will continue to come to school in their PE kit on PE days so plain black or grey tracksuit bottoms will be appropriate when the weather is cold)</p>	
<p>Children must not wear any form of jewellery other than a watch.</p>	
<p><u>No earrings should be worn.</u> (If your child is getting their ears pierced please do this at the start of the summer holidays so that they can be removed in September as tape over earrings is not an adequate health and safety option. Ear retainers - pictured on the right - can be used if absolutely needed).</p>	
<ul style="list-style-type: none"> Long hair must be tied back at all times for health and safety reasons and to help to avoid the spread of head lice. Children should not wear any form of hair colouring/dye unless given permission by school staff as part of a charity/celebration event. 	



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Car Park and Parking on Dudley Drive

- The school car park is not accessible at any time for parents/carers (with the exception of after school childcare collections as the car park is quiet and most children have gone home). The gates are locked between 8:30am and 3:30pm for the safety of all children, families and staff
- **Exceptional circumstances** - where there is a specific need to access the car park (mobility etc) this will involve a written agreement with the individual family about times of access and reasons for access. To discuss this email office@fordleyprimary.org.uk
- **Parking on Dudley Drive and residents** - as always, be considerate (or try to avoid) when parking on Dudley Drive. Do not block driveways or property exits, and do not park on the pavement where this would block pedestrians and buggy/wheelchair access. It is not permitted (by law) to park on the zigzag lines during the times on the sign and we would hate for anyone to receive a fine from North Tyneside Council for doing so.

Term Dates and Key Dates

- The term date calendar can be seen on the following page but upcoming key dates to be aware of are:
 - Monday 1st September - training day (school closed to pupils)
 - Tuesday 2nd September - school opens for a new school year
 - Wednesday 3rd September - Lower Phase (Y1-Y3) parents/carers meeting 2:30pm
 - Thursday 4th September - Upper Phase (Y4-Y6) parents/carers meeting 2:30pm
 - 27th October - 31st October - half term holiday
 - 22nd December - 2nd January - Christmas holidays

All other dates will be added to the school calendar on Facebook and our website:
<https://www.fordleyschool.com/diary/grid/2025/07/>



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North Tyneside Council
 Term and Holiday dates 2025 - 26

2025	July	August	September	October	November	December
Monday	7 14 21 28	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday	1 8 15 22 29	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Wednesday	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28

2026	January	February	March	April	May	June
Monday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
Thursday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

2026	July	August	September
Monday	6 13 20 27	3 10 17 24 31	7 14 21 28
Tuesday	7 14 21 28	4 11 18 25	1 8 15 22 29
Wednesday	1 8 15 22 29	5 12 19 26	2 9 16 23 30
Thursday	2 9 16 23 30	6 13 20 27	3 10 17 24
Friday	3 10 17 24 31	7 14 21 28	4 11 18 25
Saturday	4 11 18 25	1 8 15 22 29	5 12 19 26
Sunday	5 12 19 26	2 9 16 23 30	6 13 20 27

Term Profile		
Term	Days	Weeks
Autumn 1	40	8
Autumn 2	35	7
Spring 1	30	6
Spring 2	29	5.8
Summer 1	24	4.8
Summer 2	35	7
Total	193	38.6

Bank Holiday 190 Pupil day calendar, term time window 193 days
School Holiday 3 days to be taken as training days.
Weekend 2 further training day to be taken from Holiday period or twilight session
Local Election Teacher Training Dates are at the discretion of each school
 Autumn term 2026 likely to start on Tuesday 1st September 2026.

- Training days:
 - Monday 1st September
 - Monday 5th January
 - Monday 1st June



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Key Contacts for September

If you have any general, day-to-day queries about your child and their classroom (e.g. learning, friendships etc) please speak to your child's class teacher in the first instance as they are best placed to answer these questions.

For any other questions, concerns or feedback:

Type of concern	Member/s of the team
<ul style="list-style-type: none"> General queries Attendance/absence Breakfast club Afterschool childcare Admissions (including applications for Fordley Flyers/Nursery) Health and Safety concerns School meals and free school meals Spare letters Seesaw logins Change of adult for school pick ups 	Mrs Tharp - Admin Assistant Mrs Butler - School Business Manager office@fordleyprimary.org.uk 0191 2502207
<ul style="list-style-type: none"> Safeguarding worries Change of family circumstances or concerns Unresolved concerns which have already been discussed with the class teacher 	Mrs Nicholson - Early Years Lead Mrs Boyes - Lower Phase Lead /Deputy Head Mr Fawcett - Upper Phase Lead
<ul style="list-style-type: none"> SEND questions or concerns about additional needs and provision 	Mrs Miller - SENDCo and Inclusion Lead/Deputy Head SEND@fordleyprimary.org.uk
<ul style="list-style-type: none"> More significant concerns/worries 	Mrs Withers - Headteacher

Mrs Withers, Mrs Boyes and Mrs Miller can usually be found on the yards at the start of the school day for any general queries.

