



# Stoke Lodge

## Primary School

School Close, Bourton Avenue  
Patchway  
South Gloucestershire  
BS34 6DW  
T: 01454 866772

[www.stokelodgeschool.co.uk](http://www.stokelodgeschool.co.uk)  
[SLP-enquiries@olympustrust.co.uk](mailto:SLP-enquiries@olympustrust.co.uk)

Friday 4<sup>th</sup> September 2026

### Welcome back!

Dear Families,

Welcome back! We have loved welcoming the children back into school this week and seeing them reconnect with friends, staff and routines as we begin the new academic year together.

A special shout out and SLP welcome to our new families joining us, including those in EYFS and across the school – we feel lucky to be welcoming you to our SLP family.

Over the summer, lots has been going on in preparation for the new academic year. Teaching and support staff have been busy planning exciting and curious learning ready to share with you all. Many of you will be familiar with the information below (apologies in advance for the length of this letter!) however we felt it would be helpful for us all as we launch into the new academic year.

### Who's who around the school?

The start of a new academic year can mean some new faces. We are incredibly excited to welcome Sarah Simmons as Admin Assistant to replace Jemma Hughes who has taken on the role of Office Manager. We are also delighted to welcome Jade Cragg (SEN TA), Olivia Wearing (EYFS TA), Sami Mouellef (Year 5 Class teacher) and Sue Cain (Year 6 Class teacher).

Members of Team SLP are available and on hand to support with any questions you may have. Below is a brief reminder as to who you can contact should you wish to speak to anyone about your child beyond the class teacher.

Our Leadership Team should be your first point of call after speaking face-to-face with your child's class teacher.

**Mrs Shelley Trigg** (Inclusion Lead/SENCo)

**Mr Dan Whitbread** (UKS2 Phase Lead)

**Mrs Louise Hughes** (LKS2 Phase Lead)

**Mrs Jessica Day & Mrs Carolyn Paske** (KS1 Phase Lead)

**Mrs Charlotte Conie** (EYFS Lead)

**Mrs Sarah Reeves** (Trust Senior Deputy Headteacher)

**Mr Will Ferris** (Trust Senior Headteacher)



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### School Office

The school office is open Monday – Friday 8.30am–4pm. With a view to improving sustainability across the school, a reminder that communications will be sent out electronically via Arbor. You may also contact class teachers directly via Seesaw. School lunches are also available to order via Arbor. If you have any problems with your Arbor account, please do not hesitate to pop into the office.

### Communication

As part of our communication strategy, the annual 'What's On SLP' will be shared as soon as possible, giving families an overview of key dates for the year. Please note that dates may need to change or be added/postponed, however we will try to give as much notice as possible. Termly updates will also be sent out and dates will continue to be published through newsletters and made available on the school website. You can expect a full newsletter every couple of weeks. For any significant events, including educational visits, you can expect an additional letter with full details. We will also continue to share a termly 'You Said, We Did' summary so families can see how feedback is being used to support school improvement.

### School Timings

#### AM

The playground is open from 8.30am (most days slightly before). Members of staff will be on the classroom and stairwell doors to welcome you with our 'Handshake Gang' at 8.40am. Members of the Leadership Team will also be around on the playgrounds and outside before and after school. It is always so lovely to say good morning and catch up at this time, it is also important that we are able to safeguard children during handover. If you need to speak to a member of staff about something in detail, you may be asked to wait in the office until someone can catch up with you or an appointment can be booked purely so we can give you the time you deserve. At drop-off, please stay with your child until you are certain they have checked in with a member of staff and entered the building.

#### PM

The playground is open from 3pm. Parents and carers will need to collect their children for the end of the school day. This is another opportunity to catch up and check-in with members of staff. Please try your best to collect your child on time. If you are running late, contact the school office providing an expected



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arrival time. Children who are not collected on time will be taken to the school office, where you can collect them. After 3.30pm, the admin team or class teacher will contact parents/carers via a telephone.

Please note, children are only able to attend Shine afterschool club if a parent has booked them in via the Shine Portal. If you are not collecting your child, you will need to inform the class teacher either via Seesaw, in-person or contact the school office.

### Attendance

It is essential that all children are in school on time every day. The school day starts at 8.40am and learning begins at this time. Please try your best to ensure you are in school at 8.40am so that your child does not miss out on important learning.

Term time absences are not authorised unless under exceptional circumstances. This is in line with DfE statutory guidance and policy. Please try to arrange any appointments for outside of the school day however we understand this can be difficult. If you do have extenuating circumstances, you will need to request a form from the school office. When a child is being collected early for an appointment, they can be signed out at the school office.

If your child is unwell, please contact the school office to let us know as we worry about them when they are not here. If we have not heard from you, you can expect a member of the team to contact you. Please ensure there are at least two emergency contact numbers on your Arbor account. You should be able to update details and information yourself via the app.

### Volunteering

We would love to have as many adults as possible in school to support our pupils either on a regular or more casual basis. If you are interested, please contact the school office or a member of the team.

### Mobile Phones

Please be aware that mobile phones are not allowed in school as our insurance does not cover any damage caused on site. However, if your child needs their phone (e.g. going home with a friend or walking by themselves) the phone should be handed to a member of staff on the door and kept with the teacher until the end of the day. If a child is walking home by themselves, please inform the class teacher via Seesaw.



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### Safeguarding

A reminder that our Designated Safeguarding Lead is Sarah Reeves. Deputy Designated Safeguarding Leads are:

Will Ferris  
Shelley Trigg  
Jess Potts  
Louise Hughes

If at any time you have concerns about the welfare of a member of our school community, please do not hesitate to contact us immediately. All members of staff working at Stoke Lodge receive regular training and updates and can support you with any concerns you might have, as safeguarding is everybody's responsibility, every day.

### Pupil Premium/Free School Meals

From September 2026, free school meals eligibility has expanded to include all pupils from households receiving Universal Credit. Families still need to apply so that eligibility can be checked and recorded. Pupil Premium funding is allocated to schools for pupils who are eligible for free school meals, or who have been eligible in the past six years, as well as children previously looked after by a local authority or other state care.

- All households receiving Universal Credit can apply for free school meals.
- Families receiving the guaranteed element of State Pension Credit may also be eligible.
- Families with No Recourse to Public Funds may be eligible where local criteria are met.

With Pupil Premium and Free School Meals, we can also provide support for the following:

- Music tuition
- Educational visits
- Additional learning support
- Enhanced mentoring/coaching
- Support with purchasing school uniform

If you have any questions about this or think you might be eligible, please contact the school office and we would be more than happy to support you.



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**Parent Forum**

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We will continue to meet with our Parent Forum representatives termly. If you have any questions, ideas or feedback you would like raised ahead of a meeting, please contact your year group representative. We will share a termly 'You Said, We Did' summary so families know what has been discussed and what action has been taken where possible.

### Meet The New Teacher (Y1-6)

On Wednesday 9<sup>th</sup> September we would like to invite you and your child(ren) to come into the classroom to meet their new class teacher. Each class teacher will introduce themselves and discuss what happens in their year group in terms of learning, outlining expectations for the year, including how you can help your child at home. Two sessions will run, one at 3.30pm and one at 4pm, in case you have siblings. Please enter via the school office.

Once again, thank you for taking the time to read and digest this long but important letter. As always, if there is anything we might have missed or any clarification needed, please do not hesitate to contact us.

Thank you for your continued support. We have an exciting year ahead and we cannot wait to work with you all.

Kind regards

**Will Ferris**  
**Trust Senior Headteacher**

**Sarah Reeves**  
**Trust Senior Deputy Headteacher**



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Kind regards,

**Mr Will Ferris**

**Senior Headteacher**

**Mrs Sarah Reeves**

**Senior Deputy Headteacher**

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