

Runnymede St Edward's Catholic Primary School

Inspire, challenge and support through faith

North Drive
Sandfield Park
Liverpool
L12 1LE

Head Teacher: Miss K Peaston



admin@runnymede-school.org.uk
www.runnymedestowards.co.uk
0151 281 2300

Dear Parents and Carers,

Welcome Back to School!

We hope you and your family had a restful and enjoyable summer break. We are looking forward to welcoming the children's smiling faces back in school, ready to begin a new academic year full of learning, growth, and opportunity.

We are delighted to welcome both our returning families and those who are new to our school family. Whether your child is starting their journey in Reception or moving up to a new year group, we are committed to ensuring they feel safe, supported, and excited about the year ahead.

Our dedicated staff have been working hard to prepare engaging lessons, creative activities, and a nurturing classroom environment. Over the summer break we have had significant building work undertaken which will be ongoing in all likelihood, until Christmas.

Please be mindful we still have building materials on the school site. It is imperative that you keep your children close to you and do not allow them to run around the site or climb on any railings/steps/ramps or barked/grass areas.

Once your child has been dismissed by your child's class teacher, children must be supervised at all times and are the responsibility of the adult collecting. School cannot accept any responsibility at this time.

Please also add on significant time to your journey if you need to travel through the junction between Town Row and Mill Lane. The 4-way traffic lights will be in place until the end of November and will cause significant disruption due to the volume of schools in the area. As always, we advise you park away from school and walk.

Gates for entry and exit

Class	Entry Time	Place	Exit Time	Place
Pre-School	08:30am	Via the ramp at the front of school	3:00pm	Via the ramp at the front of school
Reception	08:40am	Via St Edward's Pedestrian gate – classroom door	3:00pm	Via St Edward's Pedestrian gate – classroom door



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Year 1	08:40am	Infant playground at the back of school via classroom door.	3:05pm	Via the classroom doors.
Year 2	08:40am	Via the hall door on the infant playground	3:10pm	Via the hall door on the infant playground.
Year 3	08:40am	Via the main school gates at the front of school	3:10pm	Via the purple door.
Year 4	08:40am	Via the main school gates at the front of school	3:15pm	To the left of the purple door, near the visitor's entrance.
Year 5	08:40am	Via the main school gates at the front of school	3:20pm	In front of the main visitor ramp. Please do not stand on the pathway as the children will line up here.
Year 6	08:40am	Via the main school ramp	3:20pm	Via the ramp by the EYFS class.

Please understand we are trialling some new entrance and exit procedures due to the increase in numbers. We will monitor this situation to see if it is successful as changes may need to be made. We ask for your patience during this time. We ask parents/carers form an orderly queue and inform the class teacher of your child's name. Please be patient during this time so can safely dismiss your child.

If you wish to speak to the class teacher regarding any matters we politely ask that you wait until all children have been safely dismissed by the class teacher.



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Uniforms:

Children should return to school in their 'winter uniform'. Please do not worry if you are waiting for any items.

However, children in Year 1-2 must not bring in the Junior backpack as we do not have the storage facilities.

Please ensure **ALL items** of uniform/equipment is clearly labelled as staff will be unable to search for any items that are not labelled with your child's name.

Water bottles must not be of a large size. Children must not bring in 'Stanley' water bottles, 'Air Up' water bottles or have any flavoured water inside them – plain water only is allowed.

Snacks for Y3-6:

Snacks must be in a reusable container. No snacks in plastic wrappers are allowed to be brought in. Only a small piece of fruit of vegetable is allowed. **No nuts.**

Children in the infants will be provided with their snack. Please do not send anything in with your child.

Medication:

If your child has any allergies or requires medication please email the School Office to provide an up to date overview of these and to advise us of any necessary medication/treatment.

If your child has an inhaler they must have a spacer sent in with it.

All medicines must be handed into Mrs Hyam in the School Office tomorrow, children are not allowed to have any medication on their person whatsoever this includes throat lozenges, hay fever medication and creams of any sort. All medication must be clearly labelled with your child's name and class. Mrs Hyam will also ask you to complete a short medication form for our reference. Please allow time for this to be completed.

Jewellery:

Holiday hair wraps must be removed prior to school starting. Nail extensions, shellac/gel nail polish must also be removed. Jewellery is not permitted. A single small stud earring is permitted. Watches such as Apple watches or watches that can take images or calls are not permitted.



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Pupil Collection:

Pupils from Reception-Year 6 must be collected/dropped off at the school by an adult. Children are not permitted to wait unattended on school yards or outside of school waiting for school to open. Please do not allow children to get out of your car and come into school by themselves.

If a family member/friend is collecting your child you **must** inform the School Office. We will not release pupils without permission.

From Summer 2027 Year 6 pupils will be permitted to walk once the relevant permission has been sent out and completed. Year 6 pupils can bring in phones for the final term (for safety purposes) but these must be handed in to Mrs Kelly each morning. However, they must not be carried into school or be seen on their person. They must be stored in their bags until they are handed to Mrs Kelly. School cannot be held responsible for the loss of a mobile phone.

We value the partnership between home and school, and know that working together brings the best outcomes for our children. If you ever have any questions, concerns, or suggestions, please don't hesitate to get in touch with your child's class teacher or the school office. There is always a member of the senior leadership team on morning gate duty.

I would also like to offer my congratulations to Mrs McNally and Miss Whelan who have been appointed Assistant Headteachers to Runnymede, to Mr Debazzi (Year 3/4 Lead) and to Mrs Farmer (EYFS Lead). I will communicate more regarding this appointments in due course.

Thank you for your continued support. Here's to a fantastic year ahead!

Kind regards,

Miss Peaston

