

Tillington Manor Primary School

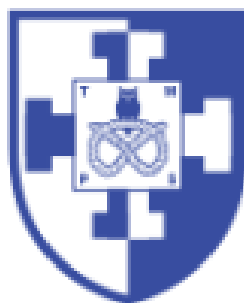
Young Avenue
Stafford
ST16 1PW

Tel: **01785 337500**

Working TOGETHER to achieve the best!

Email: office@tmps.perryhallmat.co.uk

Web: www.tillingtonmanor.staffs.sch.uk

**Headteacher**

Mrs K Brockhurst

Executive Head Teacher

Mr D Asbury

Chief Executive Officer

Mrs A Cheema OBE

Part of Perry Hall Multi-Academy Trust
Company Number - 08566185



Tuesday, 2nd September, 2025

Dear Parent and Carers,

We hope that you have had a lovely and restful Summer break. We are looking forward to welcoming the children back tomorrow.

This letter contains lots of useful information for your year ahead so please take time to read it.



The School day – Drop off and Collection

School timings: Nursery 8.45-11.45, 12.15-3.15

Reception to Year 6 – Monday-Thursday 8.30-3.30, Friday 8.30-1pm.

Our school gates will open at 8.20am each day and not children should be on site before this time. Please don't call the office for early opening as they are scheduled to open at this time. The gates will remain open until 8.55am when the Nursery children should all have entered school, too. The doors will close for Reception to Y6 at 8.40am. Only the Nursery children will be allowed in through door 3 after this time. Any other late arrivals must be escorted to the school office and be signed in by an adult. Please ensure that you support us with this.

(To note, on a Monday, the office will not be manned until 8.30am due to a whole school briefing, so phone calls will not be answered until after this time and pupils wishing to leave phones will need to do this then go to class)

Entry points at 8.30am:

Door 3 – through the blue gates – Nursery (at 8.45am) Reception and Year 1

Door 4 – off Young Avenue – Year 2-Year 6

The school day finishes at 3.30pm. Children will be dismissed by staff from the following doors:

Door 3 – Reception, (Nursery at 3.15pm)

Door 2 – Year 1

Door 5 – Year 2

Door 4 – Year 3 and Year 6

Classroom fire exits for Year 4 and Year 5

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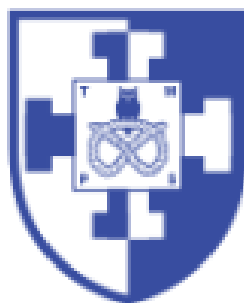
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Safeguarding and walking home alone



Safeguarding is at the forefront of all that we do. Whilst staff get to know families, please be patient with us so that we can ensure all children are dismissed safely and with the correct person. Your child will not be allowed to go with someone who we have not been notified of and who does not have the allocated password associated to your child that you selected when filling in the permission forms.

If you have any changes to collection, please call the school office to let Miss Sharples know. Staff do not usually pick up dojos during the school day when teaching.

All children must be collected from school by an adult. As a general rule, we do not allow children to walk home unaccompanied or to be collected by siblings under the age of 16 for reasons of safety. Parents of children in Year 5 and Year 6 may want their child to walk home alone. Please provide written permission, via class dojo, to your child's teacher for this to be allowed.

After clubhouse, the same policy applies as above. For late night events and afterschool clubs, we will need separate permission at the time of event/club for your child to walk home alone.

Please can I remind you that we are an Operation Encompass school. For more information, see our school website.

Any concerns, please come and speak to us.



Uniform and PE kits

All children must come to school each day in their school uniform as per our uniform policy. On PE days, children should come to school in their PE kit. PE t-shirts in house colours should be worn.

Class teachers have already notified you of PE days in the 'Welcome to Year xx' information that was posted to Class Story.

We have a pre-loved uniform shop that you can access via the school office. If your child arrives in incorrect uniform or PE kit, staff will provide them with somethings from the uniform store.

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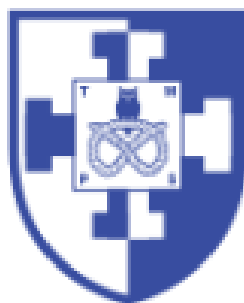
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Staffing 2025-2026

This year there have been some changes to staffing, as communicated in the Summer Term. Congratulations to Mrs Turner who is now Mrs Wood following her wedding in the Summer.

Miss Hall will have a teaching commitment this year so Mrs Brockhurst and Miss Hall will continue working together as the School SENCO's to provide the best support for children with additional needs.

We officially welcome Mrs Shill to Tillington as a permanent Class Teacher.



Keeping in touch – Home and School Communication

The link between school and home is really important in ensuring that your child achieves all that they can. Your child's teacher is always your first port of call. You can contact them via dojo message from 8am-4pm but please be aware that they will be teaching your child during the school day and not prioritise responding.

For clubhouse bookings and queries, your first point of call is Miss Sharples.

Class teachers are always the first point of call for any queries or concerns. Following this is should be the phase leader for your child's year group:

EYFS (N and R)– Mrs Brockhurst

KSI (Y1 and Y2)– Miss Hall

KS2 (Y3,4,5,6)– Mr Tucker

You can also contact Mrs Rogers our school Family Support Worker for pastoral support via Classdojo.

If you want to arrange to see a staff member, you can do this by contacting the school office to make an appointment. If you require a phone call, you can arrange this with the office too (contact details at the top of this letter).

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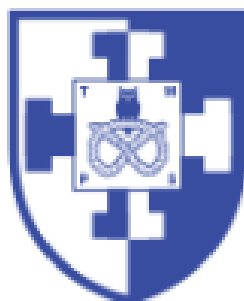
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Our communication policy states that we will get back to parents within 48 hours. We understand that some things are more urgent and will always do our best to get back to you as soon as possible within the 48 hours.

Please ensure your contact details are up to date at the school office. This is important in case we need to contact you. It is your responsibility to change any addresses, phone numbers or contacts. We must hold 3 contacts for your child to ensure someone can be contacted in an emergency.



Snacks and Lunchboxes



We ask for your support in promoting healthy lunchboxes for your child. A break time snack can be brought from Year 3-Year 6, but this must be fruit or a healthy bar. Research links healthy eating with healthy minds!

We will encourage children to keep hydrated and ask all children to have a water bottle in school daily. This must contain water, no juiced or fizzy drinks.

In line with our safeguarding and healthy eating policy, we reserve the right to ensure that children are not over eating treats, and we will chat to parents if lunchboxes are not suitable for school – a small treat is fine!

Please remember that we are a NUT FREE school.



Medical Reminders

Miss Hall is updating all care plans and will contact parents to ensure that these are correct. If your child has changes to or is diagnosed with a new medical condition, please contact Miss Hall so that she can check your child's care plan or write a new one.

All medication must be prescribed by the GP, in date and in school. We cannot administer medication that is not prescribed. Please contact the school office to sign in any one-off medications that are prescribed.

DO NOT put medications in your child's school bag.

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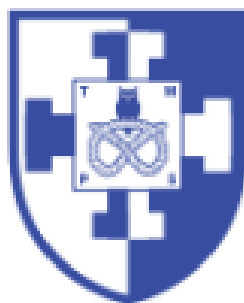
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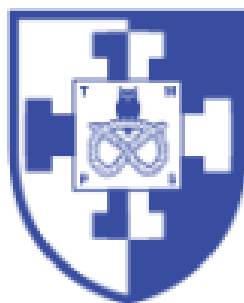
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**Attendance**

We want all children in school everyday so that they can be part of the learning opportunities provided. If your child is absent, please contact the school office to report this and provide a reason as to why.

- Please provide evidence of illness when at all possible so that we might be able to authorise the absence.
- Whenever possible, please book medical appointments outside of school hours. If your child has ongoing medical needs, speak to school so that we can support your child.
- Please ensure that your child is punctual.
- Please ensure that your child attends each day. The school attendance target is 96% which equates to your child having no more than 10 days absence in an academic year.
- It is a legal responsibility, where a parent has registered a child in school, that they attend school each day that the school is open, except in a small number of allowable circumstances. Failing to attend school on a regular basis will be considered a safeguarding matter.
- If your child is absent, you are expected to contact the school each morning. If school cannot get hold of a parent or emergency contact, a home visit may be undertaken. School will not continue to authorise absence if attendance is unsatisfactory and will seek medical evidence. If this is not provided, school is not obliged to authorise and we may consult with the Local Authority regarding further Statutory Action.
- Any child who has 10% absence (90% attendance and below) is classified as being persistently absent, school and other statutory services will become involved. This could be a home visit, invitation to a meeting and a School Attendance Support Plan or Early Help.
- We understand that there may be barriers to attendance. Please inform a member of staff if you are experiencing issues that may impact upon your ability to ensure regular school attendance. We will do our best to support you.



- Please remember that taking holidays in term time will affect your child's schooling as much as any other absence. There is no automatic entitlement in law to time off in school time to go on holiday. Leave of absence shall not be granted unless parents can prove exceptional circumstances. All leave of absence applications must be made in writing at least 5 school days prior to the requested leave date. We wish to take this opportunity to draw your attention to the changes with regards to the Fixed Penalties from September 2024.

£80 fines and Improvement Notices

Absence fines charged to parents will rise from £60 to £80 (per parent per child), or £160 if not paid within 21 days.

From Autumn term 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any notice thereafter will automatically be charged at £160.

Parents will also receive "improvement notices", where they are informed that this is their last opportunity to engage with education and improve their child's attendance before a fine is issued.

National fine thresholds

From September, schools will have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. The threshold can be met with "any combination of unauthorised absence". For example, four sessions in term time plus six instances of arriving late.

- (Please see our Attendance Policy for details or ask at the school office). There have been occasions where parents have taken holiday without notifying school and said that their child is absent due to illness. We politely request that parents are honest with school as misinformation can cause a large amount of time wasted, undertaking calls, home visits and even referrals to the *child missing in education* team. Can we draw your attention to the fact that school **will** make referrals to the Local Authority with regards to unauthorised absence and unauthorised holidays in term time.

Personal Growth & Experience:

It is also important to consider that the benefits of school are so much more than the purely academic. Regular attendance helps to instil good habits and behaviour while promoting the development of a positive attitude towards school. Regular attendance helps a child to form social relationships and build friendship groups while providing an opportunity for inclusion. This is especially important for those children who may be in our Nursery & Reception class, and therefore not necessarily of statutory school age. Our informative school years often provide us with experiences that can stay with us through life and add to our childhood memories. In this fast-paced world in which primary years fly by and childhoods are all too fleeting, help us to give them the time and the opportunity to simply be... children.

We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.

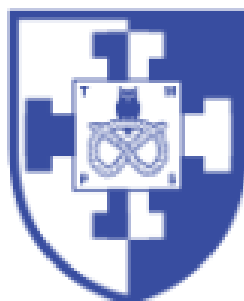
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Attendance during one typical school year (190 days)	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed (6 per day)
95%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	Over 100 lessons
80%	38 days	8 weeks	Over 220 lessons
70%	57 days	11.5 weeks	Over 300 lessons

Please be respectful of other parents and pupils, and remember that lateness affects every child in the class. The school day starts at 8.30am.



Further Correspondance

Any other details can always be found on our school website: [Tillington Primary School](http://www.tillingtonprimary.co.uk) or [Working Together to Achieve the Best](http://www.tillingtonprimary.co.uk)

Over the course of the next two weeks, you will receive:

- This year's home school agreement and consent forms which you should complete, sign and return to school
- A date list for the academic year
- Details of Autumn Term clubs on offer
- Details of Educational Visits for the year and payments to be made (available on parentpay already!)

We are looking forward to a fantastic year here at Tillington Manor, and to welcoming you to our first ever event of the year, Meet the teacher, on Wednesday 10th September at 3.30pm for Years 1-6.

Kind regards,

Mrs Brockhurst