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# Alton Infant School

Sowing the seeds of learning



Headteacher: Mr Richard Mead

Wednesday 3rd September 2025.

Dear Parents and Carers

I just wanted to take this opportunity to welcome you to the new term and to extend a particularly warm welcome to all of our new families and children. I hope your children are looking forward to the beginning of term tomorrow and settling into their new year groups and classes. Please see below for some updates, reminders and important dates for this term.

As ever, we are very much looking forward to working in partnership with you to enable your child to make good progress, thrive and really enjoy their time in school. We would therefore ask you to help with this by adhering to the updates and reminders below and to click the link at the bottom of this letter to confirm receipt.

## **Staffing.**

I am very pleased to let you know that we have two new members of staff joining us this term. Mrs. Gemma Urquhart will now be working in the school office with Mrs. Maria Hobbs and Miss Ellis Marlow will be joining our Nest Class Team as a Learning Support Assistant. We are very much looking forward to working with them both!

## **Time keeping and Attendance.**

Persistent lateness when arriving at school in the morning, can have a detrimental effect as children miss important learning and instruction at the beginning of the school day. The children achieve and learn a great deal during the first part of the morning and so I have set out below the activities and lessons that **will be missed** should your child arrive late to school.

8.45am - 8.55am – Early morning learning activities, timetable information and updates for the day.

8.55am - 9.00am – Registration and choosing lunch.

9.00am – 9.30am – Phonics and/or guided reading lessons.

9.30am – The beginning of a Maths, English or other lessons and learning activities.

Please remember that the school day begins between 8.45am and 8.55am and that arrival after this time will be recorded as 'late'. Arrival after registers have closed at 9.15am will result in an unauthorised absence which, over time, could also result in a Penalty Notice.

Good overall attendance at school is also vital in securing the best educational outcomes for your children. Therefore, please be aware, that the school **cannot** authorise a leave of absence unless there are **exceptional** circumstances such as illness or attending a family wedding or funeral. **The DfE, Hampshire County Council, and the school do not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**

Other examples of an unauthorised absence could include: -

- Closure of a sibling's school for INSET or other purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.

- Absence because another sibling is unwell.
- Absences taken without notifying the school.

Finally, if your child is absent from school, rather than messaging on Class Dojo, please phone the school office on 01420 83857 and leave a message on the answerphone.

### **Uniform and PE Kits.**

Unless given special permission by the school, please can your child wear the correct uniform (including PE kits) to school each day. When children are coming to school wearing PE kits, on cooler days, please can the children wear a red school sweatshirt over their red school PE T-shirt and not hoodies, track suits or commercial sports tops. If you need any uniform or PE kit for your child, please contact the school office as we have a good stock of both new and pre-loved uniform. Please click [here](#) for details of our Summer Term uniform.

If your child wears earrings to school, for safety purposes, please can they only wear stud earrings. Also, on PE days, please can children's earrings be removed or covered with a plaster before the start of school. This is to prevent earrings potentially being caught during active PE lessons and causing an accident. This is in-line with Hampshire County Council's health and safety for Physical Education.

### **Toys and other items from home.**

Unless given special permission by the school, please can your child not bring in toys and other novelty items (e.g., football cards) to school as they become a distraction during learning time and can get lost! Also, should your child wish to, please can bookbags just have the one key ring attached.

However, children can bring in special certificates, such as swimming or gymnastics certificates on a Friday for Celebration Assembly. Rather than show and tell sessions, we will continue to celebrate special home activities and celebrations through Class DoJo and when discussing the children's time with their class Unicef Bear.

### **Packed lunches, snacks and drinks.**

If your child is bringing a packed lunch to school, please can it be a healthy and well-balanced lunch that does not contain nuts or any nut products.

Each day the children are provided with a free healthy fruit snack. However, your child may bring in their own snack as long as it is also a fresh piece of fruit and rather than any other kind of snack. If for medical reasons your child requires a different sort of snack, please inform the class teacher.

Your child's water bottle will be rinsed and filled with fresh water each day by school staff. Water bottles will then be sent home for the weekend to be washed ready to be brought back to school each Monday. However, unless there is a medical reason, please can your child's water bottle be brought back to school filled only with water, rather than flavoured water, fruit juices or fizzy drinks. Please can your child's water bottle be named and also be of a standard size and not have other novelty factors attached, such as mini water-pistols.

### **Administering medicines in school.**

Where clinically possible we encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours.

Please be aware that the school will not give prescription medicines to a child without your written consent via the school's parental agreement form. This form can be obtained from the school office and once agreed, the school can only administer medicines up to four times a day.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage.

Unfortunately, we are unable to administer non-prescribed medicines, including medicines containing aspirin, ibuprofen or paracetamol as well as homeopathic remedies, unless there is a letter of consent from the child's doctor.

**Dates for the Autumn Term.**

**Thursday 4th September** - Children return to school after the Summer Holidays.

**Tuesday 16th September** - Flu immunisation for children - more details to follow.

**Friday 3rd October** - School photographer - individual photographs.

**Wednesday 8th October** - Harvest assembly for the children - more details to follow.

**Friday 24th October** - Break up for the October half term.

**Monday 3<sup>rd</sup> November** – Inset Day.

**Tuesday 4th November** - Children return to school after the October Half Term Holiday.

**Friday 19th December** - Break up for the Christmas holidays.

**Monday 5<sup>th</sup> January 2026** – Inset Day.

**Tuesday 6th January 2026** - Children return to school after the Christmas Holiday.

**Friday 13th February 2026** - Break up for February Half Term.

**Monday 23rd February 2026** - Children return to school after the February Half Term Holiday.

**Friday 27th March 2026** - Break up for Easter Holidays.

**Monday 13th April 2026**- Children return to school after the Easter Holiday.

**Thursday 21st May 2026** - Break up for the May Half Term.

**Friday 22<sup>nd</sup> May 2026** – Inset Day

**Monday 1st June 2026** - Children return to school after the May Half Term Holiday.

**Friday 26<sup>th</sup> June 2026** – Inset Day

**Wednesday 22nd July 2026**- Break up for the Summer holiday.

We will continue to update you with any further dates through the rest of this term.

**Please can you click on the link below to let the school know that you have read and understood the contents of this letter.**

<https://forms.office.com/e/g6meUUXra9>

Many thanks for your continued support.

Kind regards  
Richard Mead  
Headteacher

