



5<sup>th</sup> July 2024

Dear Parents/Carers

**PRINCIPAL'S UPDATE – 5th July 2024**

It's hard to believe we are fast approaching the last few weeks of the summer term! Last week we had a fantastic week of sports activities which all our children thoroughly enjoyed. We hope many of you will be able to join us on Monday 15<sup>th</sup> July for the re-scheduled sports day – Reception/KS1 9.15-10.30am and KS2 1.30-3.00pm. We're now looking towards our transition visits next week where pupils will spend time with their new class teachers and our Y6 pupils will be visiting their new secondary schools.

**Goodbye and Good Luck:**

We would like to say a fond farewell and huge thank you to our Assistant Head Pastoral and Inclusion Manager Mr Kevin Norton. Mr Norton will be retiring at the end of the school year after 10 years in post at Richmond Hill. His innovative approaches to wellbeing have set the standard at Richmond Hill and he leaves behind robust support systems and pastoral practice that will continue to nurture our pupils for years to come. We wish him the very best in his well-deserved retirement and know he won't be a stranger to our school.

**School Business Manager:**

We have recently appointed a new School Business Manager to the Senior Leadership Team from September. We are delighted to let you know that Mr Wright will be joining us and is looking forward to joining the team.

**Inclusion Team:**

We are delighted to let you know that Mrs Jeffery has been appointed as our new Inclusion and Mental Health Manager and will be leading the Inclusion Team as well as joining the Senior Leadership Team as part of her role.

**Sports Instructor:**

Also, we have recruited Mr Butler to the role of Sports Instructor who came into school to take part in some sessions during healthy week and had a rigorous interview, partly by our children! We look forward to the exciting impact he can make working in collaboration with Mrs Scanlon our PE Lead from September.

**Teacher Training:**

We would also like to welcome Miss Rudkin to the school who will be our new Trainee Teacher. She will be joining us in September for the academic year and will be mentored by Mrs Vickers and Mrs Scanlon our Cteach teachers in Y4SV.



### **Pupils' End of Year Reports:**

Your child's end of year report, prepared by their class teacher, will be distributed at the end of today Friday 5th July. Reports will be placed in an envelope and sent home with your child. If your child has taken any statutory assessments this year, and the results are available, these will be included with the report. If results are not yet available (Y6), these will be sent out separately. Any follow up discussions you may wish to make with class teachers can be arranged via year group email addresses for after school w/c 8th July. A reminder you can view your child's attendance on their personal profile dashboard accessible via the Arbor Parent Portal.

### **Transition Week – Monday 8th July, Wednesday 10th July and Friday 12th July:**

Transition will see the whole school (children new to Reception up to new Y6) spend some time with their new class teachers for September.

All pupils should bring a water bottle and packed lunch (if applicable). Pupils in new Y1 to new Y6 should also wear their trainers to school Monday to Friday so that they can participate in any outside activities/PE lessons which may take place during the week (full PE kits not required). No other bags are necessary.

Children new to Nursery have been invited to join us for one full day in two separate groups on either Monday or Wednesday. Children new to Reception (only those who have passed our Nursery) will join us on Wednesday.

Pupils who are leaving Richmond Hill at the end of the summer term should attend as normal and go to their current class at their normal start/finish times – this includes our Y6 children on the days when they are not involved in their transition visits to their new secondary schools.

- **For children in current Reception up to current Year 5**

Your child should arrive each morning at their usual time, via their usual gate entrance and go to their normal class for registration. After registration on **Monday, Wednesday and Friday**, pupils will move to their new classes for the day. At the end of each day the children will move back to their current classroom and will exit via their usual classroom/gate at their normal time.

With the exception of children new to Reception (current Nursery) who will exit via the Foundation (Reception classroom) door instead of the Nursery door on Monday and Wednesday only (Friday as normal via Nursery classroom door).

- **Current Year 6 pupils**

Y6 pupils who have a confirmed place at Ridgewood, will be spending Tuesday, Wednesday and Thursday at their new secondary school. Other Y6 pupils with confirmed places at other Doncaster secondary schools will also be spending some time at their new schools.

Year 6 pupils should attend Richmond Hill as normal when they are not participating in any secondary school transition visits. On the days Y6 pupils are at Richmond Hill they should bring a water bottle and packed lunch (if applicable) and also wear their trainers to school so that they can participate in any outside activities/PE lessons (full PE kits not required and trainers will not be getting muddy). No other bags are necessary.

If your child is ill and cannot attend their planned transition visits, please inform both their new secondary school and also email Richmond Hill to ensure their attendance mark is recorded correctly ([absence@richmond.doncaster.sch.uk](mailto:absence@richmond.doncaster.sch.uk)). Please contact your child's secondary school for any queries about their particular transition arrangements.

- **For children in current Nursery with a confirmed place in Reception**  
**PLEASE NOTE:- IF YOUR NURSERY CHILD IS 15 HOURS ONLY AND DOES NOT NORMALLY ATTEND FOR LUNCH ON WEDNESDAYS – YOU WILL NEED TO EITHER BOOK AN EXTRA LUNCH ON PARENTPAY FOR WEDNESDAY 10<sup>TH</sup> JULY OR PROVIDE A PACKED LUNCH.**

30 hours Nursery Children

Monday 8<sup>th</sup> July – full day in Reception

Tuesday 9<sup>th</sup> July – normal day in Nursery

Wednesday 10<sup>th</sup> July – full day in Reception

Thursday 11<sup>th</sup> July – normal day in Nursery

Friday 12<sup>th</sup> July – full day in Reception

15 hours Beginning of Week Nursery Children

Monday 8<sup>th</sup> July – full day in Reception

Tuesday 9<sup>th</sup> July – normal day in Nursery

Wednesday 10<sup>th</sup> July – full day in Reception (parents need to book an extra lunch on ParentPay on this day or provide a packed lunch)

15 hours End of Week Nursery Children

Wednesday 10<sup>th</sup> July – full day in Reception (parents need to book an extra lunch on ParentPay on this day or provide a packed lunch)

Thursday 11<sup>th</sup> July – normal day in Nursery

Friday 12<sup>th</sup> July – full day in Reception

- **For early admission Nursery children** (who joined Nursery in January or April and will continue in Nursery in September) – nursery sessions and lunch time arrangements will be as normal. On Wednesday 10<sup>th</sup> July only – collection at 11.35am or drop off at 11.55am will be via the main entrance and not the KS1 gate.
- **Children moving from Y2 to Y3 from September**  
A healthy snack can be brought from home for morning break times by children in Key Stage 2 only – **this should only be a piece of fruit or a cereal bar – and should not contain any nuts/nut products.** Free fruit from Doncaster Council is only available for KS1 and Foundation children.
- **Children moving from Y4 to Y5 from September**  
From 1<sup>st</sup> September parental consents will be available on your Arbor Parent Portal for parents to confirm if you give permission for your new Y5 child to walk home alone and if you wish them to bring a mobile phone to school for safe storage in the office during the school day.



**Class Allocations for 2024/2025:**

It is school policy that the allocation of pupils to classes for the following academic year is organised by the existing class teacher based on numbers, gender, academic and social groups.

All children will find out who their new class teacher is on Monday 8th July. For the next academic year 2024/2025 teaching staff and classroom support staff will be in the following classes:-

| Year Group   | Class | Teaching Staff            | Classroom Support<br>Please note that some staff support children with a special educational need on a 1-1 basis |
|--|-------|---------------------------|--|
| Foundation Unit<br>Nursery<br>Reception<br>Reception | FYC   | Miss Challinor            | Foundation Unit Classroom Support<br>Mrs Frost, Ms Elliff, Miss Smith,<br>Mrs Thompson                           |
|  | FYJQ  | Mrs Johnson-Quinn         |  |
|  | FYW   | Mrs Walker                |  |
| Year 1   | Y1E   | Mrs Elmore                | Mrs Burke  |
|  | Y1M   | Mrs Millar                |  |
| Year 2   | Y2R   | Miss Russell              | Mrs Selby  |
|  | Y2L   | Miss Lewis                |  |
| Year 3   | Y3B   | Mrs Bickerstaffe          | Mrs Kaur<br>Mrs Mellins  |
|  | Y3W   | Mrs Wilkinson             |  |
| Year 4   | Y4L   | Mrs Lawrence              | Mrs Worboys  |
|  | Y4SV  | Mrs Scanlon & Mrs Vickers |  |
| Year 5   | Y5K   | Miss Knott                | Miss Dean  |
|  | Y5F   | Miss Fairclough           |  |
| Year 6   | Y6D   | Miss Duquemin             | Mrs Sanderson  |
|  | Y6L   | Mr Lodge                  |  |

|                |             |                                     |
|----------------|-------------|-------------------------------------|
| Inclusion Team | Mrs Jeffery | Inclusion and Mental Health Manager |
|                | Mrs Adams   | Deputy Safeguarding Lead            |
|                | Mrs Poole   | Thrive & SEMH TA                    |

**Proposed Visits 2024/2025 (new Reception to new Y6):**

Further information will be sent out to parents before the end of term.

**Swimming Sessions New Year 5 Pupils September-December 2024:**

Details about new Year 5 swimming sessions starting in September will be sent out to parents before the end of term.

**Richmond Hill Choir 2024/2025:**

Parents of current choir members in Y3-Y5 will be contacted shortly to ask if your child would like to continue with their membership of the choir for the next academic year 2024/2025 with a commitment to participate in choir competitions and performances, which may take place during evenings/weekends.

**Please note that from September, in order to be in line with our other Trust schools our choir sessions will take place on Monday afternoons in school time (1.00pm-2.00pm) which will not incur any cost to parents.**

On our return to school in September, Mr & Mrs Mellors our choir leads, will finalise their auditions for new choir members with pupils in new Y3 to new Y6. Parents will then be contacted if your child is going to be offered a place in the Richmond Hill Choir.



**Before/After Schools Clubs September 2024:**

Our new Sports Instructor, Mr Butler will be joining us from September, so we will not be able to confirm before/after school sports clubs until the start of the autumn term. Details will be sent to parents as soon as they are finalised in September.

However, we do have confirmation about the availability of our club leader (Mrs Chambers) for the Lego Club and Cooking Club for the Autumn term. We will be sending details out to parents shortly so that parents/carers can complete and submit an application form before the end of term. We're planning to send out confirmation of any allocated places (or if pupils are on a waiting list if clubs are over-subscribed) before the end of term or during the first part of the summer holidays.

**Musical Instrument Lessons for 2024/2025 with the Doncaster Music Service:**

Those parents who have confirmed lessons from September (guitar/clarinet) will be contacted shortly about instrument loans (if required) from Doncaster Music Service. Unfortunately it is not possible to accept any new applications if you have not previously applied for lessons for your child. (Details previously sent out to parents in April).

**Collection of children during the school day:**

We are receiving an increasing amount of requests to collect children during the school day or for collection near to the end of the school day via the main entrance. Could we please ask parents:-

- To email [office@richmond.doncaster.sch.uk](mailto:office@richmond.doncaster.sch.uk) in advance to help avoid any delay or no later than 9.00am on the day, to let us know you would like to collect your child at some point during the school day (or another adult authorised to collect), stating the specified time and the reason.
- For medical/other NHS services appointments - please provide evidence on collection about your child's appointment, if this is not possible before they attend the appointment please ask the medical practitioner to provide it on the day and then let the office have a copy retrospectively.

Please note:- Any requests to collect your child which are not for medical appointments, will be considered an exceptional circumstance, so please provide as much information as possible regarding the reason, so it can be considered by a member of the Senior Leadership Team/Inclusion.

**Car Park:**

A reminder that our staff car park gates are locked at certain times during the day to ensure the health and safety of the children and parents walking past the gates. They will be locked at the beginning and end of the school day for this reason from 8.25-9.00am and 2.55-3.30pm. We also request that parents do not enter the academy car park either by vehicle or on foot, including when collecting children from After School Clubs/Hillbillies Before and After School Childcare/Teacher-led Tuition Sessions etc. If you are eligible, and have a need to use our designated disabled parking spaces on a regular basis, please contact a member of the Academy Office Team.

**Lost Property and Uniform Bank:**

We have a mountain of unnamed unclaimed lost property in the classrooms and, despite our best efforts to reunite items with their owners a lot of it is still unclaimed. Following KS2 sports day on Monday 15<sup>th</sup> July, lost property will be displayed in the KS2 playground. Foundation/KS1 will be displayed outside their classroom doors on a regular basis during the week. **Any items not claimed by the end of term will be sent to St. Peter's Uniform Bank in Bentley.**



**Uniform Recycling Drive for Richmond Hill:** If you would like to donate any unwanted uniform to St Peter's Uniform Bank, items will be collected on Thursday 18<sup>th</sup> July. If you have any donations please bring them to the main school office between 8.30am and 9.00am - on the 18<sup>th</sup>. Unfortunately, due to lack of storage we cannot take items outside of this date/time.

**Information for September - Entry/Exit to School for 2024/2025:**

**School Start and Finish Times:** Please note the school start time is the time your child should be settled in class, registered and ready for learning – so please ensure your child arrives at least 5 minutes before the school start time.

| Year Group | Key Stage  | School Start time<br>The time your child should be settled in class, registered and ready for learning                              | School Finish time |
|------------|------------|---|--------------------|
| Reception  | Foundation | 8.45am  | 3.15pm             |
| Year 1     | KS1        | 8.40am  | 3.10pm             |
| Year 2     | KS1        | 8.45am  | 3.15pm             |
| Year 3     | KS2        | 8.45am  | 3.15pm             |
| Year 4     | KS2        | 8.40am  | 3.10pm             |
| Year 5     | KS2        | 8.45am  | 3.15pm             |
| Year 6     | KS2        | 8.40am  | 3.10pm             |
| Nursery    | Foundation | 8.35am<br>Note:- Wednesdays for 15 hours children only<br>Beginning of Week<br>8.35am-11.35am<br>End of Week<br>12.00noon to 3.00pm | 3.00pm             |

**Gate Opening/Closing Times:**

| MORNING                                     | Foundation/KS1<br>Gates open am  | Foundation/KS1<br>Gates close am | KS2 Gates open<br>am | KS2 Gates close<br>am |
|---|--|----------------------------------|----------------------|-----------------------|
|   | 8.30am   | 8.45am                           | 8.30am               | 8.45am                |
| AFTERNOON                                   | Foundation/KS1<br>Gates open pm  | Foundation/KS1<br>Gates close pm | KS2 Gates open<br>pm | KS2 Gates close<br>pm |
|   | 2.55pm   | 3.20pm                           | 3.05pm               | 3.20pm                |
| <b>Nursery 15hrs<br/>Wednesday<br/>only</b> | <b>For Nursery 15 hours children on Wednesdays only</b><br>Beginning of Week children being collected following their half day morning session - Gates open at 11.25am and close at 11.35am<br>End of Week children being dropped off for their half day afternoon session - Gates open at 11.55am and close at 12.00 noon |                                  |                      |                       |





### **Entry/Exit Information for September (continued)**

May we please outline the arrangements for dropping off and collecting children.

For safeguarding reasons parents of Y1/Y2 pupils **MUST** accompany your child to their classroom in the morning and stay with them in the KS1 yard until the classroom door is open and staff are available and not to leave them at the gate. Please see below for arrangements for Y3/Y4 and Y5/Y6 pupils.

Beginning of the Day - gates to Foundation/KS1 and KS2 will open at 8:30am. Classrooms will open 5 minutes before the allocated start time.

End of the Day - gates to Foundation/KS1 will open at 2.55pm and KS2 gates at 3.05pm.

Entry and Exit are our busiest times and initially at the beginning of the school year this will take longer as staff become familiar with new parents/carers. As we have seen previously this will speed up and we thank you in advance for your patience.

KS2 Gate - Pupils are able to filter in to the KS2 playground at their allocated start time from the bottom of the ramp. Staff will be on duty daily to greet pupils and to direct them to their classrooms. On exit, pupils who are being collected will line up at the designated year group areas on the playground to be collected by a parent/carer and released by the staff member.

**Pupils in Y3 and Y4:** must be accompanied to/from school by an adult and **brought to the KS2 gate**. On entry parents/carers can either bring their child to the gate and a staff member will guide pupils to their classrooms **or** parents/carers may accompany them up into the playground. On exit parents/carers must enter the site and go to the designated year group area to collect their child from the staff member.

**Pupils in Y5 and Y6 only:** are able to walk to school and home from school alone with parental consent – please see the website for our policy – parents will be able to provide their annual consent if they wish their child to walk to/from school alone on the Arbor Parent Portal from the beginning of the school year. Alternatively - on entry parents/carers can either bring their child to the gate and staff will guide them to their classrooms or parents/carers may accompany their child up into the playground and on exit parents/carers may enter the site and go to the designated year group area to collect their child from the staff member.

### **End of Term:**

It's that time of year when we ask you to send your child with a named bag for life on Monday 15<sup>th</sup> July so they can use it to bring all their work home that they've produced throughout the year. Some children's work may be kept for the first term in September and released back to them at Christmas for standards purposes.

### **Friday 19<sup>th</sup> July: UNIFORM TO BE WORN TODAY**

**Bingo:** All our pupils (Reception to Y6) are invited into the hall at various times during the morning session to take part in our very own Richmond Hill Bingo! Eyes down!!

### **Games Afternoon:**

Children in **KS1/KS2** are allowed to bring a toy or a game to school, one which doesn't make too much noise and doesn't have too many small pieces. Please make sure items are clearly marked with your child's name on. It is advisable not to allow them to bring expensive or irreplaceable items, as the **school cannot be held responsible for breakages and losses.**

Children in **Nursery and Reception** do not need to bring their own toys, as games and activities will be arranged by their class teachers.



**Games Afternoon – continued**

**KS2 children** can bring electronic devices/games consoles **but only if accompanied by permission from parents written in your child's diary/or a signed note to be given to the class teacher.**

However, recharging of electronic devices/consoles is not allowed on school premises.

Please note:- electronic devices/games consoles must **not** be used to record videos, take photos, access chat rooms/social networking sites or send messages.

**Y6 only** – Y6 pupils with permission to bring a mobile phone to school may have access to their phones in the afternoon on airplane mode to play games only.

**Reminder of End/Start of Term Dates:**

School closes for the summer holidays at 3.15pm on Friday 19<sup>th</sup> July 2024

**Start of the new term:**

Monday 2nd September – Training Day 1 – school closed to pupils

Tuesday 3rd September – School re-opens to pupils (new nursery and new reception pupils staggered start dates).

**Parents' Diary Dates July 2024:**

A reminder of the important dates for your diary taking place up to the summer holidays, can be found at the end of this update.

Yours sincerely



Debbie Secker  
Principal

**PARENTS' DIARY DATES – JULY 2024**

| DAY       | DATE                  | EVENT  |
|-----------|-----------------------|--|
| w/c Mon   | 8 <sup>th</sup> July  | Transition for new Reception to new Y6 pupils – your child will spend time in their new class for September on Monday 8 <sup>th</sup> , Wednesday 10 <sup>th</sup> and Friday 12 <sup>th</sup> July<br>Current Y6 pupils with a confirmed place at Ridgewood – to visit their new secondary school Tuesday-Thursday. |
| Tuesday   | 9 <sup>th</sup> July  | Big Sing Event at the Dome – selected Y4 (current) pupils  |
| Thursday  | 11 <sup>th</sup> July | Y5 (current) pupils Visit to the Great Yorkshire Show  |
| Monday    | 15 <sup>th</sup> July | <b>Sports Day</b><br>Reception/KS1 - 9.15-10.30am<br>KS2 - 1.30-3.00pm   |
| Tuesday   | 16 <sup>th</sup> July | Y6 Leavers' Disco 1.00pm-3.30pm  |
| Wednesday | 17 <sup>th</sup> July | Y2 Visit to Whitby   |
| Friday    | 19 <sup>th</sup> July | Bingo in the morning!<br>Games afternoon<br>School closes at 3.15pm for the summer holidays  |

