



Burscough Village Primary School

Colburne Close, Burscough, Ormskirk, Lancashire L40 4LB

Tel: 01704 895 403 Fax: 01704 895 946

Headteacher: Mrs Anna Yates

10th September 2026

Dear Parents and Carers,

It has been lovely to welcome the children back into school. They have settled well, and we are looking forward to a positive and successful year together. To help the year start smoothly, please find below some important reminders and updates about our routines, safety expectations and ways we can work together.

Keeping Children Safe on Site

Safeguarding and site safety remain a priority for us. Over the summer, we have installed three new CCTV cameras around the school site to support our ongoing commitment to keeping children, staff and families safe. We have also added a camera at the school entrance to cover the office area.

Emergency Procedures and Lockdown Alarm

We have also updated our lockdown alarm system. Over the next few weeks, we will be carrying out a range of emergency drills so that children and staff are familiar with our procedures. Any lockdown practice will be introduced in a calm and child-friendly way. For example, we may explain to the children that there is a fire in Burscough and that the fire service has asked us to stay safely inside school and close the doors. This helps us practise important safety routines without causing unnecessary worry or alarm for the children.

Medical Information and Medication

Please ensure we have up-to-date medical information for your child, including asthma and allergy details. DfE guidelines have recently changed, so we are reviewing our records and procedures to ensure we continue to meet current expectations and keep children safe.

All medication, including inhalers and EpiPens, must be:

- clearly labelled
- in date
- handed directly to staff

Medical Tracker Review

Over the next two weeks, we will review all medication and Individual Health Care Plans. You may receive notifications or updated forms, so please read these carefully, check the information and return any required documents to school promptly.

Arriving and Leaving School Safely

Please help us keep the school site safe at busy times. Children must walk scooters and bikes as soon as they enter the school gates, and parents should not use the staff car park unless they have a disabled parking permit. This helps keep entrances clear, supports emergency access and ensures everyone can arrive and leave safely.

End-of-Day Collection

At the end of the school day, children should be collected at 3.30pm from their classroom doors, or from Kids' Club if they are attending. This is one of the busiest times of the day, so we ask parents

♥ Independence | ♥ Resilience | ♥ Teamwork | ♥ Respect | ♥ Aspire

Striving for the future

and carers not to come to the office to request that children are collected for them. The office team are not able to collect children on behalf of parents, as staff are focused on keeping dismissal safe, calm and well organised for everyone.

Parking

We know parking around school can be difficult. Please park safely and be considerate of our neighbours on Colburne Close, who regularly contact school about parking concerns. Please do not double park, as this could stop emergency vehicles from getting through. The school car park must not be used unless this has been agreed with school in advance. If you have permission to use the car park, please note that the gates will open at 3.15pm.

Early Risers – free breakfast club

A reminder that all children from Reception to Year 6 can come into school from 8.30am for our FREE Early Risers club. This is a lovely way for children to start the day calmly, enjoy breakfast and take part in morning activities before heading to class. It can also help families with busy morning routines, giving children a settled and positive start to their school day. Bookings can be made on School Gateway, or if you arrive early, please come to the back gate and we will sign your child in.

Appointments and Early Collections

If your child has an appointment, please call the school office when you arrive so the gate can be opened. To help us prepare, please email school in advance with the appointment details and clear collection times. We kindly ask that you do not phone ahead to request that your child is brought to the office, as staff need to keep the phone lines clear at this busy time for security and safeguarding reasons.

Parent Code of Conduct

We value positive relationships with our families and know that working together makes the biggest difference for our children. We are all human, and conversations are always most helpful when they happen at the right time, in the right place and with mutual respect. If you have a question or concern, the first step should usually be to speak with your child's class teacher, rather than sending an email. We are seeing an increase in lengthy emails, including those written using AI, which can make the process take longer. A quick conversation is often the best way to resolve things clearly and calmly.

Our Parent Code of Conduct sets out our expectations for respectful communication. We have zero tolerance of abuse towards staff, including comments made in person, online or by email. Thank you for helping us maintain a kind, respectful and safe school community for everyone.

Daily Routines and Expectations

Please send your child with a water bottle each day, as we are a ***water-only school***. Children should also arrive looking smart and ready to learn in full school uniform, appropriate footwear, long hair tied back and no jewellery except small studs.

PE, Swimming and Jewellery

For safety reasons, earrings must be removed for PE and swimming lessons. Staff cannot remove earrings for children. If earrings cannot be taken out, children will need to complete PE in a supervised area away from the other children, in line with AFPE guidance.

Reading Books and Home Diaries

All children should have a reading book in school every day. Please read regularly at home and complete the home reading diaries — this makes a huge difference to progress and confidence. Please see individual class websites for class specifics.

Year 6 Walking Home

Year 6 pupils may walk home independently once we have received written and signed permission from parents.

Year 6 Swimming

Year 6 swimming lessons begin next week. A separate letter will be sent with full details, including kit requirements and timings.

Clubs

Our autumn term clubs letter will be sent next week. Please sign up promptly — clubs will begin once groups are confirmed and registers are completed.

Acceptable Use of Technology

Technology can be a wonderful tool for learning, creativity and communication, and we want all children to enjoy using it safely and responsibly. Please continue to talk to your child about safe device use at home and supervise them when they are using phones, tablets, games consoles or computers. Gentle reminders about kindness, privacy and speaking to a trusted adult if something worries them can make a real difference.

Please remind your child of our technology expectations:

- devices must be used safely and responsibly
- personal information should never be shared online
- photos or videos must not be taken in school
- online behaviour should reflect our school values and rules

Our Acceptable Use Agreement is available on the school website for families to read together. Thank you for helping us keep children safe, confident and kind online.

Upcoming Dates

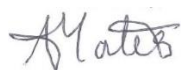
Play Therapist – Drop In sessions – 45 minute 1:1 meeting with our experienced Play Therapist, Ashley Barrow. A perfect opportunity to talk through any concerns or questions about your child.

- 25th September 9 - 9.45am
- 28th September 2.30- 3.15pm
- 9th October 9-9.45am
- 12th October 9 - 9.45am
- 19th October 2.30 - 3.15pm

Please book via School Gateway

Thank you for your continued support. Working together ensures the children have a calm, safe and positive start to the year.

Yours sincerely,



Mrs A Yates
Headteacher
Burscough Village Primary School