

Thursday 3rd September 2026

Dear Parents and Carers,

I hope that you have had a lovely summer break and enjoyed spending quality time with your families.

As we begin a new academic year, I would like to extend a very warm welcome back to all of our returning families and offer a special welcome to those joining the Hallam community for the first time. We are delighted to have you with us and look forward to working together throughout the year ahead.

The start of a new school year is always an exciting time, filled with opportunities for learning, growth and new experiences. We are thrilled to welcome the children back into school and support them as they settle into their new routines.

I would also like to take this opportunity to say how impressed we have already been with the children. They have returned to school with enthusiasm, positivity and a real readiness to learn. It has been wonderful to see them settling so quickly into school life and demonstrating our school values from the very first day. We look forward to seeing them continue to flourish in the coming months.

School Uniform

As we return to school, I would like to remind parents and carers of the importance of wearing school uniform. It helps to foster a sense of pride and belonging within our school community, and we greatly appreciate your efforts with this. Children do not need to wear uniform with the school logo. However, if your child wears logoed uniform, they may continue to wear items displaying the previous Hallam logo; there is no requirement to purchase uniform with the new logo. On days when your child has PE, they should come to school wearing their PE kit. PE days for each year group and class are as follows:

- Reception: Friday
- Year 1: Monday and Wednesday
- Year 2: Tuesday and Thursday
- Year 3: Wednesday and Friday
- Year 4: Tuesday and Thursday
- Year 5: Monday and Wednesday
- Year 6: Tuesday and Thursday

Communication with school

We value the strong partnership between home and school and know that working together helps every child to thrive. If you need to contact the school, please do so via the school office or through our enquiries email address: enquiries@hallam.sheffield.sch.uk

Teachers are unable to respond to emails or messages during the school day, as they are focused on teaching and supporting pupils. We therefore ask that, if communication is urgent (e.g. regarding collection arrangements), you contact the school office directly on 0114 230 4430.

To help families understand the most effective route for raising questions or concerns, please refer to our Lines of Communication Flowchart, which is attached at the end of this letter. This outlines the most appropriate contact for different types of queries and helps us ensure that any concerns are dealt with efficiently and effectively.

Our first Parents' Evening of the year will take place on Tuesday 20th October and Wednesday 21st October. Further information about booking appointments will be shared in due course.

School Day Timings

As children move into their new year groups and classes, we would like to remind families of the school day start and finish times.

Nursery children attend from 8:30am to 2:30pm or 3:30pm, depending on their session.

For all other year groups, the school day officially begins at 8:50am, and the school gates and doors will close at this time. Classrooms are open to welcome children from 8:40am, and we encourage children to arrive during this ten-minute window to ensure a smooth start to the day.

The end of the school day varies by year group:

- Reception: 3:10pm
- Key Stage 1 (Years 1 and 2): 3:15pm
- Key Stage 2 (Years 3, 4, 5 and 6): 3:20pm

We appreciate your support in helping children arrive on time and ensuring a smooth start and end to each school day. Breakfast Club is open from 7:30am, and After School Club is available until 6:15pm should you require wraparound care.

The school playgrounds are not supervised before or after the school day. We kindly ask parents and carers to keep a close eye on their children at these times and ensure they remain safe. Please also be mindful that the climbing equipment and playground surfaces can become slippery when wet. Please help us by leaving the school grounds by 3:30pm to allow us to secure the site. Thank you for your understanding with this.

Parking and Driving around School

As we begin the new school year, I would like to encourage as many families as possible to travel to school on foot, by bike or by scooter. This helps to reduce traffic in the local area and provides a healthy and active start to the day.

If you do travel by car, please note that the gates allowing vehicle access to the school site and the car park next to the community centre are closed between 8:20am and 9:00am, and again between 2:50pm and 3:30pm. This helps to keep children and families travelling on foot safe.

While there is not an official one-way system around school, local residents encourage drivers to drive down Hallam Grange Crescent at peak school drop off and collection times, where possible to help improve traffic flow. If we could make efforts to adhere to this, even just between 8:15 – 9:45 and 3:00 – 3:30, it may help the traffic flow and reduce some of the driving difficulties around school. Please be mindful when parking near school and ensure that you do not park in restricted areas or block residents' driveways. Thank you for your consideration and cooperation.

The Big Future Survey

We have been asked by Dame Rachel de Souza, Children's Commissioner for England, to share The Big Future Survey with our families. The survey gathers children's views from across the country and helps ensure that young people's voices are heard by Government. You may wish to complete the survey with your child or encourage them to complete it independently.



[About this survey : The Big Future survey - have your say!](#)

Thank You

Finally, thank you to everyone who has taken the time to send their warm wishes ahead of my new role as Head of School and my upcoming maternity leave. I will begin my maternity leave next week and I am incredibly grateful for the kindness and support shown by our families, staff and wider community.

Whilst I am very much looking forward to spending this special time with my family, I am also excited about returning later in the school year as Head of School. Hallam is a community that means a great deal to me, and I look forward to continuing to work alongside our wonderful children, families and staff as we move forward together. During my absence, Mrs Hendley (formerly Miss Bye) will be taking on the Head of School role, with the continued support of Mrs Ramsden.

Thank you, as always, for your continued support and partnership. We are confident that the year ahead will be a happy and successful one for all of our children.

Yours Sincerely,

A handwritten signature in black ink that reads "F. Faben".

Fran Faben
Head of School

Communication flowchart 2026 -27

1 st Contact			
Please remember that our staff are with children all day and cannot respond immediately but will aim to respond within 48 hours. If it is an urgent query, please call the office on 0114 2304430			
Enquiries email: enquiries@hallam.sheffield.sch.uk			
Class teacher – please speak with your child's class teacher to discuss any of the following.		Office staff - please speak with our office team to discuss any of the following either via the email below or on 0114 2304430	
Nursery, Reception and KS1: At the classroom door or via enquiries email	KS2 Via enquiries email		
<ul style="list-style-type: none">Academic progressReading booksFriendshipsHome circumstances that may impact learningBehaviourSpellingsTimes TablesHomeworkAny initial concerns over your child's progress or that they may need additional learning support		<ul style="list-style-type: none">ParentPayCommunication (letters/emails etc)TripsLunchesMilkBreakfast Club/After school clubExtra-curricular clubsAdministering medicinesChanges to collection/pick upWalking home permissionsPhoto permissionsAbsence requests and illness	
2 nd Contact			
Phase leaders – For any specific enquiry related to the year group as a whole or concerns that have not been dealt with by class teacher or you would like further clarification on, please contact the phase leader.			
Mrs Hurst Nursery and Reception Lead	Miss Atherton Y1 and Y2 Lead	Mr Fielding Y3 and Y4 Lead	Mrs Waddington Y5 and Y6 Lead
<ul style="list-style-type: none">Nursery enquiriesNursery transitionEYFS Baseline	<ul style="list-style-type: none">TransitionEnd of Key stage assessmentPhonics	<ul style="list-style-type: none">TransitionTimetables checkassessmentThornbridge	<ul style="list-style-type: none">TransitionEnd of key stage assessmentPGLSATS assessments
3 rd Contact			
For any further enquiries, please contact a member of our Senior Leadership Team or SENCO.			
Mrs Hughes Assistant Headteacher Inclusion Manager	Mrs Sewell Assistant Headteacher Designated Safeguarding Lead		Mrs Hale SENCO
<ul style="list-style-type: none">Special Educational Needs (Diamonds IR and the Nursery)AttendancePupil PremiumChildren looked after or previously looked after	<ul style="list-style-type: none">Safeguarding concernsYoung carersPersonal Development		<ul style="list-style-type: none">Special Educational needs specifically Year 1 – Year 6
4 th Contact			
Mrs Faben / Mrs Hendley Head of School			

