THE RICHARD CROSSE CHURCH OF ENGLAND PRIMARY SCHOOL
Crawley Lane, Kings Bromley, Burton-on-Trent, Staffordshire, DE13 7JE

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28th August 2026

Dear Parents and Carers,

I hope you and the children have all had a lovely summer, we are really looking forward to seeing you all on **Tuesday 1st September!**

In readiness for the new year, here are a few reminders and some new information for our September start. Class specific information regarding PE days etc will be sent out via a class newsletter in the first week. Please send your child in school uniform until you are notified of the PE days.

School day times
All children 8.45am doors open
Finish times - EYFS (Class 1) & KS1 (Class 2) 3.10pm
- KS2 (Class 3 & 4) 3.15pm

Children are much more settled when they arrive at school calmly and on time. It gives them a chance to talk to their friends before the start of school and allows them to have a relaxed, unrushed start to the day, which supports good mental health and emotional stability.

Please let the school office know if someone other than parents are collecting your child from school. If this is a regular arrangement e.g every Tuesday Joe will be collected by grandparents/Auntie/Friends mum etc this information only needs to be communicated once. If we do not have this information through the office then the children cannot be released. This includes collection at the KS1 gate to take children to the KS2 playground.

Just a reminder that only Year 5 and 6 children are allowed to walk home. Permission for this needs to be given here https://forms.gle/P4yK2PryjzksTqqDA

We politely ask that you be respectful of staff time, their day does not finish at 3.15pm and they still have lots to do before they go home. Can we ask that you please make every effort to be at school for your child's collection time.

As part of our safeguarding policy, children who are not collected by 3.30pm, without any parental contact, are recorded on our reporting system.

Uniform

Please make sure that your child has the correct school uniform and PE kit.
There was a slip in PE kit standards towards the end of the academic year which we want to rectify.
PE kits need to be plain and unbranded - this is to ensure that all children see each other as equal and uniform does not become a 'brand competition.' Children who arrive in branded kit will be allocated clean unbranded substitutes that can be worn for the day.



If you need any support with items then please contact the school and we can help you with this.
https://richardcrosse.staffs.sch.uk/parents/uniform.
Please clearly label all uniform with your child's name.

Birthdays

We kindly request that children do not bring in sweets, cakes or other edible treats to share with classmates for their birthdays. We are committed to fostering a healthy environment for all our students. Whilst occasional treats are lovely, the increasing frequency of shared birthday sweets impacts our efforts to encourage healthy eating habits and can be particularly challenging for children with dietary restrictions or allergies. We also ask that birthday invitations are not distributed during school hours or on school grounds. These can inadvertently create feelings of exclusion among children who may not be invited to parties. We want to ensure that all children feel included and valued within the school environment.

Daily communication

There will be a member of staff on each gate at the start and end of every day. Any quick communication messages can be passed onto them for the class teacher. Please pass all absence messages straight to the office. If you would like a meeting or telephone call with a member of staff

please contact the office and an appointment will be arranged. Please email all communication to office@tssmat.staffs.sch.uk not directly to members of staff. Also this year we will be launching a parent forum to support parental communication, more information about this will be circulated later this term.

We will continue to send out our weekly 'round-ups' so please look for these and also keep an eye on our website calendar and events for information: https://richardcrosse.staffs.sch.uk/calendar

Achievement Worship

Achievement worship for 2026/2027 will start in October and take place on **the first Thursday of every month at 2.50pm.** If you would like to attend, please arrive at the school office for 2.45pm. **Please remember that mobile phones need to be on silent and must not be used at any point whilst you are in the school building.** Please pass this information onto any other members of your family who may attend the worship.

Health and safety information

Inhalers and Epipens - If your child has asthma/uses an epipen, please ensure that your child comes into school **on the first day back** with their medication labelled in a clear bag or box. This will be kept in school, in the child's classroom at all times. GPs are well aware of this standard procedure and have always been more than happy to do a duplicate prescription for this purpose. As a school we have to buy an emergency inhaler on a private prescription which is very expensive and once used has to be replaced. We therefore ask that you ensure your child's medication is up to date and in school at all times.

Nut Allergy - We are a nut free school. Please ensure that you do not send your child to school with any form of nut based product. Nutella, Kinder Buenos, cereal bars and many chocolate spreads are our most commonly mistaken products placed in lunch boxes.

Grapes, cherry tomatoes and mini sausages - please ensure that these are cut in half lengthways to prevent the risk of choking.

Breaktime Snacks

Healthy breaktime snacks include such items as fruit (whole or cut), vegetable sticks (like carrots or celery), yogurt, cheese, whole-grain rice cakes, crackers, plain popcorn, or hummus with breadsticks. Focus on snacks that are low in sugar, high in fiber and provide sustained energy. Crisps, chocolate, biscuits and meat based items are not allowed as breaktime snacks and are only permitted in packed lunches.

Breakfast Club

Mrs Masters will be in charge of the morning breakfast club. Please book your place a week in advance via the Arbor app.

Care club charges from September will be as follows:

Session 1: 7.30am-8.45am (includes a light breakfast) - £6.30 (10% discount for any sibling attending on the same day)

Session 2: 8.30am-8.45am - quick drop off session - £2.10 (flat fee - no sibling discount)

Care club charges will be uploaded to your child's Arbor account.

School Lunches

School lunches are charged at £3.05 and are paid via the Arbor app.

After school wrap around - Progressive

Our after school care club is run by Progressive Sports. For more information and details about which sessions and after school sports clubs they offer please visit www.progressive-sports.co.uk and choose Staffordshire and select Richard Crosse. Alternatively telephone 01889 343120. All bookings for after school care must be booked and paid for with Progressive Sports. The school is unable to book these for you.

Parents Evenings

As usual there will be two parents evenings throughout the year. Unless there are exceptional circumstances, all appointments will be allocated during the given time periods and each child will be allocated with one ten minute time slot.

New Staff Members

You will see some new faces around school this year, we would like to say a big warm welcome to our new teaching assistants:



Miss Allen



Miss Mason



Miss Palmer



Mrs Millward



Mrs Smith

We look forward to them joining The Richard Crosse Team!

Have a lovely last long weekend of the summer and we'll see you all on Tuesday!

Kind regards,

Ms E Bowring
Headteacher