



Halsford Park Primary School

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Mrs Claire Spencer – Headteacher

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9th September 2025

Dear Parents and Carers,

I hope you and your families have enjoyed a wonderful summer break and that the children have had a positive start to the Autumn term, settling well into their new classes.

Today, we are especially delighted to welcome our new Early Years children. We are confident they will have a fantastic start to their primary school journey with us.

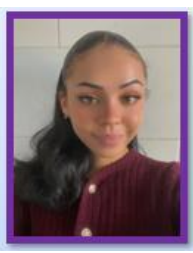
A Warm Welcome!

We're also pleased to welcome several new pupils who have joined us this academic year from other schools. We're delighted to have you as part of the Halsford Park family.

In addition, we have some new staff members joining our team. Please join us in welcoming:



Mr Burgess:
3 Simmonds
class teacher



Miss Pierre:
EY Donaldson
class teacher



Mrs Scanlan:
EY Floella's teacher
on Thursday/Fridays



Miss Borrow: Cover Supervisor, also providing
additional support in Year 6 when not
covering classes.



Mrs Avwunu: supporting
Year 5 as a Teaching
Assistant



Mr Tottem:
Teaching Assistant
supporting Year 4.



and welcome back Mrs Samolevska (Mrs S)
who has returned from maternity leave.

Farewell and Best Wishes

Over the summer, we said goodbye to **Mrs Jo Millerick**, who, for personal reasons, is unable to return to work. We send her our very best wishes and look forward to saying a proper goodbye later this term when she is able to visit.

Attendance and Punctuality:

The Department for Education continues to prioritise attendance in all schools. Updates to statutory guidance last year included:

- Increased fines for unauthorised absences
- Shortened timescales for issuing and paying fines
- Introduction of 'Notices to Improve' for persistent absence

Please ensure you are familiar with our [Attendance Policy](#) and visit our [Attendance and Sickness Information Page](#) on the school website for further details.

Arrival time reminder:

Children should arrive at school by **8:40am**. Please note that **gates will close promptly at 8:45am**. This ensures all pupils start the day on time with their peers, maximising learning time and helping to reduce any stress caused by lateness.

Key Links

I am mindful there is often a lot of information to take in at the start of the year so for your ease, please can I draw your attention to a few key documents to (re)read:

- The Whole School Year Overview – A overview for key events/assessments we plan over the year: <https://halsfordparkprimary.ovw6.devwebsite.co.uk/page/?title=School+Year+Overview&pid=139>
- PE Events- Autumn Term- An overview of potential sporting events over the year. This is updated termly once received by Mid Sussex Active, however we are still awaiting an update for Autumn 2025- please keep any eye on this link- <https://www.halsfordparkprimaryschool.co.uk/page/?title=School+Sports&pid=138>
- The Halsford 100 – an overview of the 100 enrichment opportunities children can have at our school. <https://halsfordparkprimary.ovw6.devwebsite.co.uk/page/?title=The+Halsford+One+Hundred&pid=103>
- Homework Guide – this will be explained in our 'Welcome to Year Group meetings' (see separate letter attached)- <https://halsfordparkprimary.ovw6.devwebsite.co.uk/site/data/files/users/key-info/8041FC058E92ADD70615A3FDA9781CBE.pdf>
- Parents and Carers Code of Conduct – which includes about parking expectations around the school site- <https://halsfordparkprimary.ovw6.devwebsite.co.uk/site/data/files/users/key-info/485F349BCB779867CC8FC642A768557A.pdf>

As per the Parents and Carers Code of Conduct, please be reminded that scooters/ e-scooters and bikes **are not** to be ridden on school premises.

School Uniform

We understand that purchasing uniform items with the Halsford Park logo can sometimes be more expensive. To support families, we want to clarify our uniform expectations:

As long as your child is wearing a **plain purple jumper or cardigan** and a **plain white t-shirt for PE** (with no other logos), they will be appropriately dressed to attend Halsford Park Primary School. Additionally, our PTA runs a **second-hand uniform shop**, offering good-quality items at affordable prices. You can browse and purchase online at:

👉 www.tinyurl.com/UniformHP

I am very much looking forward to sharing your child's successes with you over the course of the year.

Kindest regards



Mrs Claire Spencer- Headteacher

Dates for your Diary

September	
17 th	Welcome to Year Group Yr 1, 2, 3, 4, 5 & 6
30 th	Parents' Forum Meeting 9.05am- All Welcome
25 th	Individual Photographs- Whole School
October	
3 rd	Early Years Meeting- PM
13 th -15 th	Year 6 - Windmill Hill Residential
24 th	Last Day of Term
27 th -2 nd	HALF TERM BREAK
November	
3 rd	INSET Day- School Closed to Children
4 th	Return to School
4 th - 7 th	No Teacher Led Clubs
4 th & 6 th	Family Learning Conference