

September Parent Information Evening 2025 / 2026



Inspire | Achieve | Together

Aims of this evening...

- To understand whole school routines and expectations
- To meet staff involved in your child's education
- To understand class routines
- To have the opportunity to ask any questions

Staffing Update

- Executive Headteacher - Mr Broad continues to be at Sudbourne on Monday and Wednesdays
- Deputy Headteacher & SENDCo- Ms Gregory continues to be at Sudbourne Tuesday - Friday
- New Office Manager - Ms Susan Riberio
- New Executive Music Teacher - Mr Philip George
- Ms Hannah Bainbridge (Caterpillars - Nursery) oversees EYFS and Phase 1
- Ms Tenicia Anderson (Pankhurst - Phase 3) oversees Phase 2 & 3

Term Dates 2025 - 2026

Autumn Term 2025 (1 & 2)	
When	What
Monday 1 st September 2025	Staff INSET Day 1
Tuesday 2 nd September 2025	Staff INSET Day 2
Wednesday 3 rd September 2025	Children return to school
Friday 24 th October 2025	End of Term 1 – school ends at 3:30pm
Half Term: Monday 27 th October – Friday 31 st October 2025	
Monday 3 rd November 2025	Children return to school
Friday 28 th November 2025	Staff INSET Day 3
Friday 19 th December 2025	End of Term 2 – school ends at 1:30pm
<i>Total school days Autumn term: 75</i>	

These are available on the school website.

2026/2027 will be shared shortly

Term Dates 2025 - 2026

Spring Term 2026 (3 & 4)

When	What
Monday 5 th January 2026	Children return to school
Friday 13 th February 2026	End of Term 3 – school ends at 3:30pm
Half Term: Monday 16th February – Friday 20th February 2026	
Monday 23 rd February 2026	Children return to school
Friday 27 th March 2026	End of Term 4 – school ends at 1:30pm
<i>Total school days Spring term: 55</i>	

Term Dates 2025 - 2026

Summer Term 2026 (5 & 6)	
When	What
Monday 13 th April 2026	Children return to school
Monday 4 th May 2026	May Day Holiday
Friday 22 nd May 2026	End of Term 5 – school ends at 3:30pm
Half Term: Monday 25 th May – Friday 29 th May 2026	
Monday 1 st June 2026	Staff INSET Day 4
Tuesday 2 nd June 2026	Children return to school
Friday 17 th July 2026	End of Term 6 – school ends at 1:30pm
Monday 20 th July 2026	Staff INSET Day 5
<i>Total school days Summer term: 65</i>	
<i>Total school days: 190 (195 with INSETs)</i>	

INSET Schedule	
INSET day 1	Monday 1 st September 2025
INSET day 2	Tuesday 2 nd September 2025
INSET day 3	Friday 28 th November 2025
INSET day 4	Monday 1 st June 2026
INSET day 5	Monday 20 th July 2026

School Day - drop off

- The school gate opens at **8.40am**.
- The morning bell is rung **just before 8.50am**.
- We ask that all parents/carers please vacate the playground, as the bell rings.
- The school gates closes just after **8:50am** each day, to ensure the safety and security of our school site.

- **Any child arriving after 8:50am is required to report to the main school office via the Visitor Gate on Strathleven Road and will be marked as late, they will need to provide a reason for their lateness. This is now being monitored.**

School Day - pick up

- Pick-up is at **3:30pm** and the school gates are closed promptly, at 3:45pm, after pick-up; all children and parent/carers should vacate the playground by this time.
- Any child not collected by **3.43pm** will be taken to the main school office for collection via Visitors Gate on Strathleven Road.
- In the event of repeated late collection, parents will be contacted formally and invited to attend a meeting with the Head of School and the school Safeguarding and Attendance officer - Ms Donegal.

School Streets

- A reminder that unless you have a Lambeth exception, cars are not permitted to drive down Mandrell Road or Lambert Road between 8.15am - 9.15am and 3pm - 4pm.
- This is enforced by cameras.

Adult collection

- Children will only be dismissed to the care of a known adult.
- If there is any change to your regular pick up routine, please ensure that notification is given in writing and that the adult turns up with photographic identification.
- Please be patient, while teachers get to know all the children, parents and carers.

Attendance

- For any absence requests, parents must complete the required **application for leave during term** form. Available from the office or on the website. Please note evidence is required.
- As per school policy, holidays taken during term time will **not** be authorised and as per DfE guidance and may lead to **prosecution / fines** by the local authority.
- Fines could be issued to you for the following reasons - Holiday taken in term time, unauthorised sessions taken before or after school holidays, irregular attendance.
- Each parent will be issued a separate penalty notice for each child that is absent. First Penalty notice will be £160 per parent per child but may be reduced to £80 per child if paid with 21 days. If a second penalty notice is issued within 3 years of the first penalty then this will be a fixed rate of £160 per parent per child with no reduction for early payment.
- Please read our **Attendance Policy** for further information.

Safeguarding

- Our Designated Safeguarding Lead (DSL) at Sudbourne is:
Hollie Kingshott, Head of School
- Deputy Designated Safeguarding Lead (DDSL) is:
James Broad, Executive Headteacher
Karen Gregory, Deputy Head/ SENDCo
Devene Donegal, Safeguarding and Attendance Officer
- If you have concerns about a child attending Sudbourne School and wish to contact the Safeguarding Lead, please contact email - hkingshott@sudbourne.com

Lunchtime

- ALL children (Yr R - Yr 6) have the option of a hot, freshly cooked free universal school meal every day. Halal and vegetarian option are available each day.
- New catering provider - Harrison - tasting session TBC
- If your child has an allergy need, please ensure Arbor is updated and that the school office has the necessary information and medication.
- If your child has a packed lunch - please ensure it is healthy, has no nuts/sesame seeds, no fizzy drinks, sweets and chocolate and all lunches must contain a sensible amount.



Uniform - Black Shoes

- It is now a compulsory part of our school uniform policy that all children should wear black school shoes only; trainers of any kind are not permitted unless when wearing P.E. kit.
- If a child does not have the correct school shoes, we will in the first instance contact you and request that you bring the correct footwear to school or arrange for this to happen within an agreed time frame.
- If a child continues to not wear the correct school shoes, will they be asked to go to the school office and exchange their incorrect footwear with a pair of black school shoes, where we will have a range of basic school shoes in all sizes. Children will return home in the shoes they arrived in.
- As per the letter sent on Friday 12th, this will be enforced from 5th January 2026.

Uniform

- Full PE kit can be worn on PE days. PE is on **Monday** for EYFS.
- Clothes with logos (other than the Sudbourne logo) are not permitted.
- Coloured trainers/football boots are not permitted. PE trainers should be full black / white.
- Jewellery (unless for religious reasons and agreed by Head of School) is not permitted.
- For parents experiencing financial hardship, a contribution can be made from Pupil Premium funding, if your child is eligible.

Behaviour

- Unchanged 3 simple behaviour expectations;
 - Be Ready
 - Be Respectful
 - Be Safe



- Consistent approach across the school by all adults.
- Scripted conversations to 'teach' children how to behave
- Specialist therapeutic support, if needed.
- Clear behaviour and consequences guidance for staff to use.
- Low level disruption will not be tolerated, as all children have the right to learn.
- Discrimination of any kind will not be tolerated.

Wrap Around Care

- The Play Professionals operate independently of Sudbourne, and run daily in the hall.
- Breakfast Club provision: 7:45am -8:40am
- After School Club provision: 3:30pm- 6:00pm
- Half term provision is being trialled in October half term.
- More information can be found [here](#).



COMMUNITY PLAY CARE

☎ Phone: 07590 963 239

✉ BC Email: sudbournebc@playp.org.uk

✉ ASC Email: sudbourne@playp.org.uk

Enrichment Available

- Autumn term club booking details have been emailed to all parents. Spaces are limited.
- Club timings: 3:30-4:30PM [x3 late collections will result in your child being removed from the club] Please collect children from the gate on Mandrell Road at 4:30PM.
- Instrumental lessons are still available. Please email admin@sudbourne.com to be put in contact with Mr George.

Universal Consent

- We ask all parents to complete our, 'Universal Consent Form' - which will be sent out shortly.
- This covers all types of visits and activities, where parental consent is required.
- We still always communicate the details of any educational visit that your child may participate in, but you will not have to complete and return a permission slip on each occasion, unless explicitly required by the trip venue.

Parents support – The PTA



- Our Parent Teacher Association (PTA) raises considerable amounts of money throughout the year.
- This enables us to enrich and enhance the provision, we can offer to our pupils.
- They hold many events through the year and are only possible with parental support.
- We very much want as many parents to join the PTA and help make sure that it represents our school community. It is a great way to meet other parents and provide support within our diverse community.
- If you'd like to know more, contact: PTA@sudbourne.com

Parent engagement - school communication

- Parent/carer forums
- Workshops
- Class sharing assemblies - 2 a year
- Events from the music provision

Dates are on the school calendar, please subscribe.

- Annual parent survey
- Fortnightly newsletter
- Friday email correspondence
- Members of the Leadership Team are on the Pupil Gate at the start/end of the day - we are there to listen and to help.



Contacting a member of staff

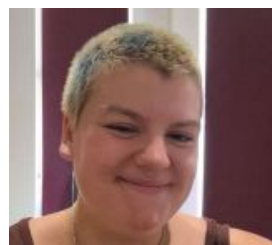
- We value face to face communication and ensure that class teachers are available before/after school each day.
- Any matters that need to be discussed in more detail may require a meeting, in which case you are invited to call in to the school office to make an appointment - admin@sudbourne.com



EYFS

Who is who?

Reception



Mrs Janet

Early Years
Educator

Miss Natasha

Class
Teacher

Ms S

Teaching
Assistant

Nursery



Ms Henry

Teaching
Assistant



Ms Claudette

Early Years
Educator



Ms Hannah

Class Teacher

Lower School Leader
(EYFS and Phase 1
Y1&2) and Phonics
leader

Themes covered

Autumn 1 - All about me

Autumn 2 - Celebrations

Spring 1 - How does it work? (Transport and People who help us)

Spring 2 - Growing

Summer 1 - Animals

Summer 2 - Traditional tales

Example class timetable

Sudbourne Teaching Timetable 25/26 (Butterflies EYFS Autumn)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40am - 8:55am (15 mins)	Meet and greet / Morning tasks	Meet and greet / Morning tasks	Meet and greet / Morning tasks	Meet and greet / Morning tasks	Meet and greet / Morning tasks
8:55am - 9:00am	Registration	Registration	Registration	Registration	Registration
9:00am - 9:45am (45 mins)	9.00am - 11.30am PPA	Singing assembly (9.00am - 9.30am)	Session 1 - Phonics	Session 1 - Phonics	Session 1 - Phonics
9:45am - 11:00am (75 mins)		9.30am - 10.15am Session 1 - Phonics (45)	Session 2 - Continuous provision and focus activities	Session 2 - Continuous provision and focus activities	Session 2 - Continuous provision and focus activities
		10.15am - 11.00am Session 2 - Continuous provision, and focus activities (45)			
11:00 - 11:20am - (20 mins)		Session 3 - Taught carpet session	Session 3 - Taught carpet session	Session 3 - Taught carpet session	Session 3 - Taught carpet session
11:20pm - 11:30pm	Transition	Transition	Transition	Transition	Transition
11:30pm - 12:30pm	EYFS Lunch	EYFS Lunch	EYFS Lunch	EYFS Lunch	EYFS Lunch
12:30pm - 12:35pm	Registration	Registration	Registration	Registration	Registration
12:35pm - 1:00pm (25 mins)	Session 3 - Taught carpet session	Session 4 - Taught carpet session	Session 4 - Taught carpet session	Session 4 - Taught carpet session	Session 4 - Taught carpet session
1:00pm - 3:00pm (120 mins)	Session 4 - Continuous provision, and focus activities (75) 2.15pm - 3pm Phonics (45)	Session 5 - Continuous provision, and focus activities	Session 5 - Continuous provision, and focus activities	Session 5 - Continuous provision, and focus activities	Session 5 - Continuous provision, and focus activities
3:00pm - 3:25pm (25 mins)	Session 5 - Tidy up, snack and story	Session 6 - Tidy up, snack and story	Assembly - LMT (Attend as needed)	Assembly - Celebration	Session 6 - Tidy up, snack and story
3:25pm - 3:30pm	Transition	Transition	Transition	Transition	Transition

Physical Education

- Our PE provision will be run by professional coaches from Moving matters on **Monday**.
- Children must wear their PE kit to school on their PE day.

Sudbourne school yellow t-shirt (available from the school's uniform stockist)

Plain navy shorts

Plain navy tracksuit bottoms in the winter (optional)

White or black trainers (no logos)

- Please remember long hair must be tied back and no jewellery apart from small studs in ears can/should be worn.

Curriculum Overviews

- At the beginning of each term, a phase overview will be sent out to each family.
- This is designed to share with you all the objectives your child will be covering with their class teachers in order for you to talk with them about their learning and support them further at home, if preferable.
- Autumn 1 was sent out via email on **Friday September 12th**.

Trips

Autumn 1 - Autumn Nature Walk

Autumn 2 - Visit to a local Place of Worship

Spring 1 - Talk from members of the Emergency Services

Spring 2 - Brockwell Allotments

Summer 1 - Vauxhall City Farm

Summer 2 - Story Workshop

What your child will need

Every day children need:

- Bag with reading record and their story/reading book
- Named water bottle
- A coat (weather dependent)
- Change of clothes that can stay at school
- A bonnet or shower cap to wear in the sandpit to prevent sand in hair.
- Children should NOT bring in any toys, teddies, games, balls, electronic devices etc. These items will be held by the class teacher until the end of the day.



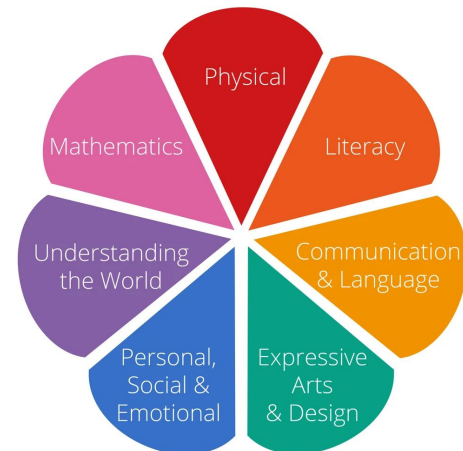
Assessments

Early Learning Goals (ELGs) are the developmental targets children are expected to reach by the end of their reception year in the UK's Early Years Foundation Stage (EYFS).

They aren't a curriculum, but an assessment framework used by teachers to judge a child's progress in seven areas: Communication & Language, Physical Development, Personal, Social & Emotional Development, Literacy, Mathematics, Understanding the World, and Expressive Arts & Design.

Your child's progress is observed and documented in the EYFS Profile which shows if they are "expected" to meet the goals or "emerging".

Not a test: ELGs are not a formal test but a way for practitioners to observe and assess a child's progress through their own activities and play.



Reporting to Parents

- You will have 3 reports a year about your child's attainment and progress;
- Autumn Term - Autumn Term attainment outcomes and effort in learning.
- Spring Term - full annual report and details on how to support your child at home.
- Summer Term - end of academic year outcomes and details of statutory assessments.
- Parent / Carers evening held each term.

Reading

Each week your child will come home with a library book that is for you to share as a story time together. This is a great time to have some 'book talk' together.

Talking about what might happen next, how they think the story will end, talk about the characters etc. Please use their yellow reading records to record if they enjoyed the book.

Reception

In the first Autumn term, Reception children will come home with a phonics pouch containing all the sounds on flashcards that they have learnt that week.

Please support your child at home to practice recognising the sounds individually and in words.

After October half term, your **Reception** child will come home with a Read Write Inc phonics book to read to you.

Please attend the Early Reading and Phonics parent meeting on **Tuesday 23rd September** for more information on how to support with this.



Reading

During their phonics sessions, Reception children will begin to learn to blend.

Blending is when children say the individual sounds (called 'pure sounds') and then push them together to say the whole word e.g. c-a-t = cat. This is a vital step in learning to read.

In their Read Write Inc phonics lessons, we use a puppet called Fred the Frog who can only speak in sounds. This helps children learn to blend sounds to read and segment words into sounds to spell.

Segmenting is the skill of breaking a word into its individual sounds to help with spelling.

For example:

The word "cat" is segmented into c-a-t

The word "shop" is segmented into sh-o-p

When children hear the sounds and write down the corresponding letters, they are learning how to spell using phonics.



Writing

In the Autumn term, the team focus heavily on fine motor skills to ensure that the children are physically ready to begin with early writing.

It is very important that children have strong fine motor skills to be able to comfortably hold their pencils before they can write.

You can support your child with their fine motor skills at home by;

- playing with playdough, small lego, blocks or threading
- involve them in cooking (stirring, pouring peeling)
- squeezing sponges, cloths or stress balls
- encouraging mark making on vertical surfaces (easels, walls, fridges with paper)
- encourage mark making on treasure maps, cards, shopping lists



Writing

In Phonics, children are taught that each Read Write Inc sound has a corresponding letter formation phrase to help children remember how to write it.

You will receive a handwriting booklet in Autumn 2 to help your child practise forming their letters correctly.



Maths

In EYFS, we follow a maths mastery approach, which means we give children lots of time and practical experiences to develop a deep understanding of number and early mathematical concepts.

We focus on securing strong foundations, encouraging children to explore numbers in different ways and make connections. To support this, we use the popular Numberblocks series.

You can support your child to secure a strong foundation by:

- Collecting and counting leaves, sticks, or pebbles.
- Letting your child measure ingredients using cups or spoons.
- Playing simple board games that use dice, helping children count spaces



Home Learning

- For Reception Phonic pouches, and later phonic books, will be sent home every Friday and should be returned by the following Wednesday.
- For Nursery, a library book will be sent home every Friday and should be returned the following Wednesday.
- Please feel free to use Tapestry to upload any videos or pictures of your child reading at home so we can celebrate it in class.



Tapestry



Tapestry is an online learning journal we use to share your child's experiences and achievements at school.

You will be able to:

- See photos and videos of your child learning, playing, and exploring in class.
- Read updates about what they're working on and celebrating their progress.
- Have two-way communication - you can add your own comments or share special moments from home.
- Create a stronger home-school link - helps us work together to support your child.

We aim for a minimum of 2 observations per child per half term.

Some parents also choose to use it as a communication platform to get in touch with their child's class teacher. Please only use it for non emergency messages as it will not be checked daily. Messages around absence etc still need to be communicated via the office at admin@sudbourne.com.

On **Friday 12th September** an email was sent to the details we have on record for you to set up your own account. Many of you have done this and should start receiving pictures and videos over the next few weeks.

If you are having trouble doing this, please see Ms Hannah at the end of the session.

Tapestry



Playing the steel pans

Like

Authorised by Hannah Bainbridge added 19 Jun 2025 02:58 PM
Approved by Hannah Bainbridge on 20 Jun 2025 01:20 PM

Leo Hughes

View History Export

Like



Users with the "See a download media button" permission can download these photos and videos

Notes

As part of our windrush learning and celebrations we have been learning about the Caribbean, we listened to some steel pan music and then had the opportunity to play one for ourselves! Leo loved it and spent a long time experimenting with the different noises each part of the drum makes.

Key dates for Phase

Sharing Assemblies

Friday 16th January 2026 - Butterflies Sharing Assembly

Friday 23rd January 2026 - Caterpillars Sharing Assembly

Friday 8th May 2026 - Butterflies Sharing Assembly

Friday 15th May 2026 - Caterpillars Sharing Assembly

Performances and Events

- Black cultural evening **Thurs 23.10 3.45pm**
- EYFS Christmas performance **Weds 18th 10am**
- Houses Spring sing **Tues 24.03 - 10am and 2pm**
- Eid celebration **Thurs 16.04 - 3.45pm**
- PTA Disco **Thurs 21.05 - 3.45pm - 4:45pm**

Key dates for Phase

Workshops

- Early Reading and phonics, including PSC - Tues 23.09 EYFS and Phase 1 9am and 3.45pm
- Open Classrooms Topic Week Week beginning 17th Nov
- E Safety Weds 11.02 - 3.45pm
- Open Classrooms Maths / English Week beginning 20th April
- Relationships, Sex and Health Education Thurs 14.05 9am and 3.45pm

Parents' Evening and Reports

- Weds 5th and Thurs 6th November Autumn Parents and Carers evening
 - *Feedback on attitude to learning, current projections of attainment and next steps to support*
- Mon 15th December Autumn Report Card sent home
- Fri 20th March Annual Report sent home
- Weds 25th and Thurs 26th March Spring Parents and Carers evening
 - *Feedback on annual report*
- Fri 3rd July Summer Report Card sent home
- Weds 8th and Thurs 9th July Summer Parents and Carers evening
 - *Feedback on summer report card and end of year*

QUESTIONS

The word "QUESTIONS" is written in a large, bold, white, sans-serif font with a subtle drop shadow. It is centered horizontally and surrounded by a vibrant, multi-colored collage of question marks and geometric shapes. The question marks are in various colors including blue, yellow, green, pink, and orange. The geometric shapes include circles, squares, and rectangles in colors like purple, blue, red, and yellow. The overall composition is dynamic and visually busy, emphasizing the theme of inquiry.