



Stoke Lodge

Primary School

School Close, Bourton Avenue
Patchway
South Gloucestershire
BS34 6DW
T: 01454 866772

www.stokelodgeschool.co.uk
SLP-enquiries@olympustrust.co.uk

Tuesday 2nd September 2025

Welcome back!

Dear Families,

Welcome back! We are looking forward to seeing you all tomorrow (Wednesday 3rd September) as we welcome you back through the gates, ready to start the year in our induction week familiarising yourselves with new friends, members of staff and reconnecting.

A special shout out and Stoke Lodge welcome to our new families joining us, including those in EYFS and across the school – we feel lucky to be welcoming you to our SLP family.

Teaching and support staff have been busy planning exciting and curious learning ready to share with you all. Many of you will be familiar with the information below (apologies in advance for the length of this letter!) however we felt it would be helpful for us all as we launch into the new academic year.

Who's who around the school?

The start of a new academic year can mean some new faces. We are incredibly excited to welcome a few new members of staff:

Kate Dyer England Class Teacher	Annie Target Scotland Class Teacher
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Members of Team SLP are available and on hand to support with any questions you may have. Below is a brief reminder as to who you can contact should you wish to speak to anyone about your child beyond the class teacher.

Our Leadership Team should be your first point of call after speaking face-to-face with your child's class teacher.

Mrs Shelley Trigg (Inclusion Lead/SENCo)

Mrs Louise Hughes (KS2 Phase Lead)

Mr Daniel Whitbread (KS2 Phase Lead)

Mrs Carolyn Paske (KS1 Phase Lead)

Miss Jessica Bell (KS1 Phase Lead)



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Mrs Sarah Reeves (Trust Senior Deputy Headteacher)

Mr Will Ferris (Trust Senior Headteacher)

School Office

The school office is open Monday – Friday 8.30am–4pm and closed between 1–1.30pm to enable staff to have their lunch. If you need anything urgently at this time, please come directly to the office as the phone may not be answered.

With a view to improving sustainability across the school, a reminder that communications will be sent out electronically via Arbor. You may also contact class teachers directly via Seesaw. School lunches are also available to order via Arbor. If you have any problems with your Arbor account, please do not hesitate to pop into the office.

Communication

As part of our communication strategy, you can expect the 'What's On SLP' to be circulated in September with an overview of the year (**please note dates may have to change or be added/postponed however we will try to give as much notice as possible**). Subsequently, each term the office will send out a 'What's On SLP' for the coming term. Dates are also published on the newsletter and will be made available on the school website, available 24 hours a day, 365 days per year. You can expect a full newsletter every couple of weeks. For any significant events, including educational visits, you can expect an additional letter with full details. We will ask the office to send out reminder emails/texts via Arbor where possible.

School Timings

We thank you for your patience with regards the Jubilee entrance. This is still unresolved, and the council say they have not received any complaints however it is essential this entrance is reopened as soon as possible. We will keep you informed as things progress and encourage you to raise concerns with the council directly via email: town.clerk@bradleystoke.gov.uk

AM – The playground is open from 8.30am (most days slightly before). Members of staff will be on the classroom doors to welcome you with our 'Handshake Gang' at 8:40am and registration closes at 8.50am. At least one member of staff (usually the Senior Leadership Team and Danielle James – Inclusion Lead) will be on the school gates. It is always so lovely to say good morning and catch up at this time, it is also important that we are able to safeguard children during handover. If you need to



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Speak to a member of staff about something in detail, you may be asked to wait in the office until someone can catch up with you or an appointment can be booked purely so we can give you the time you deserve. At drop-off, please stay with your child until you are certain they have checked in with a member of staff and entered the building.

PM – The playground is open from 3pm. Parents and carers will need to collect their children for the end of the school day. This is another opportunity to catch up and check-in with members of staff. Please try your best to collect your child on time. If you are running late, contact the school office providing an expected arrival time. Please note, children are only able to attend Shine afterschool club if a parent has booked them in via the Shine Portal. If you are not collecting your child, you will need to inform the class teacher either via Seesaw, in-person or contact the school office.

Attendance

It is essential that all children are in school on time every day. The school day starts at 8.40am and whilst we have a soft start, learning begins at this time. Please try your best to ensure you are in school at 8.40am so that your child does not miss out on important learning.

Term time absences are not authorised unless under exceptional circumstances. This is in line with DfE statutory guidance and policy. Please try to arrange any appointments for outside of the school day however we understand this can be difficult. If you do have extenuating circumstances, you will need to request a form from the school office. When a child is being collected early for an appointment, they can be signed out at the school office.

If your child is unwell, please contact the school office to let us know as we worry about them when they are not here. If we have not heard from you, you can expect a member of the team to contact you. Please ensure there are at least two emergency contact numbers on your Arbor account. You should be able to update details and information yourself via the app.

Volunteering

We would love to have as many adults as possible in school to support our pupils either on a regular or more casual basis. If you are interested, please contact the school office.

Mobile Phones

Please be aware that mobile phones are not allowed in school as our insurance does not cover any damage caused on site. However, if your child needs their phone (e.g. going home with a friend or



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walking by themselves) the phone should be handed to their class teacher at the door and kept in a locked cupboard until the end of the day. If a child is walking home by themselves, please inform the class teacher via Seesaw.

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Safeguarding

A reminder that our Designated Safeguarding Lead is Sarah Reeves. Deputy Designated Safeguarding Leads are:

Will Ferris
Shelley Trigg
Danielle James
Louise Hughes

If at any time you have concerns about the welfare of a member of our school community, please do not hesitate to contact us immediately. All members of staff working at Stoke lodge received regular training and updates and can support you with any concerns you might have as safeguarding is everybody's responsibility, every day.

Pupil Premium/Free School Meals

You will be entitled to the Pupil Premium and Free School Meals if you are:

- In receipt of income support or a Job Seeker's Allowance (income based)
- Entitled to child tax credits with income below the threshold
- Receive the guaranteed element of state pension credit
- Get support under Part VI of the Immigration and Asylum Act 1999

With Pupil Premium and Free School Meals, we can also provide support for the following:

- Music tuition
- Educational visits
- Additional learning support
- Enhanced mentoring/coaching
- Support with purchasing school uniform

If you have any questions about this or think you might be eligible, please contact the school office and we would be more than happy to support you.



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We will continue to meet with our Parent Forum Representatives termly. If you have any questions you would like to raise ahead of our term one meeting, please contact your year group representative. We have a vacancy for our new EYFS cohort. If you would like to represent the year group and attend a termly meeting where we are able to discuss ways to make our school the best it can be for you and your child(ren), please contact the school office.

EYFS	TBC
Year 1	Steph Mitchell
Year 2	Jenna Garland
Year 3	Lori Johnson
Year 4	Debbie Beresford
Year 5	Kim Burden
Year 6	Jodie Bradford
Community Rep	Rebecca Thomas

Once again, thank you for taking the time to read and digest this long but important letter. As always, if there is anything we might have missed or any clarification needed, please do not hesitate to contact us.

Thank you for your continued support. We have an exciting year ahead!

Kind regards

Will Ferris
Trust Senior Headteacher

Sarah Reeves
Trust Senior Deputy Headteacher



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