LEOPOLD
Primary School

1 March 2026

Dear Families of Leopold Hawkshead,

Welcome to a new term! It has been a productive academic year so far. There are many things going on behind the scenes as we continue on our journey to greatness. This journey is one that I would expect everyone to be aligned with therefore all families need to be on board with our school vision, values, policies and procedures.

Success is not just the role of the school but a partnership between home and school. It is vital that everyone takes pride in all that we do at Leopold and that our high expectations of each other are upheld at all times.

Please find some important and useful information below to support strengthening this partnership. These aspects will be a focus during this half term.

Thank you for your on-going support of your children's future.

Warm regards,

Theresa Landreth
Executive Headteacher

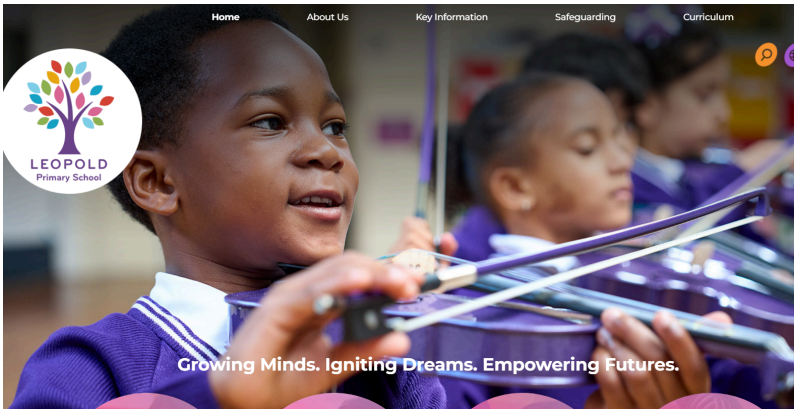
COMMUNICATION

Arbor

Firstly, if you are reading this - congratulations! This means you have subscribed to Arbor. All communication will initially come through Arbor by email and through messages sent to the **Arbor App**. It is very important that all of our families can receive information in this way. This means you MUST have an email address that you regularly access. Families will risk not having important information shared with

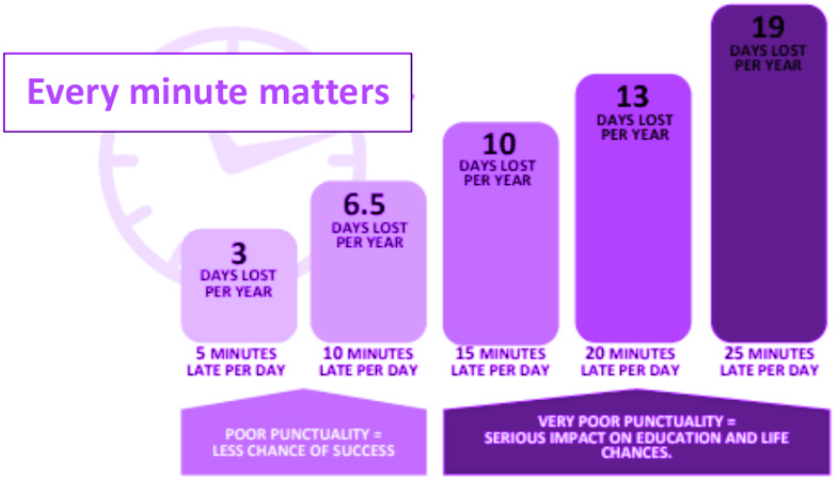
them which could result in the children missing out. Please do not let this happen. We will be running some ARBOR workshops to assist families with downloading the app and accessing the information.

The school has invested in an engaging new school **website.** click here to access this. Our website is being regularly updated with useful information. Please download the calendar on the website as that will help you keep track of events and other important dates.



PUNCTUALITY

We expect children to be in school on time. Any reason for lateness should be a rare occasion and not a regular occurrence.



GATES OPEN at 8:30 and all children must be in class by 8:45. Phonics and reading lessons begin straight away. Children who are regularly late will be disadvantaged in their learning and progress. This is something we as a school will not accept.

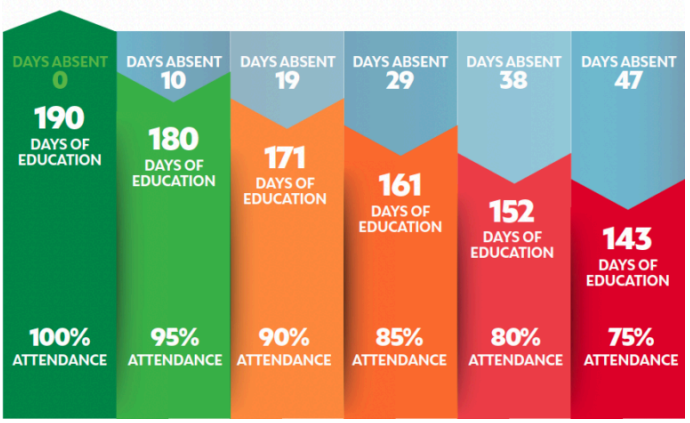
ATTENDANCE

We expect children to be in school every day that they are well enough to attend. Again, attendance at school is vital for your child to make good or better progress.

Regular absence means vital aspects of learning are missed making it a challenge for your child to catch up.

The following points are examples of what is **not an authorised reason for absence**:

- Other child in the family is ill
- Parent is ill
- Too tired
- Birthdays
- Picking up relatives from the airport
- Woke up late



Please try not to book appointments in school time. If this cannot be avoided, we expect children to attend before the appointment and return afterwards if possible.

****You can check your child's attendance on Arbor.** ** Please notify the school if you think there is an error.

SCHOOL UNIFORM

At Leopold Primary School we believe that a school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. We believe that school uniform is also important for the following reasons:

- It helps to foster a strong sense of belonging to the school community.
- It enables a child not only to identify with but also to be seen as a member of the school.
- It assures both parent and teacher that the child is wearing clothes that are smart and sensible, and helps remove the potential problems that fashion and competition could bring about.

Use this link to access the information about our uniform from the school website.
CLICK HERE

- **Black** shoes or trainers only
- Ties MUST be worn in Year 3-6
- Uniforms should be in good and clean condition without rips or tears.
- PE kit can only be worn on PE days or Sports Club days and must be a full PE kit, not just bits of it.

- All uniform and other items such as bags and water bottles must be clearly labelled with full name and class.

KEY DATES

Date & Time	Event	Who is it for?
4/3/26 - 9.am	**Maths Workshop** Learn how Maths is taught. See a live Maths lesson.	Families of Year 1& 2
4/3/26 -3:15.pm	**WOW Wednesday -** Reception	Reception Families only
5/3/26	**World Book Day** - dress as your favourite book character.	Everyone
6/3/26 - 9:45.am	**Magnolia Class Assembly**	Families of 3 Magnolia only
11/3/26 - 3:15.pm	**WOW Wednesday - Year 4**	Families from Year 4 only
13/3/26 - 9.am	**Phonics Workshop** See a live Phonics lesson. Q&A session	Families of Year 1& Reception.
18/3/26	**SCHOOL CLOSES AT 1pm** for Parents' Consultations	All families
18/3/26 from 1:30.pm	**PARENT CONSULTATION MEETINGS** Information on booking appointments will be sent out.	All families
25/3/26 -3:15.pm	**WOW Wednesday - Year 2**	Families from Year 2 only
26/3/26 afternoon	**EID celebrations**	All children
27//3/26 -9:45.am	**Eucalyptus Class Assembly**	Families of Eucalyptus Class only

27/3/26 -1:30	**End of term** **School Finishes at 1:30**	All children
13/4/26 -8:30.am	**Summer Term Starts**	All children

Please CLICK HERE for term dates