



9th July 2025

Dear Parents/Carers

PRINCIPAL'S UPDATE – 9th July 2025

The children have thoroughly enjoyed their day in their new classes, spending time getting to know the routines of a new year group and settling well into the different class expectations.

I recently shared with you the leadership development which will be taking place at Richmond Hill from September with my appointment as Director of School Improvement with the Rose Learning Trust and Mrs Cousins' appointment as Principal. I wanted to take this opportunity to also share with you the class allocations for next year, as well as giving you an update on other staffing changes from September.

- ❖ Mr Coe has been appointed as Deputy Principal from September 2025.
- ❖ Mrs Johnson-Quinn has been appointed as Assistant Principal from September 2025.
- ❖ Mr Lodge has been appointed as Acting Assistant Principal from September 2025
- ❖ Mrs Bickerstaffe has decided to semi-retire at the end of this academic year, but has agreed to continue at Richmond Hill in a 3 day reduced teaching role which incorporates 1 day in Y2 and 2 days supporting the teaching of RE/PSHE across school on Mondays and Wednesdays.
- ❖ Mrs Wilkinson will be on Maternity Leave from the end of September 2025 returning end of July 2026.
- ❖ Mr Kent has been appointed as a new class teacher at Richmond Hill.
- ❖ Mr Pritchard will cover Mrs Wilkinson's Maternity Leave for the academic year.
- ❖ Miss Russell will be 4 days Monday to Thursday with Mrs Bickerstaffe teaching day 5.
- ❖ Mrs Horne joins us as a Teacher Assistant.
- ❖ We would like to welcome Mrs Berry to the school from September a new appointment to the school as our new SEND Support Assistant, working closely with our SENDco Mr Coe.
- ❖ Miss Billingham will also be joining us in September as our new Trainee Teacher. She will be joining us for the full academic year in EYFS.



Class Allocations for 2025/2026:

It is school policy that the allocation of pupils to classes for the following academic year is organised by the existing class teacher based on numbers, gender, academic and social groups.

All children have spent the first day of transition with their new class teacher.

For the next academic year 2025/2026 teaching staff and classroom support staff will be in the following classes:-

Year Group	Class	Teaching Staff	Classroom Support <i>Please note that support staff will have partial/full allocation to pupils with EHCPs</i>
Foundation Unit			
Nursery	FYC	Miss Challinor	Foundation Unit Classroom Support Mrs Frost, Ms Elliff, Miss Smith, Mrs Thompson
Reception	FYJQ	Mrs Johnson-Quinn	
Reception	FYW	Mrs Walker	
Year 1	Y1E	Mrs Elmore	Mrs Burke
	Y1M	Mrs Millar	
Year 2	Y2R	Miss Russell (4days) Mrs Bickerstaffe (1 day)	Mrs Selby
	Y2L	Miss Lewis	
Year 3	Y3K	Mr Kent	Mrs Dean
	Y3P	Mr Pritchard	
Year 4	Y4L	Mrs Lawrence	Mrs Poole
	Y4SV	Mrs Scanlon & Mrs Vickers	
Year 5	Y5K	Miss Knott	Mrs Horne
	Y5F	Miss Fairclough	
Year 6	Y6D	Miss Duquemin	Mrs Sanderson
	Y6L	Mr Lodge	

Inclusion Team	Mrs Jeffery	Inclusion and Mental Health Manager
	Mrs Adams	Deputy Safeguarding Lead
Reading	Mrs O'Keeffe	Early Reading and Reading Intervention Manager

Information for September:

At the end of this update you will find information about school start/finishing times, gate opening and closing times for September.

We will be sending out another Principal's Update to parents before the end of the term and you will also receive a Principal's Update at the end of August before pupils return to school in September giving you relevant information you will need to know in order for us to have a smooth transition into the new academic year.

Yours sincerely



Debbie Secker
Principal



A part of
**The
Rose**
Learning Trust

Information for September - Entry/Exit to School for 2025/2026:

School Start and Finish Times: Please note the school start time is the time your child should be settled in class, registered and ready for learning – so please ensure your child arrives at least 5 minutes before the school start time.

Year Group	Key Stage	School Start time The time your child should be settled in class, registered and ready for learning	School Finish time
Reception	Foundation	8.45am	3.15pm
Year 1	KS1	8.40am	3.10pm
Year 2	KS1	8.45am	3.15pm
Year 3	KS2	8.45am	3.15pm
Year 4	KS2	8.40am	3.10pm
Year 5	KS2	8.45am	3.15pm
Year 6	KS2	8.40am	3.10pm
Nursery	Foundation	8.35am Note:- Wednesdays for 15 hours children only Beginning of Week 8.35am-11.35am End of Week 12.00noon to 3.00pm	3.00pm

Gate Opening/Closing Times:

MORNING	Foundation/KS1 Gates open am	Foundation/KS1 Gates close am	KS2 Gates open am	KS2 Gates close am
	8.30am	8.45am	8.30am	8.45am
AFTERNOON	Foundation/KS1 Gates open pm	Foundation/KS1 Gates close pm	KS2 Gates open pm	KS2 Gates close pm
	2.55pm	3.20pm	3.05pm	3.20pm
Nursery 15hrs Wednesday only	For Nursery 15 hours children on Wednesdays only Beginning of Week children being collected following their half day morning session - Gates open at 11.25am and close at 11.35am End of Week children being dropped off for their half day afternoon session - Gates open at 11.55am and close at 12.00 noon			

May we please outline the arrangements for dropping off and collecting children.

For safeguarding reasons parents of **Foundation/Y1/Y2** pupils **MUST** accompany your child to their classroom in the morning and stay with them in the KS1 yard until the classroom door is open and staff are available and not to leave them at the gate. Please see below the arrangements for Y3/Y4 and Y5/Y6 pupils.

Continued

Beginning of the Day - gates to **Foundation/KS1 and KS2** will open at 8:30am. Classrooms will open 5 minutes before the allocated start time.

End of the Day - gates to **Foundation/KS1** will open at 2.55pm and **KS2** gates at 3.05pm.

Entry and Exit are our busiest times and initially at the beginning of the school year this will take longer as staff become familiar with new parents/carers. As we have seen previously this will speed up and we thank you in advance for your patience.

KS2 Gate - Pupils are able to filter in to the KS2 playground at their allocated start time. Staff will be on duty daily to greet pupils and to direct them to their classrooms. On exit, pupils who are being collected will line up at the designated year group areas on the playground to be collected by a parent/carer and released by the staff member.

Pupils in Y3 and Y4 Entry/Exit: must be accompanied to/from school by an adult and **brought to the KS2 gate.**

Parents/Carers can either:

- Bring your child to the bottom gate where staff will be on duty to guide pupils up the ramp, and through the top gate and straight to their classrooms;
- Or – you may accompany your child up the ramp and into the KS2 playground where another staff member will be on duty to guide them to their classrooms.

On exit at the end of the day parents/carers must enter the site and wait in the KS2 playground at the relevant designated year group area to collect your child from the member of staff.

It is very important to remember that the KS2 gates do not open in the mornings until 8.30am and children should not be left on their own without adult supervision until a member of staff is present to welcome your child onto the site.

Pupils in Y5 and Y6 only Entry/Exit: are able to walk to school and home from school alone with parental consent – please see the website for our policy – parents will be able to provide their annual consent if they wish their child to walk to/from school alone on the Arbor Parent Portal from the beginning of the new school year.

Alternatively - Bring your child to the bottom gate where staff will be on duty to guide pupils up the ramp, and through the top gate and straight to their classrooms;

Or – you may accompany your child up the ramp and into the KS2 playground where another staff member will be on duty to guide them to their classrooms.

