



17<sup>th</sup> July 2025

Dear Parents/Carers

### **PRINCIPAL'S UPDATE – 17th July 2025**

As we reach the end of another wonderful school year at Richmond Hill, I'm delighted to share details of tomorrow's Games Afternoon. Also information for September of school meals bookings and a reminder of gate/entry and exit times for your child's new year group. As this is my final Principal's Update and as we close this chapter together, I wish each and every one of you a safe, sunshine-filled summer break, filled with joy, adventure, and precious memories that will carry you into the new school year refreshed and ready for all the exciting opportunities that lie ahead.

#### **Tomorrow - Friday 18<sup>th</sup> July: UNIFORM TO BE WORN**

##### **Games Afternoon:**

Children in **KS1/KS2** are allowed to bring a toy or a game to school, one which doesn't make too much noise and doesn't have too many small pieces. Please make sure items are clearly marked with your child's name on. It is advisable not to allow them to bring expensive or irreplaceable items, as the **school cannot be held responsible for breakages and losses.**

Children in **Nursery and Reception** do not need to bring their own toys, as games and activities will be arranged by their class teachers.

**KS2 children** can bring electronic devices/games consoles **but only if accompanied by permission from parents written in your child's diary/or a signed note to be given to the class teacher.**

However, recharging of electronic devices/consoles is not allowed on school premises.

Please note:- electronic devices/games consoles must **not** be used to record videos, take photos, access chat rooms/social networking sites or send messages.

**Y6 only** – Y6 pupils with permission to bring a mobile phone to school may have access to their phones in the afternoon on airplane mode to play games only.

#### **School Meal Bookings for September:**

If you experience any problems booking your child's meals for the first week back in September only, please do not worry as we will complete a manual check of every child's meal choice during every morning registration and your Parentpay accounts will be adjusted accordingly.

The meal booking system for September 2025 will open to parents to complete bookings mid-late August. (The system will also allow you to make up to a full half term's meal bookings if you wish – from 2nd September-24<sup>th</sup> October).

**The deadline to complete your booking for the first week back w/c Tuesday 2nd September is 8.30am on Friday 29th August 2025.**

Cont'd over . . . . .



- Pupils moving from Y2 to Y3 in September – please remember Universal Free School Meal eligibility ends in Y2, so unless your child is eligible for Doncaster Council Free School Meals, payment will need to be made.
- Pupils new to school - access to ParentPay will only be possible once your child is formally admitted to school, details about how to create/log on to your ParentPay account will be sent home at the end of your child's first day in September. Academy office staff will manually book your child's meal preference in the interim during morning registration.

**Please see the information at the end of this update which gives you more details.**

**Reminder of End/Start of Term Dates:**

School closes for the summer holidays at 3.15pm on Friday 18<sup>th</sup> July 2025

**Start of the new term:**

Monday 1st September – Training Day 1 – school closed to pupils

Tuesday 2nd September – School re-opens to pupils (new nursery and new reception by pass pupils staggered start dates).

**A reminder of the 2025/2026 term dates is attached.**

**Return to school in September:**

We will send you a Principal's Update at the end of August before pupils return to school on the 2<sup>nd</sup> 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



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**The  
Rose**  
Learning Trust



## LUNCH ARRANGEMENTS/SCHOOL MEAL BOOKINGS

May we remind parents of the following:-

- All children should remain on their **primary meal choice every day** – either school dinners **OR** packed lunches and not a combination of both during any one week.  
This helps to avoid any confusion during morning registration as we are able to identify each child's consistent primary meal choice and ensure either appropriate meal bookings and payments have been completed or a packed lunch provided.  
It also enables efficient planning for food ordering and preparation of meal quantities in the kitchen, therefore reducing food waste.  
The only exception to this would be if your child has a specific dietary requirement which is detailed in your child's individual health and dietary care plan discussed and confirmed with your child's class teacher and/or our SENCO.
- Meal bookings should be made via ParentPay at least a week in advance, although it will be possible to book a half term in advance.
- Log onto your Parentpay account and select Main Meal Option 1 OR Main Meal Option 2 – both options include the dessert of the day, click into your basket and make your payment.
- The weekly deadline will be **8.30am every Friday** for the following week's bookings (this would change to Thursdays if we are closed on a particular Friday e.g. training day etc).
- ALL meals need to be booked via Parentpay including:  
All meals which need to be paid for  
All meals for children eligible for free school meals from Doncaster Council  
All meals for our Reception/Y1/Y2 children who are all eligible for UFSM (universal free school meals).
- Meal bookings for Reception/Y1/Y2 and any individual pupils eligible for Doncaster FSM will show as no cost – but you still need to select your child's meal choice on ParentPay.
- Nursery children are not eligible for UFSM.
- **Important:**
  - The meal booking system will not enable completion of meal bookings if there is an outstanding balance.
  - If parents do not complete their child's school meals booking on time, this results in difficulties for the service. We try to avoid any inconvenience to parents, but if meal bookings for the week are not completed on time and you have not provided your child with a packed lunch, you will be contacted shortly after morning registration to bring a packed lunch into school.
  - If you are experiencing difficulties with making the necessary meal booking due to the associated payment for your child's meals, then please do not hesitate to contact a member of our office team or a member of our Inclusion team in confidence.
- **Packed Lunches:**  
For children who prefer to bring a packed lunch to school from home, please remember not to include nuts/nut products, for example chocolate sandwich spread, and also no glass bottles. Following Trust guidance based on the input of our Health and Safety advisors we are asking parents **not to send their child with a thermos flask of hot food or liquids as part of their packed lunch.** This has been put in place for best practices, as we are unable to control the temperature of the food and its safety with regard to possible food poisoning and scalding.
- **Pupils new to Year 3 from September:** please remember Universal Free School Meal eligibility ended in Y2, so unless your child is eligible for Doncaster Council Free School Meals, payment will need to be made.
- **Pupils new to school: parents will only be able to** access ParentPay once your child is formally admitted to school (details about how to create/log on to your ParentPay account will be sent home at the end of your child's first day in September). Academy office staff will manually book your child's meal preference in the interim during morning registration.



### **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
<b>Nursery 15hrs Wednesday only</b>	<b>For Nursery 15 hours children on Wednesdays only</b> 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			

