



STEPNEY PARK PRIMARY SCHOOL
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01.09.25

Dear parents and carers of Stepney Park Primary School.

Welcome back to the school year 25-26. I hope that you have all had a good break and that you are ready for the new school year- we certainly are and are looking forward to welcoming you all back tomorrow.

Start of the autumn term

You may remember I wrote to you about our start of year arrangements at the end of the last school year. Here is a reminder:

Dropping off

- The 2025-2026 school year will start for children at 8.50 am tomorrow, on Tuesday September 2nd.
- Please drop children off at one of the four playground gates at that time.
- Children in reception need to be dropped off by the gate near the caretaker's house on Redman's road, where staff will be waiting to welcome them.
- We ask that our Yr 1 children come to the Redman's Road gate for the first few days, so that staff can easily direct them to their classes. Teachers will be waiting in the playground for them for the first few days, to help them find their way. From next week, Yr 1 parents are welcome to choose any of the four gates that suit them best.
- Nursery children need to be dropped off in the south car park by the nursery gate.

First week picking up safeguarding arrangements :

- The first week is always a difficult time, as class teachers do not yet know who the parents or other appropriate adults are who are allowed to pick the children up.
- We have shared the information you gave us on the ' Picking Up Arrangements' form at the end of last term, so teachers should know who has permission to pick your child up. They will check with you and your child before they give permission for the child to leave.
- Yr 5 and 6: Parents who told us on the form that their child is going home alone, do not need to pick their child up.
- Children in Reception and Nursery should be picked up by their parents only in the first week, so that we can get to know you. We will ask children to confirm that the person who is picking up is in fact their parent. If this is not the case, we will ask the person who is picking up to wait and we will call you on the number you have given to us to confirm

that you have given permission for someone else to pick up instead. This is so that we can ensure that our records are up to date with all the new children who will join the school. Thank you for your patience with this.

Our communication promise to you

We will always try to do our best to make time to speak with you upon your request. If there is something you need the classteacher to know or if you would like to ask them something, there are several ways you could do this;

- You could give a message to the staff members who are at the gates in the morning or you could go to the admin office in Smithy Street in order to communicate this. Messages will then be passed on.
- If you would like to speak to the teacher yourself, you could approach them at the end of the day, once all children in the class have been picked up, and ask to have a quick word with them.
- If the conversation needs to be a bit longer, you can ask the teacher to arrange a mutually suitable time to see you.
- You are also able to send our admin team an email, which will then be forwarded onto the teacher. The email is: admin@stepneypark.towerhamlets.sch.uk. Please state your name, your relationship to the child, your child's name and your child's class within this email.
- If you have a complaint or concern, we will ask the relevant Assistant Head, who is a member of the senior leadership team, to call you or to arrange a face to face meeting with you. They are:
 - Yr 4, 5 + 6: Maroulla Miltiadous
 - Yr 2 + 3: David Smith
 - EYFS+Yr 1: Dee Kallmann
- If you have any worries about special needs, you can contact Nathalie Palacio, who is our SENDco (special needs co-ordinator)

Our aim is to respond to any concerns and complaints within the next working day and where possible sooner. Our [Communication](#) section on the website has all our information on expected communication between parents and the school.

School uniform:

Please ensure that your child is wearing the correct uniform from Reception upwards.

Details are as follows:

- Grey skirt, trousers, shorts or dress
- Purple gingham dress
- Black tights or leggings only if worn under a dress or skirt
- No tracksuit bottoms
- Purple t-shirt, jumper or cardigan with school logo.
- White socks
- Black, sensible shoes
- Short purple/ white/ grey or black plain headscarf with velcro (no safety pins please)
- No jewellery please

PE kit

Please help your child to remember that they need to bring their PE kit to school on relevant days. Boys and girls in Yr 3 to Yr 6 will change into their PE kit in single gender groups at school.

Children should not yet wear their PE kit in the morning, unless their PE lesson is at 9.00 am. Details of the PE kit can be found here:

- Plain white t shirt
- Plain black leggings or tracksuit bottoms

- Trainers or plimsolls
- No branded items please

Medical Needs:

- Please come and see us in the school office tomorrow, if your child has any new medical needs that we are not yet aware of.
- Please ensure that your child has up to date medication, including asthma pumps in school from the first day of their attendance.

Meet the Teacher

We would like to invite parents to a year group 'Meet The Teacher' meeting during the next two weeks. This will be a great opportunity to find out what your child will be learning and what their routines and timetables will be like. It will also be a good opportunity to ask the teachers general questions. Parents can come into the school playground by the small Smithy Street entrance and wait there to be taken to the relevant hall, where the meeting will take place. All meetings will start just after 9.00 am and will last about 30 minutes.

Details are as follows:

- Fri 5: Y5
- Mon 8: Y1
- Tue 9: Y2
- Wed 10: Y3
- Thur 11: Y4
- Mon 16: Y6
- Tues 17: Reception
- Wed 18: Nursery

I am looking forward to what is promising to be another enjoyable and exciting school year and hope to see you all Tuesday, when the school reopens.

Kind regards.

Edith Philipsen
Headteacher- Stepney Park Primary School