



PARENTS' HANDBOOK 2026/2027



WELCOME MESSAGE

We would like to extend a warm welcome to you and your children to our school community. Abbey Primary School is fortunate to have culturally diverse families and we embrace the opportunity to share experiences and values with you all.

Here at Abbey we strongly believe each child is unique and it is our responsibility to nurture their potential by offering a wide range of opportunities to develop and enhance their school experience. We seek to provide a rich and diverse curriculum and aim to encourage our children to be happy and inspired. We seek to provide our children with a creative curriculum and a focussed and successful learning programme to suit their individual needs.

We know starting in a new school can be very daunting for both parents and children; not knowing what to expect, attempting to sort out the everyday aspects of getting children to school and arranging for them to be collected. It is with this aim in mind that we have produced this Parent's Handbook which we hope will answer any queries you might have, or point you speedily in the right direction for further advice. If you wish, the Parent's Handbook can be emailed to you in Word format to allow you to translate it into a language more accessible to you.

We look forward to warmly welcoming you to our school community.



Andrea Stirling-Williams
Headteacher

School Vision

Building on the strong foundations of our previous vision, we are now excited to embark on the next phase of our journey: the development of Vision '30. This represents a new chapter for Abbey Primary, bringing fresh ambition and a shared commitment as we continue to grow and improve together as a school community.

Our vision is underpinned by four key pillars



Wellbeing

We are committed to nurturing a safe, inclusive and supportive environment where every child feels valued and a true sense of belonging. We prioritise mental health, emotional resilience and positive behaviour, ensuring that all members of our community are ready, respectful and safe. By promoting strong relationships and a culture of care, we enable every child to thrive both personally and socially.

Teaching and Learning

High-quality teaching is at the heart of everything we do. We strive to deliver engaging, ambitious and inclusive lessons that meet the needs of all learners. Through continuous professional development and a shared commitment to excellence, we ensure that teaching is reflective, evidence-informed and focused on achieving the best possible outcomes for every child.

Curriculum

Our curriculum is broad, balanced and designed to inspire curiosity and a love of learning. We aim to provide meaningful experiences that build knowledge, skills and cultural capital, preparing children for their future lives. We ensure that learning is purposeful, well-sequenced and inclusive, allowing every child to succeed and develop their individual strengths.

Community

We are proud to be at the heart of our community and value strong partnerships with parents, carers and the wider world. We believe that education is a shared responsibility and actively seek opportunities to involve families in school life. By fostering a sense of pride, collaboration and mutual respect, we create a vibrant and connected school community.

School Communication



ARBOR
Payment Platform

The School uses ARBOR for all payments including but not limited to school meals for Nursery children, school trips, extra-circular activities, breakfast/after school clubs, nursery fees and School Fund. You can also use it to purchase adhoc items of school uniform such as ties, water bottles and school bags.

When your child starts with us, you will receive an email with a link to activate your ARBOR account.

Parents can also update their child's profile, contacts and correspondence address via ARBOR.



School Meals

Our school meals provider is Olive Dining.

Children in Reception, Year 1 and Year 2 are offered free school meals thanks to funding from Universal Infant Free School Meals (UIFSM) from the government.

In September 2026, the Mayor of London once again provided funding for all children in London to have school lunches for the coming academic year. Therefore, all children in all year groups can enjoy free school meals and will no longer be required to bring a packed lunch.

Please note that in addition to hot meals there is a cold option of a baguette and fruit.



School Office

Our School Office staff are here to assist you with any queries you might have. You are free to call the school office on 0208 254 0862. Please use this number to report pupil absences from school. All absences should be reported by 9.30am. If a child is absent from school for more than one day, parents are expected to phone the school each day to report the absence.

Alternatively, you can of course email us on office@abbey.sutton.sch.uk. We would prefer if parents emailed the school office as sometimes it can be very busy both before and after school.

If you wish to communicate with teachers directly we have a dedicated email address for you to do this teachers@abbey.sutton.sch.uk.

School Timetable

School Gates Open	8:30am
School Gates Close and Registration Begins	8:35am
Morning Break Time for Y1 and Y2	10:15 – 10:30am
Morning Break for Y3, Y4, Y5 and Y6	10:30 – 10.45am
Morning Nursery Ends	11:30am
Students' Lunch Break	
Year N	11:30am – 12:15pm
Year R	11:30am – 12:30pm
Year 1	11:40am – 12:40pm
Year 2	11:50am – 12:50pm
Year 3	12:00pm – 1pm
Year 4	12:10pm – 1:10pm
Year 5	12:20pm – 1:20pm
Year 6	12:30pm – 1:30pm
Afternoon Nursery Begins	12:15pm
Home Time for Reception, Y1 and Y2	3:00pm
Home Time for Y3, Y4, Y5 and Y6	3:05pm
Home Time for Afternoon Nursery	3:15pm

School Uniform

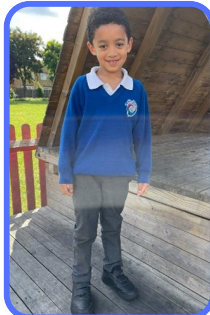
It is the policy of Abbey Primary that all children from nursery to Year 6 should wear school uniform. This is based on the principle that school uniform develops a sense of community and belonging to our school. Please note, our Uniform Policy has been agreed by our Governors.

Expectation for School Uniform

- Abbey blue V-neck jumper/cardigan with embroidered school logo or a royal blue equivalent without the school logo
- Classic white polo shirt with or without the school logo
- Winterbottom blue tartan skirt/pinafore or a plain grey skirt/pinafore tailored trousers/short (not leggings, combats or jogging bottoms)
- Royal/Gold striped tie (Year 6) worn with a shirt or blouse
- Black school shoes to be worn with school coloured socks (not trainers, this rule changed in September 2024)
- Children may wear blue/ yellow cheque summer dresses during the Summer Term and the month of September
- Jewellery must not be worn to school apart from small sleepers or stud earrings. If children should come to school with items of jewellery, these will be confiscated and will be returned to the parents at the end of the school day. The school will take no financial responsibility for the loss of any jewellery which is brought into school.
- Children should be able to remove their own earrings for PE, or earrings should be removed at home on PE days. Please note that staff are unable to assist with this due to the risk of infection.
- No nail polish, lip gloss or temporary tattoos in school

PE days only:

- Plain trainers on PE days only
- Abbey blue PE top with or without the school logo on PE days
- Abbey hoody on PE days only
- Plain black/ royal blue PE shorts



School Merchandise



Ties
(For Year 6 only)



Infant/ Junior
Backpack



Summer Hat



Woolly Hat



Umbrella



Waterbottle

Please sign into your [ARBOR account](#) to place an order.

School Attendance

At Abbey, we believe excellent attendance is essential if our children are to take full advantage of school and gain the educational and social skills which prepare them for adult life. We aim to work together with all our families to ensure all children attend school regularly and can achieve their full potential.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Abbey has an effective system of incentives and rewards that acknowledge the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Attendance matters, and we do not want your child to miss out.

Children can come into school from 8.30am and the school day starts promptly at 8.35am. If a child arrives at school after 8.35am, without prior arrangements having been agreed, he/she will be deemed late. Registers close at 8.40am and arrival at school after this time, without prior approval or extenuating circumstances, may be recorded as an unauthorised absence.

Pupils arriving at school after 8.40am. must enter through the tunnel and report to the school office to be signed in by an adult. Pupils leaving school for any reason must report to the office before they go so that we can ensure that they are appropriately chaperoned and signed out. Registers are also taken when the children return to classes after lunch. Unexplained absences will be investigated by the attendance officer.

As detailed in our Attendance Policy, and in line with DfE guidance, we do not authorise leave of absence during term time other than when exceptional circumstances permit. If you wish to take your child out of school, during term time, it is important to discuss this with us as much in advance as possible, so we can guide you through the process.

Where absence is unauthorised, it could lead to further action being taken including a penalty notice being issued.

If your child's attendance falls below 92% medical evidence will be requested. You can find guidance from the NHS explaining when you should/shouldn't keep your child off school online at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Late Collection Charge

If a child is collected late from school, then the child will be sent to our Afterschool Club and a charge will be made as appropriate. For example, if a child is collected by 4.15pm the charge will be £6. If the child is collected between 4.15 and 5.30 you will incur a charge of £13 and if collected between 5.30pm and 6.00pm it will be £16. Any child collected after 6.00pm will be charged a penalty of £15 on top of the charge until 6.00pm. We would ask parents to be on time collecting their child as have no wish to charge penalties for late collection or to ask staff to stay at school beyond their contractual hours.



Medical Administration

Medical Appointment

Please try to arrange routine medical appointments out of school time. If there is a need to see a doctor during school time, please inform the School Office and class teachers in advance, and provide a medical appointment letter/SMS confirmation from the medical surgery for our records.

If your appointment falls within lunch time, children are expected to come to school in the morning and be collected for their appointment nearer the time. If your appointment is scheduled in the morning, children are expected to come back for the afternoon session.

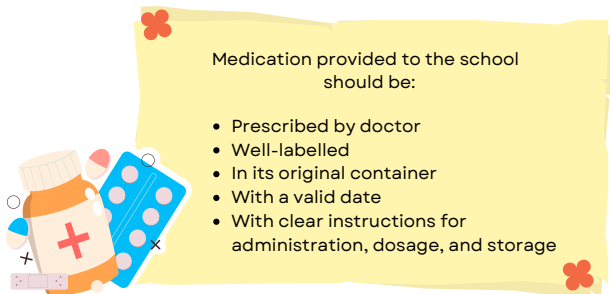
Please ensure you sign in/out for your children at the School Office.

Medication in School

If your child needs regular prescribed medication, please get a consent form which is available from the School Office and provide labelled medication in its original container with a valid date, instructions for administration, dosage and storage on it.

When the School is notified of a child's medical condition, the School will draw up an individual health care plan with the parents. It is the parents' responsibility to inform/ update the School on the medical condition of their child and ensure that medication held in school is in date.

More information for how the School support pupils with a medical condition, please refer to the policy.



School Assessment

Early years foundation stage

The early years foundation stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old.

All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The EYFS only applies to schools and early years providers in England. There are different early years standards in Scotland and early years standards in Wales.

Areas of learning

Your child will mostly be taught through games and play. The areas of learning are:

- communication and language
- personal, social and emotional development
- physical development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Assessments

Your child's progress will be reviewed when they're between 2 and 3 by an early years practitioner or health visitor.

Their class teacher will assess them at the end of the school year when they turn 5.

The assessment is based on classroom observation - your child will not be tested. It uses the early learning goals, which can be found in the early years framework.



The Department of Education requires all schools to provide them with assessment data on pupils. These official assessments are carried out in EYFS, Year 1 (Phonics), Year 4 (Multiplication) and Year 6 (KS2 SATs).

A brief description of these is detailed below:

Phonics Screening Check Year 1

The Phonics Screening Check is meant to show how well your child can use the phonics skills they've learned up to the end of Year 1, and to identify pupils who need extra phonics help. The Department for Education defines the checks as "short, light-touch assessments" that take about four to nine minutes to complete.

The checks consist of 40 words and non-words that your child will be asked to read one-to-one with a teacher. Non-words (or pseudo words) are simple, phonetically plausible 'words' that don't occur in the English language.

The 40 words and non-words are divided into two sections – one with simple word structures of three or four letters, and one with more complex word structures of five or six letters. The teacher administering the check with your child will give them a few practice words to read first – including some non-words – so they understand more about what they have to do. Each of the non-words is presented with a picture of a monster / alien, as if the word were their name (and so your child doesn't think the word is a mistake because it doesn't make sense!).

You can download the Department for Education's official Year 1 Phonics screening check past paper from 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2022 to get an idea of what your child will be asked to do.

Schools must administer the MTC to all eligible year 4 over a two-week period each June.



KS2 SATS

The tests are designed for pupils who have completed the KS2 programmes of study and are working at the overall standard of the tests. Most pupils taking the KS2 tests will be in Year 6 and will reach the age of 11 by the end of the academic year. There are tests in reading, spelling, punctuation, grammar and maths. Writing is assessed by your child's teacher, at the end of June.

Headteachers make the final decision about whether it is appropriate for a pupil to take the tests. In so deciding the headteacher should:

- discuss the pupil's circumstances and needs with their parents and teachers
- consult, if appropriate, with their Special Educational Needs Coordinator (SENCO), educational psychologist, medical professional or other specialist staff to consider access arrangements that might be appropriate to enable pupils to demonstrate their full abilities.

If a headteacher decides a pupil should not take one or more of the tests, they should report this decision to the pupil's parents.

The school must report the results to parents by the end of the summer term.

The report to parents should include:

- a brief commentary, outlining an account of what the teacher assessments and national curriculum tests results show about the pupil's progress individually, and in relation to other pupils in the same year, which draws attention to any particular strengths and weaknesses of the pupil
- the results of any National Curriculum tests taken, including the pupil's scaled score and whether they met the expected standard (or a statement explaining why any National Curriculum test has not been taken) comparative information about the attainment in the core subjects of pupils of the same age nationally.

Year 4 Multiplication Check

The multiplication tables check (MTC) is statutory for all Year 4 pupils registered at state-funded maintained schools, special schools or academies (including free schools) in England.

The purpose of the MTC is to determine whether pupils can recall their times tables fluently, which is essential for future success in mathematics. It will help schools to identify pupils who have not yet mastered their times tables, so that additional support can be provided.

Schools must administer the MTC to all eligible year 4 over a two-week period each June.

Year 6 Transition

Primary school education is finished once a child has completed Year 6. Parents will need to complete the application for a secondary school place and return it to Admissions at Sutton (or the local authority if you do not require a place in a secondary school in Sutton).

Parents need to keep to the deadlines for receipt of applications and for entry to secondary school for September 2026 the closing date for receipt of applications is 31st October 2025. National Offer Day (when you find out what school has been allocated to your child) is 1st March 2026.

Please see the guide which should answer any of your queries:

<https://www.sutton.gov.uk/w/applying-to-transfer-to-secondary-school>

Extra-Curricular Activities

Here at Abbey we are very keen to offer a wide range of extra curricular clubs to our children. Extra-curricular activities are a valuable addition to our school day, with research showing that students who participate in activities outside of their studies tend to have a more positive educational experiences in general.

We have a number of outside providers who offer a variety of different activities such as Football Club, Multi-sports Club, Coding Club, Martial Arts Club and Street Dance Club for children.



Friends of Abbey



Abbey Primary School is proud to present the Abbey Parent Teacher Association (PTA). We are run solely by a group of parent volunteers with the aim of fundraising to support all children within our school.

We know parents new to the school are often keen to take part in PTA activities and support our school. We very much welcome this participation as it makes such a difference to the experiences we can offer the children.

The Abbey Primary PTA Group are an extension of our school and work tirelessly to provide opportunities for your children. To become part of the community and to learn more about the events being organised, join the Abbey PTA Facebook Group online at <https://www.facebook.com/groups/205937803289347/>

Over the years, we have raised many thousands of pounds which have been spent on improving equipment and resources to enhance our children's education and the facilities in school in general. This has included purchasing IT equipment, Interactive Whiteboards, playground equipment, sports kit, as well as the development and refurbishment of our playground to name but a few!

The Abbey PTA fundraise by running really fun events throughout the school year. The children thoroughly enjoy these events which include school discos, summer and Christmas fairs, movie nights, competitions, uniform sales, cake, ice-cream sales and more.

The PTA volunteer team meet regularly to talk through up-and-coming events and we are always looking out for extra pairs of hands to help support us at our events. Please contact us via office@abbey.sutton.sch.uk if you would like to support us, supporting all of the children of our school. Without volunteers, our children would not be able to enjoy not only the special events run throughout the year, but also reap the benefits of their work.