

Monks Coppenhall Academy & Nursery
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Principal: Mr C Leech BA (Hons), NPQH

Date: 29th August 2025

Dear Parents/Carers,

Thank you to all the parents and carers who shared a comment on their child's end of term report. Your feedback is invaluable and very much appreciated. We hope that you and the rest of your family have enjoyed the summer break.

As we approach a new school year, we would like to share some important information.

Meet the Teacher Meetings

Parents and carers will be invited to a 'Meet the Teacher' meeting on either Wednesday 3rd or Thursday 4th of September. There will be two meetings for each class: one at 3:30pm and one at 5:00pm, giving flexibility to parents/carers who need to attend more than one meeting. These meetings will cover a range of topics including the curriculum taught, the trips and visits planned, homework expectations and how you can help your child.

The meetings for Y1, Y2 and Y3 will take place on Wednesday 3rd September (3:30pm or 5:00pm).

The meetings for Y4, Y5 and Y6 will take place on Thursday 4th September (3:30pm or 5:00pm).

Please go to your child's normal collection location (see below) where a teacher will greet you.

Start Times and Collection Times

In order to enable a smooth start to the day, we operate a slightly staggered welcome time.

It is vitally important that all children arrive on time, as lessons begin as soon as the register has been taken. Please be aware that no parking or drop-offs are allowed on the school site or the Family Hub unless a disabled badge is displayed. Parents of children who attend the Resource Provision can use the allocated parking spaces to the right of the Family Hub barrier.

Reception/Year 1/Year 2

Welcome Time: **8:45am** (Children must arrive no later than 8:55am. Arrivals after this time will be recorded as late)

Collection Time: **3:15pm**

Years 3-6

Welcome Time (Gates Open): **8:35am** (Children must arrive not later than 8:45am. Arrivals after this time will be recorded as late)

Collection Time: **3:15pm**

Drop off and Collection Arrangements

Please see the table and map below which explains where you can drop off and collect your child. We understand that not all parents/carers will be familiar with the site, so there will be a member of staff on hand to direct at the start and end of the school day.

Class	Drop Off Location	Collection Location
Nursery	Nursery classroom	Nursery classroom
Resource Provision - Mrs Bromilow	Rear gate entrance (see map)	Resource Provision classroom
Reception – all classes	Reception Outdoor Gated Area (Green Gates)	Reception classroom doors
Year 1 – all classes	Year 1 classroom doors (KS1 playground)	Year 1 classroom doors (KS1 playground)
Year 2 – all classes	Monks Museum KS1 (see map)	Year 2 classroom doors (KS1 playground)
Year 3 – Mr M Williams	The children will be welcomed by staff at the Reception Outdoor Gated Area .	Mr Williams' classroom door
Year 3 – Miss E Piazza		Miss Piazza's classroom door
Year 3 – Miss E McNeil/Mrs R Buchan		Mr Williams' classroom door
Year 4 – Mr Wildgoose	The children will be welcomed by staff at the Reception Outdoor Gated Area .	Monks Museum (Key Stage 2 entrance – opposite the outdoor library)
Year 4 – Miss J Morris		Monks Museum (Key Stage 2 entrance – opposite the outdoor library)
Year 4 – Miss H Ashley		Miss Ashley's classroom door (Key Stage 1 Playground – see map)
Year 5 – All classes	The children will be welcomed by staff at the Reception Outdoor Gated Area .	Monks Museum Key Stage 1 (see map)
Year 6 – Mr S Watts	The children will be welcomed by staff at the Reception Outdoor Gated Area .	Monks Museum Key Stage 1 (see map)
Year 6 – Mrs C Humber		
Year 6 – Miss L McDade		



Uniform

The school uniform remains unchanged:

- Burgundy polo shirt (with or without Academy logo)
- Burgundy sweatshirt or cardigan (with or without Academy logo)
- Grey trousers/shorts/knee-length skirts – leggings are not permitted, except for PE
- Grey socks or tights
- During the summer months, a red and white striped/check cotton dress may be worn

Jewellery - With the exception of a watch and one pair of small stud-type earrings only, the wearing of jewellery is not permitted.

Hair – No unnatural hair colours, no unnatural-coloured hair braiding or shaved hair patterns.

Footwear - Sensible black shoes must be worn (not trainers or boots). If your child wears boots to walk to the Academy, please ensure they have shoes to change into on arrival. In the interest of safety, shoes must either be flat or have only a very small heel.

All items of clothing should be marked clearly with your child's name, preferably with iron-on or sewn-in name tags, as a marker pen will often fade with washing.

PE Kit

We are continuing to ask children to arrive on PE days wearing their PE kit. Information will be sent confirming the PE days on Monday 1st September.

- Burgundy t-shirt – round neck or polo (with or without logo)
- Plain black jogging bottoms / black leggings / burgundy or black shorts (knee-length shorts only)
- A burgundy jumper or hoody (with or without logo)
- Dark trainers



Please avoid branded items of clothing. Children wearing the incorrect PE kit may be asked to change into a spare kit. Stud earrings must be removed or covered for all physical education/sport/dance activities and long hair must be tied back.

Snack

Early Years and Key Stage One

Early Years and Key Stage 1 children are provided with fruit at snack time, to promote healthy eating. Therefore, no snack needs to be brought into school for these children. Milk or water is also provided for all Early Years children.

Key Stage Two

Children in Key Stage 2 may bring a healthy snack to eat during morning playtime. Some examples of healthy, low sugar snacks are as follows:


- Fruit, such as bananas, apples, tomatoes, grapes (please cut up), satsumas/oranges etc.
- Dried fruit

- Carrot sticks or other raw vegetables
- Cheese, such as Baby-bel or cheddar chunks
- Crackers or bread sticks
- Rice cakes

Children will not be allowed to eat chocolate, cake, biscuits, sweets, high sugar cereal bars or sharing size bags of crisps as a playtime snack.

School Dinners – Reception, KS1 and KS2

The school dinner menu for the beginning of the autumn term remains the same as the summer term menu (see below). Thanks to government funding, all children in Reception, Year 1 and Year 2 continue to benefit from universal free school meals. We will be on **Week 1** of the menu when the children return to school next week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 12 th May 9 th June 30 th June 1 st Sept 22 nd Sept 13 th Oct	Option 1 Carbonara Served with carrots and sweetcorn Option 2 Veggie Sausage Roll Served with mash potato and beans Option 3 KS1 Tuna sandwich or baguette & salad KS2 Sub bar Cheese, Ham, Tuna or Egg on baguette, wrap or bap served with salad	Option 1 Hunters Chicken Served with rice and sautéed potatoes, home made bbq sauce & green beans Option 2 Pasta Bar Home made tomato or cheese sauce with a selection of toppings & sweetcorn Option 3 KS1 Ham sandwich or baguette & salad KS2 Sub bar Cheese, Ham, Tuna or Egg on baguette, wrap or bap served with salad	Option 1 Breakfast Butcher's sausage or veggie sausage, hash brown, scrambled egg, mushroom, beans & crusty bread Option 2 Jacket Potato choose baked beans, cheese or both, served with a side salad Option 3 KS1 Egg sandwich or baguette & salad KS2 Egg sandwich or baguette & salad	Option 1 Roast Turkey served with Mash Potato, roasted potatoes, carrots, broccoli and gravy Option 2 Veg Lasagne served with carrots, broccoli & garlic bread Option 3 KS1 Turkey sandwich or baguette & salad KS2 Turkey sandwich or baguette & salad	Option 1 Roasted Gammon served with chips and baked beans or peas Option 2 Fish Stars served chips and baked beans or peas Option 3 KS1 Cheese sandwich or baguette & salad KS2 Sub bar Cheese, Ham, Tuna or Egg on baguette, wrap or bap served with salad
Fresh salad & fruit available daily 	Kracholette	Cherry Shortbread	Chocolate Crunch	Cookie selection	Muffin selection

Attendance

Our Academy attendance has continued to increase again over the last 12 months and we currently sit above the national average and in the top 25% of similar schools in England. We would like to thank parents and carers for their support in achieving high levels of attendance and we hope that we can continue to improve attendance and punctuality during the next academic year to ensure that all children get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

We hope that you all enjoy this coming weekend and we look forward to welcoming the children back to school on Tuesday 2nd September.

Yours sincerely,

Monks Coppenhall Academy