**HALLFIELD PRIMARY SCHOOL**
**Head of School: Miss Claire Dunnet**
Hallfield Estate London W2 6JJ
Telephone: **020 7087 4960**
Email: **office@hallfieldschool.org.uk**

**NORTH WESTMINSTER FEDERATION**
**Executive Head: Mr Aaron Sumner**

**Friday 12th September 2025**

**Dear families of Hallfield,**

Welcome back after the summer holidays! And a big welcome to any new families beginning their journey with Hallfield. The children have been settling in brilliantly. We have been taking part in creating classroom rules and routines and helping new friends settle in. We hope to see families at our parent events such as topic launches, coffee mornings, lesson observations and food festivals. Make sure to look at the website calendar and the board at the back gate for information and dates. This year we welcome new staff to Olive class, Acorns, Chestnuts and Sycamores. Miss Ghirmay will also be stepping into the head of school role to work alongside Ms Dunnet.

**There is always so much exciting learning taking place all the time at Hallfield. Remember you can keep up to date with all that is going on in school by visiting our blog at:**
**https://hallfieldblog.wordpress.com/**

## The School day

- 8.40am school gates open for drop off by no later than 8.55am.
- 3.25pm gates open for collection.
- All children will enter and exit via the back gate on Porchester Terrace.
- All children will be expected to be at school, unless medical evidence is provided.
- We will continue with breakfast club and **we will also be continuing after school care through – Junior Adventure Group, which is located at St James and St John's**.

## Helpdesk




Please be reminded that for safeguarding and security reasons, Westminster City Council have advised us that it is best to restrict access to school premises during the children's lunchtime – from 11.30am to 1.15pm. **Therefore, the Helpdesk will be closed during these times and you will not be able to gain access to the school unless you have an appointment or an emergency**. Thank you in advance for your cooperation with this, the children's safety is of paramount importance to us.

## Attendance




Attendance has been given a lot of coverage in the media and guidance for schools has been put in place since September 2024. This includes new rules that all schools must consider giving a penalty notice to a parent when a child has missed 10 or more sessions (5 days) for unauthorised reasons within a 10 school week period. Penalty fines have also increased to £80 within 21 days and £160 within 28 days of notice. Last year attendance continued to remain below our previous standards of 96% and above.

We want to work with families to ensure that all support is in place for children to attend school. Term dates and a copy of the school's attendance policy can be found on the website, please take time to read it and follow school's protocol around attendance. **Please remember that any requests for holiday leave during term time will not be agreed.** Absences of 3 days or more require evidence to be provided to the school. Appointments should be made outside of the school hours.

Guidance for parents can be found here:
https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

## Reporting pupils' absence

To report your child's absence, please remember to call the school phone (selecting option 1) or email attendance@hallfieldschool.org.uk **by 9am,** giving the child's name, class and reason for the absence.

## School Uniform

Wearing the correct uniform really instils in the children a sense of pride in being part of the Hallfield community and in how they take care of themselves. On days your child has PE, they may come to school wearing their PE kits. If your child has shoes with laces, please ensure that they know how to tie them by themselves.

The uniform is purchased online directly from our uniform supplier (Price and Buckland) and you can request school delivery to avoid postage charges (**www.pbuniform-online.co.uk/hallfield** ). They have other customised items like PE kits, school bags etc.
**Just as a reminder, please remember our new school uniform is as follows:**

The school uniform is at follows:

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|---|---|
| **Nursery Pupils:**<br>• School v-neck jumper in navy*<br>• Grey trousers/skirt /shorts in the summer<br>• White polo shirt<br>• Grey or Navy socks/tights<br>• Black shoes (no trainers) | **Reception, Year 1 and 2 Pupils**<br>• School v-neck jumper in navy*<br>• School tie (optional)*<br>• White smart shirt<br>• Grey trousers/skirt (shorts also in the summer)<br>• Grey or Navy socks/tights<br>• Black shoes (no boots or trainers)<br>• *Optional: School navy blazer* * |
| **Key Stage 2 Pupils (Years 3-6):**<br>• School navy blazer*<br>• School tie (optional)*<br>• White smart shirt<br>• Grey trousers/skirt (shorts also in the summer)<br>• Grey or Navy socks/tights<br>• Black shoes (no boots or trainers)<br>• *Optional: School v-neck jumper in navy** | **The PE uniform for all children consists of:**<br>• Navy blue jogging pants or shorts<br>• White T-shirt<br>• Black pumps or Trainers |

* items with the school logo are available online from Price & Buckland, our uniform supplier. The other items are widely available in clothing stores.

**Contact details**
Please make sure your contact details are up to date. This includes any changes of address or phone numbers, including emergency contacts.

**Privacy Notice**
We are required, by law, to pass certain information about our pupils to our local authority and the Department for Education, and other bodies as per our policies. If you wish to know more about the type of information we collect, store and share, please read our Privacy Notice which is available on the GDPR | North Westminster Federation. It is also circulated with this newsletter.

**Selecting secondary schools for children in Year 6**



Although the year has just begun, very soon for children in Year 6, parents will need to make a choice about which secondary school you would like your child to attend **Friday 31 October 2025 is the deadline for applications.** There are leaflets available with more information. Look out for the open days for local schools. Information can also be found here School admissions | Westminster City Councilhttps://www.westminster.gov.uk/children-and-families/education/school-admissions/starting-secondary-school-september-2024

**On Monday 29th of September 2.50pm,** we will be running an information session about what you need to do in order to make your secondary applications**.**

**Coffee Mornings**
There are lots of opportunities to come into school and participate in coffee mornings. There will be different themes and speakers. Check the website and the noticeboards by the school gate for information.

**Reception places**
Children born between 1st September 2021 and 31st August 2022 are due to start attending Reception in September 2026. Closing date for applications is Wednesday 15 January 2026. Please apply online: Starting primary school from September 2026 | Westminster City Council

**Medical conditions and allergies**
If your child has a medical condition, including any allergies please bring **evidence from your GP** with instructions on any medication that they may need and how this is administered. This can be given in at the Helpdesk.

**PE days**
Your child's PE lessons will be on the following days. On these days children may come to school wearing their PE kits.
Monday – Year 1
Tuesday – Year 3, Year 5
Wednesday – Year 4
Thursday – Year 6, Reception (Olive)
Friday – Year 2

**Tesco and Groundwork charity bid**

Hallfield was in the running for a grant so that we can offer on site forest school for outdoor learning. We were recently informed that we had won a special grant due to public vote at a special event. Thank you to anyone who voted via counters at Tesco and THANK YOU TESCO and Groundwork!

**Consent from parents for Flu Vaccines**

Vaccination UK has been commissioned by the NHS to deliver school-aged immunisations. They will be delivering Flu Vaccines to all year groups except nursery in the Autumn term. There are information sessions available to parents.

- 17 September 2025, 8-9pm, FREE PARENT WEBINAR: The flu vaccine in children and young people | Vukschools
- 18 September 2025, 6-7pm, FREE PARENT WEBINAR: The flu vaccine in children and young people | Vukschools

Please complete the E-consent form which can be found and filled out: Vaccination UK Immunisation Please note that the Immunisation team will not be able to give your child the vaccine without your consent.

**Free School Meals application**

All children in full-time education are given universal free school meals at school but they may be entitled to food vouchers during school holidays. You can apply for free school meals if you receive any of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

If you think you are entitled to Free School Meals please make an online application via www.westminster.gov.uk/education/free-school-meals

**After School Clubs**

The sign up for clubs will be online via School Gateway. Please look out for the email. The following clubs will be available:

Monday: **Drama & performing arts (KS2)** – payable by parent and **Football (KS2)** - payable by parent
Tuesday: **Basketball (KS2)** - free of charge
Thursday: **Bike Year 3 & Year 4** - free of charge
Friday: **Tennis (KS2)** – free of charge

We will be looking into further club options across the Autumn term. Look out for more information.

**Important Dates**



There are lots of important upcoming dates for the autumn term, which you can find below. Be sure to add them to your diary! You can check or subscribe to our Website calendar to have most up-to-date information (Calendar | Hallfield Primary School (hallfieldschool.org.uk)

**September**

15th EYFS topic launch and parents meeting 9am
16th KS1 topic launch and parents meeting 9am
17th LKS2 topic launch and parents meeting 9am
18th UPKS2 topic launch and parents meeting 9am
18th Y3 trip
week beginning 15th Y5 bikeability
week beginning 22nd Y5 bikeability
25th Y6 trip
30th Parents Evening

**October**

1st Parents Evening
1st Y6 trip
8th Y4 trip
9th Y3 trip, Y5 trip
10th Y1 trip
13th EYFS food festival
14th KS1 food festival
15th LKS2 food festival
16th UPKS2 food festival
School closes 24th 3.25pm for half term

**November**

Children return to school 3rd November
4th Reception Prospective Parents Information meeting
6th individual school photos

**December**

3rd Y4 trip
4th Nativity Play
19th - 5th Dec Christmas Break