



Lea Church of England Primary School (VA) & Gateway Lodge Nursery



Lea
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Executive Head: **Mr Simon Manning** BA (Hons) QTS

Head of School: **Miss Sullivan** BSC (Hons) PGCE

Friday 4th September 2026

Dear Parents and Carers,

A very warm welcome back to Lea Church of England Primary School and Gateway Lodge Nursery and a special welcome to our new pupils and parents. I hope that you have all had a lovely summer and enjoyed some special time together.

It has been wonderful to welcome the children back to school, and I am really looking forward to the year ahead. As we begin a new school year, I wanted to introduce myself to those families whom I have not yet had the opportunity to meet and share a few important updates and reminders with you.

Our school vision is 'Everyone Counts', and we want every child to feel valued, listened to and supported. Working in partnership with parents and carers is an important part of this, and we look forward to building strong relationships with you throughout the year.

I would also like to take this opportunity to explain some changes that we have made:

Communication with School

We have made a small change to the way that parents and teachers communicate.

Class email addresses will no longer be used for communication between parents and teachers. All communication between teachers and parents should now be sent to the parents' email address:

parents@lea-primary.hereford.sch.uk

Please note that emails sent to the previous class email addresses during the summer holidays may not have been received. If you sent an email during the holidays, please forward it to the parent email address so that we can make sure it reaches the appropriate member of staff.

When emailing the school, please include the name of your child's teacher in the subject line. This will help us to ensure that your message reaches the right person promptly.

We aim to respond to emails within 48 hours during school hours. Please be aware that emails will not be routinely monitored or responded to outside of school hours. Please do not use the admin email for communication with teachers.

If you have a question, concern or something that you would like to discuss regarding your child, we encourage you to speak directly with your child's class teacher at the end of the school day, where possible. This is often the quickest and most effective way to resolve a query.

PE Kit

There is a small change to our PE arrangements for Willow and Maple classes.

To ensure that children receive their full amount of PE lesson time, rather than valuable learning time being lost to lengthy changing times, Willow and Maple children will no longer change into their PE kits at school.

Instead, children in these classes should come to school wearing their PE kit on PE days.

This is already the routine for Rowan and Oak classes.

Class	PE Days
Willow	Tuesday
Maple	Wednesday & Friday
Rowan	Wednesday & Thursday
Oak	Monday & Friday

Please ensure that your child comes to school in the appropriate PE kit on each of their PE days.

A Few Reminders

Book bags: All children should have a book bag to bring their reading book, reading record and any letters or notes to and from school.

Water bottles: All children should bring a sensible-sized water bottle into school every day. Please ensure that water bottles are taken home at the end of each day.

Absences: If your child is absent due to illness, please let the school know by 9.00am. You can do this by emailing the school or, if calling, selection option 2 to leave a message on the absence line. Please include the reason for your child's absence, for example, cough/cold or sickness.

Parking

Breakfast Club drop-off: If you are dropping your child at Breakfast Club in the morning and using the staff car park, please park along the side of the car park on the pavement (on the left-hand side as you enter) rather than using the marked parking spaces. This is a particularly busy time of day, with staff and deliveries arriving, and blocked spaces can cause difficulties.

All other parking: Other than for collection from After School Club, all parking should take place in the Village Hall car park, including when dropping children at Nursery.

Late arrival: If you arrive late and the school gate has already been locked, please remain parked at the Village Hall and walk your child to Reception via the pathway, rather than attempting to park on the school site.

School Dates and Events

To help everyone stay up to date, please make sure that you regularly check the Diary Dates for important events and activities.

This will be sent to you next week and will also be available on the school website.

Before contacting the school about a date or event, please check the Diary Dates first, as this will help us to manage queries efficiently.

I am very excited about the year ahead and feel incredibly privileged to be joining the Lea school community. I look forward to getting to know you and your children and working together to ensure that every child has a happy, successful and memorable year at school.

Thank you for your continued support and understanding as we establish these new systems.

Yours faithfully,

J Sullivan

Miss J Sullivan