

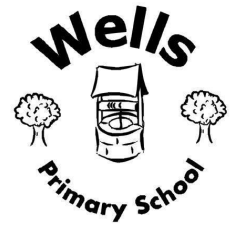
Wells Primary School

Barclay Oval, Woodford Green, Essex, IG8 0PP

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Headteacher: Debbie Franklin



Thursday 25th September 2025

Dear Parents and Carers,

A welcome back to a new year at Wells. I hope your child has settled into their new class. A warm welcome also to our new children and families joining us this term. I look forward to catching up with as many of you as possible in the playground. Please feel free to introduce yourself if you are new to the school.

Communication

As you may be aware we have experienced some technical issues in the process of changing information systems in school which has unfortunately affected our communication systems; sincere apologies for any inconvenience caused by this and any delays in responding to emails. The local authority are aware that schools have been impacted by the changeover and are working to fix the problems.

Staffing Updates

We have some new staff members who have joined the team this term. I would like to officially welcome; Miss Coldwell (Reception 1), Miss Andrew (Class 2) and Miss Coolen (Class 9). Miss Christodoulou (SEND/CO / Deputy Head), has now started her maternity leave; I look forward to updating you of any news on baby's arrival in due course! In her absence, please discuss any concerns with your child's class teacher, phase leader or contact me via the school office.

Timings of the school day

A reminder that gates will open each morning at **8:20am** and registration begins at **8:25am**. Gates will close promptly at **8:35am**. The school day ends at **3pm** and gates will open at **2:55pm**. Gates will also be closed by **3:10pm** each afternoon.

School Streets

We are pleased to inform you that we have been awarded Gold accreditation for our work on travel for life. A reminder that 'School Streets' is in operation in Aldeburgh Place and that there are no parking facilities in Barclay Oval. We advise those who can, to walk to school. If you do need to drive we advise you to park a few roads away and walk. In the interest of keeping everyone safe, please do not attempt to park illegally in Barclay Oval; it causes congestion and is unsafe for our children.

Attendance

Here at Wells we actively encourage the children to understand the importance of attending school every day. Our attendance target is 97%. We hold regular assemblies to celebrate the highest attending classes. Should you require your child to take time off during term time due to reasons other than sickness, a Request for Leave of Absence [form](#) must be completed.



Uniform

It has been wonderful to see the pupils at Wells taking pride in their school uniform and we have been particularly pleased with the improvements in the PE uniform being worn to school. The school's website has information on [school uniform](#) including how to order.

Clubs

I am pleased that we are able to offer a wide variety of clubs again this year. As well as offering daily (wrap-around) childcare in the form of **Breakfast Club** (7:30am- 8:20am) and **Hour Club** (3:00pm -4:00pm) and **After School Club** (3:00pm – 5:30pm), we are also offering a wide range of **extra-curricular clubs** that are run by the class teachers. Please note that extra-curricular clubs may not run all year round and we will update you with information about which clubs will be on offer each term. More information about clubs can be found on our [website](#).

I am aware that attendance at the childcare clubs and the demand for extra-curricular clubs has increased significantly recently and therefore ask that these are booked in advance; we are working hard to try to accommodate as many children as possible.

Universal Free School Meals

As you may be aware, all primary school pupils in London boroughs are eligible for free school meals. A copy of the school menu is available on the school website. Your child is welcome to bring a healthy packed lunch if preferred but please remember that we are a nut-free school.

If you are on a low income or are in receipt of some benefits, please let us know. Click [here](#) for further information.

Value of the Month

September's value of the month is Respect, followed by Diversity in October; we shall be exploring and considering the meaning of these concepts over the coming weeks.

Achievement Assemblies

We shall be holding our achievement assemblies on Fridays. Children will be nominated by their teachers for a certificate, which will be presented in a Friday morning assembly. Parents of children receiving awards will be invited to attend. Assemblies will start at 8:40 and usually last for approximately 20 minutes.

School Applications

Please note that the deadline for **secondary school applications for children in Year 6 is 31st October 2025**. To avoid disappointment, you must apply by this date. Online applications and further information can be found at: <https://www.redbridge.gov.uk/schools/secondary-school-admissions/>

Redbridge admissions will be attending a meeting in school on Wednesday 10th October at 5pm for any parents that would like further advice about the process. The headteacher of Woodbridge High School will also be giving a talk.

The deadline for applications for **children entering Reception in September 2026 is 15th January 2026**. This is for **all** pupils born between **01-09-2021** and **31-08-2022**. Please remember that a nursery place does not guarantee a school place and applications must be submitted even if your

child attends our nursery. Online applications and further information can be found at:

<https://www.redbridge.gov.uk/schools/primary-school-admissions/>

Nursery Places

We have some availability in our Nursery. For more information please contact the school office.

You will have received a curriculum letter from your child's phase leader, which outlines some key information relevant to your child's learning. If you have any concerns relating to your child, please make an appointment to see your child's class teacher in the first instance.

Please see attached some dates for your diary.

Yours sincerely,

Debbie Franklin
Head teacher

Autumn Term 2025 Diary Dates

Friday 26th September	PTA Macmillan Cancer Support Coffee Morning for parents and carers from 8:30 in the school hall.
Monday 29th September	2:00pm Reception Phonics/Reading meeting for parents and carers
Week beginning 6th October	Harvest Festival (All donations of non- perishable goods welcome – these will be donated to a local food bank).
Tuesday 7th October	2:00pm Year 1 & 2 Phonics/Reading meeting for parents and carers 5:00pm Reception, Year 1 and 2 Phonics/Reading meeting (repeat of 2pm sessions).
Tuesday 7th October Wednesday 8th October Thursday 9th October Friday 10th October	3:00pm – 3:30pm Book Fair in the school hall.
Wednesday 8th October	5:00pm - Year 6 – Secondary school transition meeting for Parents and Carers. Head teacher from Woodbridge High School attending.
Friday 10th October	2:00pm Meeting for parents and carers: Smartphone Free Pledge Information about FIND
Monday 13th October	Class 8 trip to St Paul's Cathedral
Monday 20th October	Class 7 trip to St Paul's Cathedral
Friday 24th October	Class 9 trip to St Paul's Cathedral
Thursday 23rd October	Individual photos for all pupils (including sibling photos)*
Monday 20th October	3:00pm Parents and Carers invited into classrooms to look at children's books
Tuesday 21st October Wednesday 22nd October	3:30pm – 6:00pm Parent/Carer consultations (On-line)* 4:30pm – 7:00pm Parent/Carer consultations (On-line)*
Friday 24th October	School closes for half term
Monday 3rd November	Staff Training Day (school Closed to Pupils)
Tuesday 4th November	School reopens for pupils

*Further details for specific events will follow separately.