

# Devonshire Primary School

Devonshire Avenue, Sutton, Surrey, SM2 5JL

[www.devonshireprimary.org](http://www.devonshireprimary.org)



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1<sup>st</sup> September 2025

Dear Devonshire families,

We are very much looking forward to welcoming the children back to school tomorrow. Below are some reminders that we hope you will find useful.

## Start of the school day

When coming in to school, at the start of the school day, children must use the following entrances

**Year 1** - enter the school site using the main school gate and come into school using the same door as last year, when they were in Reception.

**Year 2 and 3** - enter the school site using the school gate that is closest to Brighton Road. Children are to walk down the steps and through the gate that leads to the school building. Parents/carers must wait on the tarmaced area at the top of the steps.

**Year 4 - 6** - enter the site using the school gate at the top of the steps that lead to the school mural, walk down the steps and along the path at the front of the school and come into school using the door along this path. Parents/carers must wait at the top of the steps.

## End of the school day

At the end of the school day, parents/carers must enter the site using the school gate that is closest to the nature reserve, follow the path into the playground and wait in the area closest to where their children are dismissed from.

**Year 1** children are dismissed from their classroom – parents of children in Wrens class must wait just before the green astroturf and parents/carers of children in Woodpeckers and Nightingales must wait on the green astroturf.

For children in Year 2 – 6, they are brought out into the playground where they will wait with their teacher for their parent/carer.

**Year 2 and Year 3** will wait with their teachers in front of the building, that is closest to the edge of the playground by the rainbow coloured fencing.

**Year 4** will wait with their teachers in front of the wall with the yellow targets painted on it.

**Year 5 and 6** will wait with their teachers in the area closest to the school hall. Children who walk home alone will be released from the Year 1 door at 3.20pm.

When waiting for your children on the main playground area (Years 2 – 6), please wait behind the red and white plastic barriers so that the teachers can clearly see the parents/carers who they are dismissing children to.

Once you have collected your children, please leave the playground promptly, using the path at the far end of the playground, that leads to the front of the school. **Only** parents/carers who require step free access from the playground must use the path that can be found at the edge of the Nursery playground.

If for any reason, you are going to be late collecting your child at the end of the school day, please inform the school office. You will then need to collect your child either from the school office or the A-Z after school club. For our records, we need parents/carers of children who are late to sign them out and provide a reason for their late collection.

Please remember that children can only be collected by someone who is over 14 years of age. If someone different or who we are not expecting is collecting your child, we will ask them for the password associated with your child; this is an important part of our safeguarding procedures.

Parents/carers of children in Year 5 and 6 who walk home from school must have completed the relevant form giving their permission for this.

### **Scooters and bicycles**

If your child is cycling or scooting to and from school, they are welcome to use the cycle sheds or scooter pods to store their scooter or bicycle during the day. For the safety of everyone on the school site, children must get off their scooter/bicycle when they get to the main gate and walk with it to the cycle shed/scooter pod. Similarly, at the end of the school day, children must walk with their scooter or bicycle to the school gate and start to use them once they have left the school site.

### **Parking**

Please take extra care when using the roads surrounding the school as they are busy at the start and of the school day. Remember the car parks belonging to the flats opposite the school cannot be used by anyone, other than the residents. They must not be used by parents/carers.

### **Uniform**

Our expectation is that all children must be wearing the correct school uniform and wear it smartly. Summer uniform can be worn until October half term.

Children must come to school wearing their PE kits on days that they do PE – they will be told which days these are in the first week of term. **There is no PE in the first week of term.**

Children who have their ears pierced should only wear stud earrings and must not wear these on PE days. Hooped earrings must not be worn. Long hair (that is shoulder length or below) must be tied back.

All uniform items must be named, so that children/adults can easily find them, should they lose any items of uniform. Please show your child where their clothes are labelled so that they know where to look.

Last year, there was a huge amount of unnamed clothing that sat in lost property for many months. This equates to a lot of money that parents/carers have spent on school uniform for it to be sat in lost property, rather than be worn by their children. This year, we are aiming to keep lost property to a minimum and need the help of you and your children to be able to do this.

If, over the summer, you have had to purchase new school uniform, please do donate any items of school uniform that your child is no longer using to school so that we can add it to our supplies of pre-loved (second hand) uniform. We have a supply of pre-loved uniform available for parents/carers to purchase. Details of how to request items of pre-loved uniform can be found on our website - [Devonshire Primary School - uniform](#)

### **Punctuality**

The school day starts at 8.45am, with the school doors opening at 8.35am, so that children can arrive anytime between 8.35 – 8.45am. Children arriving after 8.45am, will need to be brought to the school office as they are late and parents/carers will need to sign them in.

The school day ends at 3.15pm for Reception - Year 2 and 3.20pm for Years 3 - 6, with the children being ready for collection at these times

### **Come and meet your child's teacher**

At the end of last term, your child had the opportunity to meet their new class teacher and visit their new classroom. Parents/carers will have the opportunity to do the same on the dates set out below.

Year 1 - Monday 15<sup>th</sup> September

Year 2 - Wednesday 10<sup>th</sup> September

Year 3 – Friday 12<sup>th</sup> September

Year 4 – Monday 8<sup>th</sup> September

Year 5 - Wednesday 17<sup>th</sup> September

Year 6 – Thursday 11<sup>th</sup> September

On these days, after collecting your child, please wait at the front entrance, where you will be let into school at 3.30pm.

## **Communication**

Partnership between school and home is so important. There are always members of the leadership team at the front of the school at the beginning of the school day and in the playground at the end of the school day. If you need to speak to your child's class teacher, please send an email to the school's email address ([office@devonshire.sutton.sch.uk](mailto:office@devonshire.sutton.sch.uk)) and they will contact you.

If you have changed your contact details (address, telephone number etc), please ensure that you let us know. It is essential that we have the correct details for your child on our system.

Our school website ([www.devonshireprimary.org](http://www.devonshireprimary.org)), particularly our parental portal ([Devonshire Primary School Parent Portal](#)), has a wealth of information that you will find very useful and may answer questions that you have.

Yours sincerely

*F. Oastler*

Miss F Oastler  
Headteacher