



Riverside Primary School

Ferry Road, Hullbridge, Hockley, Essex, SS5 6ND

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Tuesday 8th September 2026

Dear Parents and Carers

Welcome back - key routines and expectations

I hope you all had a wonderful summer break and enjoyed spending quality time with family and friends. It has been a real joy welcoming the children back into school over the last few days. They have settled in brilliantly, showing fantastic attitudes to learning, and we are all excited for the year ahead. To help everything run smoothly, here is a quick reminder of our key routines and expectations.

Daily Timings Our daily timings remain the same. You can also check full details on our website [here](#).

Morning Gates Open	Registration EYFS / KS1	Registration KS2	Afternoon Gates Open	End of Day EYFS / KS1	End of Day KS2
8:35	8:45	8:50	3:10	3:15	3:20

Punctuality: Arriving promptly gives children a calm start to their morning and for lessons to start on time. If you are delayed due to unforeseen circumstances, please come via the main office to sign your child in and then we will accompany them safely to class.

Safety at the gates: Staff members are available at all doors and gates both at the start and end of the day to lend a hand. To help us keep the site secure and allow staff to get to their next duties, please leave the school grounds promptly after drop-off and collection. Children should not play on any of the equipment before or after school.

Behaviour Policy & Mobile Phone Guidance Our pupils have returned with exemplary behaviour, which our team is actively praising and supporting. We have updated our Behaviour Policy (available on our website) in line with updated national guidance on mobile phones:

- **Years 5 & 6 (Walking Independently):** We fully support pupils bringing a phone for safety on their journey. However, phones must be switched off immediately upon entering the school site and handed directly to the class teacher. Devices will be safely stored in the main office and returned at home time. Phones must remain off until pupils have left the school grounds.
- **Younger Years (EYFS – Year 4):** If there is an exceptional reason your child needs a phone, please notify the office in advance. The phone must be handed to the main office upon arrival for secure storage.
- **Safety & Standards:** Misuse of phones may result in confiscation until retrieved per school protocols. We continue to build safe digital habits through our PSHE, Computing, and RSE lessons.

Attendance & Absence Reporting Building regular attendance habits helps children feel secure and succeed in their learning. Please note that we cannot approve term-time leave during September (when children are settling in), during assessment windows, or where prior unauthorised absence exists.

If your child is unwell or unable to attend, please follow these steps:

- **Call us by 9:00 am** on the first day of absence (01702 230 911). You can leave a voicemail or speak to the office team in person. Please note: we cannot accept absence reports via email.
- **Call every day** of the absence before 9:00 am so we know your child is safe.
- **Return as soon as possible** and provide medical evidence if requested.
- **Provide specific details:** General reasons such as "unwell" or "not feeling well" are no longer accepted. Please provide accurate and specific symptoms or medical conditions when reporting an absence so we can record it correctly.
- Our full Pupil Attendance Policy can be viewed [here](#).

School Uniform & Equipment Children look brilliant in their uniform, and we appreciate your support in keeping them smartly presented:

- **Summer Uniform:** Optional until half term; standard autumn uniform applies afterwards.
- **Ties & Shirts:** As this is the Autumn term, ties must be worn with collared shirts (unless girls are wearing a gingham dress or the student is in EYFS.)
- **Reminders:** Pinafore dresses and Riverside branded hoodies are no longer part of daily uniform (branded hoodies may be worn for PE days only).
- **Footwear:** Plain, dark school shoes are required; colourful trainers are not permitted.
- **Jewellery:** Permitted items include one pair of stud earrings and a sensible wristwatch (no smartwatches). Jewellery must be removed for PE/swimming (please assist at home if your child cannot remove them independently). Children wearing long earrings (i.e., hoops) will be required to remove them.
- **PE Kits:** Outside of official Riverside hoodies/T-shirts, PE kit must be plain and unbranded (no Nike/Adidas logos, etc.).
- **Full guidelines can be found** [here](#).

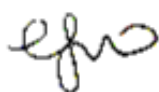
We will be updating our policy with provision for wet weather. Wherever possible, we aim to be outside for break and lunch, enjoying the wealth of opportunity the school grounds has to offer. To enable this to happen, please ensure your child has a named pair of Wellington boots we can keep in school and brings a suitable waterproof to school.

Wraparound Care & Communication

- **Breakfast & Twilight Clubs:** This is running as normal from 7:30 am. Please pre-book your spots [here](#).
- **Class Emails:** You can contact class teachers directly using class@riversideprimary.co.uk. Since teachers are with children during the day, urgent updates (such as end-of-day collection changes) should always go through the main office.

Thank you for your ongoing support in making Riverside Primary a safe, welcoming, and wonderful place for our children to learn.

Yours sincerely



Mrs Claire Smith
Headteacher

