



Portobello Primary School
Creating Confidence, Empowering Excellence, Igniting Independence

June 2026



September 2026

Dear Parent/Carer,

We would like to share with you some information for the start of the new academic year in September.

Class teachers will be:

Reception - Miss West / Miss Clarke

Year 1 - Miss Pendleton

Year 2 - Mrs Walker

Year 3 - Miss Tindale

Year 4 - Miss Leigh

Year 5 - Mr Chipchase

Year 6 - Mr Bone

School Business Manager - Mrs Lister

Breakfast club staff - Mrs Johnston and Mrs Bradford

Teaching Assistant Team

Miss Lillie

Mrs Morgan Darnell

Miss Wyatt

Mrs Dalton

Mrs Mitchell

Mrs Duffy

Caretaker - Mr Bracken

Keeping our Children Safe

We ensure that safeguarding permeates all aspects of our school life. There can be no issue of greater importance to our staff, governors and parents and carers, than the safety of our children. We ensure that the following underpins everything we do:

- Protecting our children and learners from maltreatment
- Preventing impairment of our children's and learners' health or development
- Ensuring that our children and learners are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking a role to enable those children and learners to have optimum life chances and to enter adulthood successfully

If you have concerns about any child, please to speak to one of our Designated Safeguarding Leads:

- **Mrs Humphrey (Headteacher) - Designated Safeguarding Lead**
- **Miss West (Deputy Headteacher) - Deputy Designated Lead**
- **Miss Clark (SENCo) - Deputy Designated Lead**
- **Mr Chipchase (Leader of Teaching and Learning) - Deputy Designated Lead**

Dates for your diary - Meet the teacher

Reception - Wednesday 2nd September

Year 1 and Year 2 - Thursday 3rd September

Year 3 and Year 4 - Thursday 3rd September

Year 5 and Year 6 - Wednesday 2nd September

You are invited to meet your child's class teacher for a short, informal meeting on the above dates at 4p.m.

You will get to know more about what is happening at school and ways you can help your child too.

If you can't make it to any of the sessions or have a clash of meetings with more than one year group to attend, don't worry! Following the events, we will have copies of the presentations available on request.

Start and end of the day procedures

Reception, Year 1 and Year 2

Children should be brought on to the infant yard between **8.40am - 8.50am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Doors will close at 8.50am promptly and registers taken.

All classes will be dismissed on to the infant yard at 3.20pm. Reception will leave from their outdoor area, Year 1 and Year 2 from the door they enter on a morning.



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Year 3 - Year 6

- Children should be brought to the main gates between **8.40am - 8.55am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Gates will close at 8.55am promptly and registers taken.
- Year 3 and Year 4 will be dismissed onto the key stage 2 yard by the class teacher or teaching assistant at 3.25pm prompt
- Year 5 and Year 6 will be dismissed onto the key stage 2 yard by the class teacher or teaching assistant at 3.30pm prompt

Any child arriving after 8.55am must be brought to the main office by a parent/carer where a reason will be recorded which may be discussed with the Headteacher and Governing Body should it cause a concern to your child's learning.

You will need to check in your child via the Reception iPad - Click on "Pupils" in the top left hand corner, Late Arrival, put your child's firstname then tab across to then add surname, Teacher - you can add year group ie: R for Reception, then a number for all other year groups eg: 1 for Year 1, finally add a reason for being late.

Attendance Guide for Parents/Carers

What **YOU** must do:

- Telephone the school before 9am each day of your child's absence.
- Tell the school in advance, of any medical appointments and bring in appointment cards/letters.
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan for if your child misses transport, call on a family member, neighbour, or friend.
- If you and your child are experiencing difficulties with school attendance, please talk to us

What **WE** will do:

- Check your child's attendance every day.
- Contact home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.

Term dates

- Can be found on the website [Portobello Primary School - Home](https://www.portobelloprimaryschool.co.uk)

School office opening times.

Monday to Thursday: 8.30am to 3.45pm

Friday: 8.30am to 3.30pm

If your child is unwell, please leave a voicemail on the answer machine (0191 4104571 press 1 for school absence) or send an email, this can be sent to the main school email address before 8.30am. Please provide a reason for absence: portobelloprimaryschool@gateshead.gov.uk

How to set up online payments for trips, meals, donations or events etc

How to create an account:

- To register go to the login screen on the App/Web. **If using the web version of School Gateway, ensure the NEW USER tab is selected before inputting any details**
- <https://www.parentpay.com/schoolcomms/>
- Enter the email address and mobile number that is registered with the school.
- A PIN will be sent on a text - Enter the 4-digit PIN number received via text.
- Once logged in the home screen will be displayed.



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If already registered

- Access as an existing user
- Enter the email that is registered with the school and your existing PIN
- Once logged in the home screen will be displayed.

If you have forgotten your PIN

- On the login screen click on **Forgotten PIN**
- Enter the email address and mobile number that is registered with the school.
- A PIN will be sent on a text.
- Enter the 4-digit PIN number received via text.
- Once logged in the home screen will be displayed.

If you are struggling with any aspects of ParentPay, please check out the link below:

- <https://parent-support.parentpaygroup.com/hc/en-gb/sections/4407691522449-Account-Access>

For any other enquiries or generic parent support link below:

- <https://parent-support.parentpaygroup.com/hc/en-gb>

Communication with parents/carers

Whole school communication is via an App called Eschools - you can download this for free onto a mobile phone and set up notifications.

You will receive emails and text messages through the APP, and this will keep you up to date with school, make you aware of any occasions, diary changes, class changes etc.

Children will access home learning through the Eschools website with their log in details.

Parent/Carers can see home learning through their log-in details; you can also book parent evenings here too.



Marvellous Me

This is another free APP you can download, which Teachers can send home messages relating to class through. They also issue points through this and you can see what reward points your child has been given for good learning behaviours in school.

Both log in details will be emailed or printed for you within 48 hours of your child starting school with us.

School Uniform/daily reminders

A water bottle should be brought in daily please.

Children in Reception to Year 2 will be offered a piece of fruit or vegetable at morning break through the national SFVS scheme.

Year 3 to Year 6 may bring a healthy snack, piece of fruit or healthy cereal bar which can be eaten at morning break.

You do not need to buy special uniform items from the online uniform shop - most supermarkets do sell all clothing items required:

- red jumper or cardigan
- blue polo shirt or shirt
- grey shorts, trousers, skirt or dress
- plain black leggings
- blue summer dress
- black school shoes or plain black trainers
- hair bobble for long hair
- a waterproof coat



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We request that the children wear the following PE kit, this should be **brought into school in a bag on a Monday morning and will stay in school all week**, then sent home on Friday's to be washed:

- white t-shirt
- navy or black shorts
- navy or black plimssoles/sandshoes or suitable trainers
- hair bobble for long hair
- outdoor PE will require black or navy tracksuit bottoms and jumper

Earrings Reminder

Earrings are not allowed to be worn in school; this includes clear plastic ones. If your child comes to school wearing earrings and cannot remove them independently, you will be contacted and asked to come to school to do so.

False Nails are also not allowed due to health and safety.

School meals

Meals are £3.10 per day, which should be paid for online via Schoolcomms, please ensure your account is cleared weekly. See School Dinner Money policy on website.

If your child qualifies for benefit related school meals, there is no charge to you.

Breakfast Club

Opens at 7.45am prompt, last drop off for breakfast to be provided 8.25am. Daily charge £3 per child per day. Please book online via Schoolcomms at least 24 hours in advance. If you have an emergency and need to drop off on the day that is fine, although bookings are preferable. From September 26 you can pay for breakfast club using Childcare Tax Vouchers. See school website for further information: https://www.portobelloprimaryschool.co.uk/breakfast_club

*****PLEASE NOTE WE ARE STRICTLY A NUT AND EGG FREE SCHOOL. THIS INCLUDES CAKES AND BISCUITS CONTAINING NUTS PLUS ANY KIND OF SOFT-BOILED EGGS*****

Lunch options

You can provide a healthy packed lunch from home if you choose.

School options are a Deli sandwich with pasta/salad - Jacket potato with either cheese, beans or tuna topping or a Hot school meal - see school website for the full menu [Portobello Primary School - Home](https://www.portobelloprimaryschool.co.uk/home)

Food Allergies/Special Diets

If your child has food allergies or requires an alternative menu see school website for information, specific documentation will need to be completed and sent to Gateshead Council Catering Team to review and agree. See school website for further information: https://www.portobelloprimaryschool.co.uk/school_meals

Kind regards
Mrs J Humphrey
Head Teacher



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