



**Ralph Butterfield Primary School**  
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[www.ralphbutterfieldprimary.co.uk](http://www.ralphbutterfieldprimary.co.uk)  
Headteacher: Miss L Banbury

Wednesday 3<sup>rd</sup> September 2025

## **Welcome Back** **Updates and Important Reminders**

Dear Parents/Carers

Hello. It's lovely to be writing to you at the start of a brand new academic year; we are always excited to be back at school. There is so much joy, looking ahead and planning opportunities for the children to enjoy and learn from. As we get going, I hope you will find the following information useful.

### **Vital please**

I am deliberately putting this one first in case you get bored and don't read all of the information today! Every day, we have an astounding amount of lost property, particularly clothing, and this would not be a problem if everything was named – first and second name. Obviously, the children are wearing the same clothes and it is therefore impossible to always reunite lost items with the correct owner. Sometimes, names have worn off over time – please check the names have remained after washing etc.

### **Footwear**

Thank you for ensuring that children wear suitable footwear which is securely attached to their feet when they come to school; plimsolls and any style of slip-on shoes are not suitable for the outdoor activities such as using the fixed play equipment. It is important that children have a pair of trainers in school (as for PE), as these can also be used in the play area if needed.

### **Hair**

All children with hair long enough to be tied back will be asked to do so when enjoying the play area (and in PE lessons).

### **Uniform**

Thank you for ensuring that your child comes to school wearing the correct uniform and with the required PE kit. It is important that children do not wear jewellery other than a standard (non-smart) watch and one pair of stud earrings (if relevant). Children will be asked to remove any additional items, which will be kept safely by an adult until taken home. Children will also be reminded about uniform as required. For full detail about our school uniform, including reasons for specific requests around jewellery, please refer to our 'School Uniform Policy' on our school website.

### **School Day Timings**

Children may arrive at school in the morning from 8:45am, with the doors closing promptly at 8:55am. The end of the school day is **3:25pm** for *all* year groups. Please collect your youngest child from their external classroom door first; teachers will be aware if they have children with younger siblings. It would really help if those parents/carers of older children could stand further back on the playground, allowing those of younger children to be more visible for teachers.

### **Scooters/Bikes**

Children must dismount scooters/bikes at the school gate prior to entering our playground, or mount them after leaving the school gate, for clear safety reasons. Please do not be offended should a member of staff need to ask children to get off their bikes/scooters when riding these on the playground at drop off and pick up times. Thank you for your vigilance and support with this.

### **Dogs**

Please do not secure dogs to the school railings, anywhere near the school gates at drop off and pick up times. Children who are nervous of dogs feel the same anxiety walking past all dogs, regardless of their size or how lovely



their owner knows their dog is. There is also already limited space on the public footpath, next to a very busy road. Thank you for being respectful of this and considering the safety and wellbeing of others.

### **Break Time Snacks**

Children are welcome to eat a healthy, nut-free snack at breaktimes e.g. fruit/veg/cereal bar. This should please be stored in their bag/coat pocket, as a separate item from lunch boxes. Please be aware that children will not be permitted to eat such as crisps/chocolate bars/sweets at breaktimes, or have access to their lunchboxes. Children in Reception, Year 1 and Year 2 will still receive a piece of fruit or veg as part of the government's school fruit and vegetable scheme (SFVS).

### **Water Bottles**

Children must please bring a water bottle with them to school for refilling throughout the day. Water bottles should only contain water. The bottle should be a sensible, practical size, clearly marked with both first and last names. School cannot accept any responsibility for damage to, or loss of, individual, personal items. Thank you.

### **Please read our weekly newsletter**

All staff contribute to our weekly newsletter, which is a great way for parents/carers to learn about what's going on in school, including what the children in each phase are learning about each week. This can be useful for supporting conversations at home (when they say they haven't done anything!). Please do read this newsletter on a weekly basis as we assume that parents/carers do; it can therefore contain important information that you wouldn't wish to have missed. Our first newsletter of this academic year will be issued on Friday 12<sup>th</sup> September. Thank you.

### **Here to help**

Finally, a reminder that we are a highly approachable school and we welcome as much team work and interaction with parents/carers (and wider family members) as possible, for the benefit of the children. Staff are always outside at the start and end of the school day should you wish to pass on any quick information and we welcome arranging specific times for longer conversations.

Don't worry - we appreciate not all parents/carers are able to do pick ups and drops off; we also welcome emails ([RalphButterfield.School@york.gov.uk](mailto:RalphButterfield.School@york.gov.uk)) and telephone calls (01904 768325). Please always get in touch with any information, question or concern, however small it may seem. We are here to support.

We have welcomed many new families into our school today, new starters in Reception and in most other year groups too. I know you will join me in making all of our new families feel at home in our very special school community.

Best wishes



Miss L Banbury (née Clark)  
Headteacher