



3rd September 2026

Dear Parents/Carers,

As we begin this new academic year, I would like to extend a warm welcome to all our families, whether you are returning or joining us for the first time. Our dedicated staff have been working hard to prepare the school and classrooms to ensure every child feels happy, safe and ready to learn.

Below are a few reminders for the beginning of the year.

Changes to drop off and pick up times

We are putting a new procedure in place regarding drop off, pick up times and lates. This poster explains the changes to the timings. I have also written them here for your information.

At drop off time in the morning

- * Gate 2 will be opened as normal at 8:30
- * Gate 2 will close at 8:40
- * Anyone arriving after this time will need to come through gate 4 and the school office.

At the end of the day

- * Gate 2 will open at 3:00pm
- * Gate 2 will be closed at 3:10pm

Any children who have not been collected on time will be taken to the school office and will sit with a member of SLT. The school office will ring parents to see where they are. If you are persistently late there will be a charge.

Uniform Reminder

Children must wear one item that carries the school logo; either a jumper or cardigan. Second hand items are available, please contact stars@ruislipgardensschool.co.uk or the school office if you would like to purchase any items. Please label all uniform clearly with your child's first and surname. School jumpers do all look alike and without names, it is very difficult for us to reunite a jumper with your child.

School fleeces are only to be worn as a coat/jacket for outside. The children need to have jumpers or cardigans to wear around school.

PE Kit reminder: Children need the following items in their PE bags:

- **House colour t-shirt,**
- **Plain black shorts / plain black jogging bottoms (no leggings or cycling shorts)**
- **Black plimsolls**

Ruislip Gardens School PRIMARY SCHOOL

DROP OFF & COLLECTION

Please arrive on time every day

GROWING AND ACHIEVING TOGETHER

MORNING DROP OFF	AFTERNOON COLLECTION
EYFS 8:30am Enter via GATE 2	EYFS 3:00pm Collect from GATE 2
YEARS 1-6 8:35am Enter via GATE 1 or GATE 5 Walk to the playground. Bell will ring.	YEARS 1-6 3:10pm Collect from BACK PLAYGROUND Access via GATE 1 or GATE 5

GATES OPEN AT 8:25AM

MORNING GATES CLOSING TIMES	AFTERNOON GATES CLOSING TIMES
8:40am Gates 1 & 2 close 8:45am Drop Off Zone closes 8:50am Gate 5 closes	3:10pm Gate 2 closes 3:20pm Gates 1 and 5 close

LATE ARRIVAL?
Please come to the school office to sign your child in.

CHILDREN COLLECTED LATE
Children collected late will need to be collected from the school office and a late pick up charge may apply.

Thank you for your support.



Staff
Engagement
Award
SILVER



Water bottles

In line with our commitment to the well-being of our children, we require them to bring in a clear plastic water bottle that contains water, and does not exceed 750ml in capacity. This limitation allows staff to monitor water consumption effectively and ensures that children are adequately hydrated throughout the day.

Birthday Treats

Should parents choose to supply some treats (individually wrapped) on their child's birthday, they will be handed out at the end of the day so that teachers can ask children to take them home. This allows parents of the other children to make decisions about what to allow their child to eat. Please do not send in any items containing nuts as we have children in school with severe nut allergies.

School Lunches

Lunches are ordered half-termly using the half-termly lunch ordering form. We require all parents/carers to complete the Google form, even if a packed lunch is being provided from home.

The choices you make on the google form will be emailed to you; this will allow you to keep a copy. **Please note that once your choices have been made you will not be able to change them.**

If the deadline is missed for ordering lunches on the half term ordering form, a packed lunch from home will need to be provided for the whole of that half term.

Communication

We would ask that any important information regarding your child is passed through the school office via a phone call or email officeemail@ruislipgardensschool.co.uk. This will allow teaching staff to ensure all children are in safely and that they can start the day with the children promptly. The office hours are 8:30am - 4pm Monday - Thursday and 8:30am - 3:45pm on Friday. If you have to make emergency alternate collection arrangements please let the office know by 12pm so that the message can be passed on to your child's class teacher.

If you have any questions about any of the topics in the table below, or would like to speak to a member of staff, please email: officeemail@ruislipgardensschool.co.uk

Just a reminder that our policy for responding to email correspondence is to respond within 48 working hours of receiving the email during term time.

Please put the subject and the name of the relevant member of staff (from the list below) in the subject line. We will forward your email on to the relevant member of staff. Remember to check our website first, much of the information you need is posted there.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School office/Ms Shah (School Bursar)
School trips	School office or class teacher
Uniform/lost and found	Class teacher/School office/Mrs White
Attendance	If you need to report your child's absence, call: 01895 632 895 and choose option 1, please speak clearly and include details of your child's first and surname, class and symptoms.
Emergency collection arrangements	In an emergency if your need your child collected by another adult not on the contact list, please make sure you have called the office before 12pm in order to allow for your message to be delivered

Behaviour	Your child's class teacher
School events/the school calendar	School office/website
Special educational needs	School office/Inclusion team inclusion@ruislipgardensschool.co.uk
Before and after-school clubs	School office will pass on information to SMARTY's or contact directly: ruislipgardens@smartysafterschool.co.uk Tel: 07511 812324
Hiring the school premises	School office/Mrs Nash
The PTA	stars@ruislipgardensschool.co.uk
The governing body	School office/ Mrs A Doody (Clerk to Governors)
Catering/meals	School office/Mrs Lister

Tissues

Donations of tissues are kindly requested each term from parents. Please send them in with your child at the beginning of term.

Updated contact details

Please can you make sure the office has your most up to date contact details. If you or a named person on your child's contact list changes their phone number, we need to know in case we need to contact you in the event of an emergency

Absence/Medical/Welfare

Absence must be reported by 9am on the first day of absence. If you would like to let Mrs White, Welfare Officer, aware of any medical or welfare issues relating to your child please email welfare@ruislipgardensschool.co.uk and Mrs White will respond as required. If you need to hand in any prescribed medicine, please do this via Gate 4 (School office entrance) where you will be required to complete a consent form. Medicine will be given between 12pm -1pm.

STaRS – PTA

Our PTA is called STaRS. The PTA raises vital funds for the school and works hard to ensure the children have a fun time at their events. We have an EGM on Monday 28th September, where a decision will be made as to whether STaRS will be able to continue. We need a Chair, Treasurer and Secretary as well as a number of other members, in order for STaRS to continue fundraising. Please let STaRS know via stars@ruislipgardensschool.co.uk if you are interested and can commit to them.



Calendar

All events that are taking place will be on the school calendar. This can be accessed from the website. Please look at this in advance so you are aware of what is coming up. Dates will also be published in our termly newsletters and weekly bulletins. The children will be inviting you to different events in school over the year as well. With that in mind, the week beginning 14th September, we have our parent curriculum meetings, which is an opportunity for you to meet your child's new teacher and discuss the curriculum for the coming year.

I look forward to working with you all over the coming year.

A handwritten signature in black ink, appearing to read 'NBulpett'.

Miss N Bulpett
Headteacher