

Seghill First School

Safe, Supported, Successful



**Information for parents
and carers September 2025**



Term dates and holidays

Training days

Monday 01

September 2025

Monday 05

January 2026

Thursday 02

April 2026

September 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

January 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

February 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

March 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

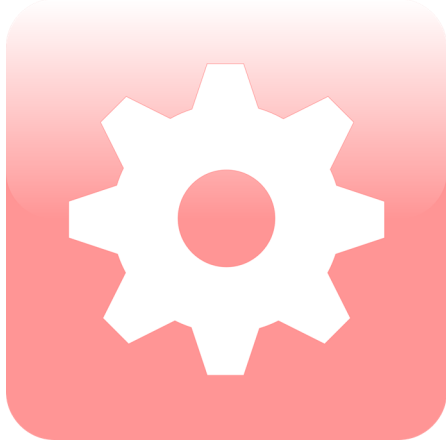
May 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

July 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		

August 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31						1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31						

UK Bank holidays 2025 - 2026				Staff training days- school closed		School holidays- school closed	
25 December 2025	Christmas Day	1 January 2026	New Year's Day	6 April 2026	Easter Monday	25 May 2026	Spring Bank Holiday
26 December 2025	Boxing Day	3 April 2026	Good Friday	4 May 2026	Early May Bank Holiday	31 August 2026	August Bank Holiday



Timings

Doors open for drop off at 8:45am and are closed at 8:50am (8:30am for 30 hour Nursery children).

15 hour Nursery children leave at 11:45am.

Doors open for collection at 3:15pm.

30 hour Nursery children leave at 1:15pm on Wednesdays.

School organisation

Year 4 Blue class

Mrs Lyons

Year 3 Purple class

Mrs Watson and Mrs Thomas

Year 2 Green class

Miss Winter

Year 1 Red class

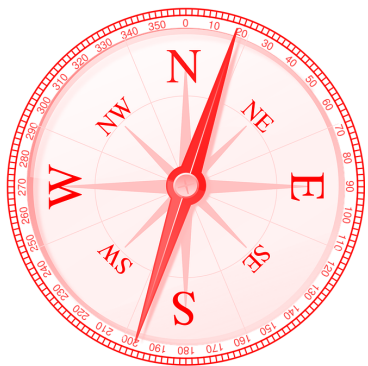
Mrs Bell

Reception Yellow class

Mrs Kembrey

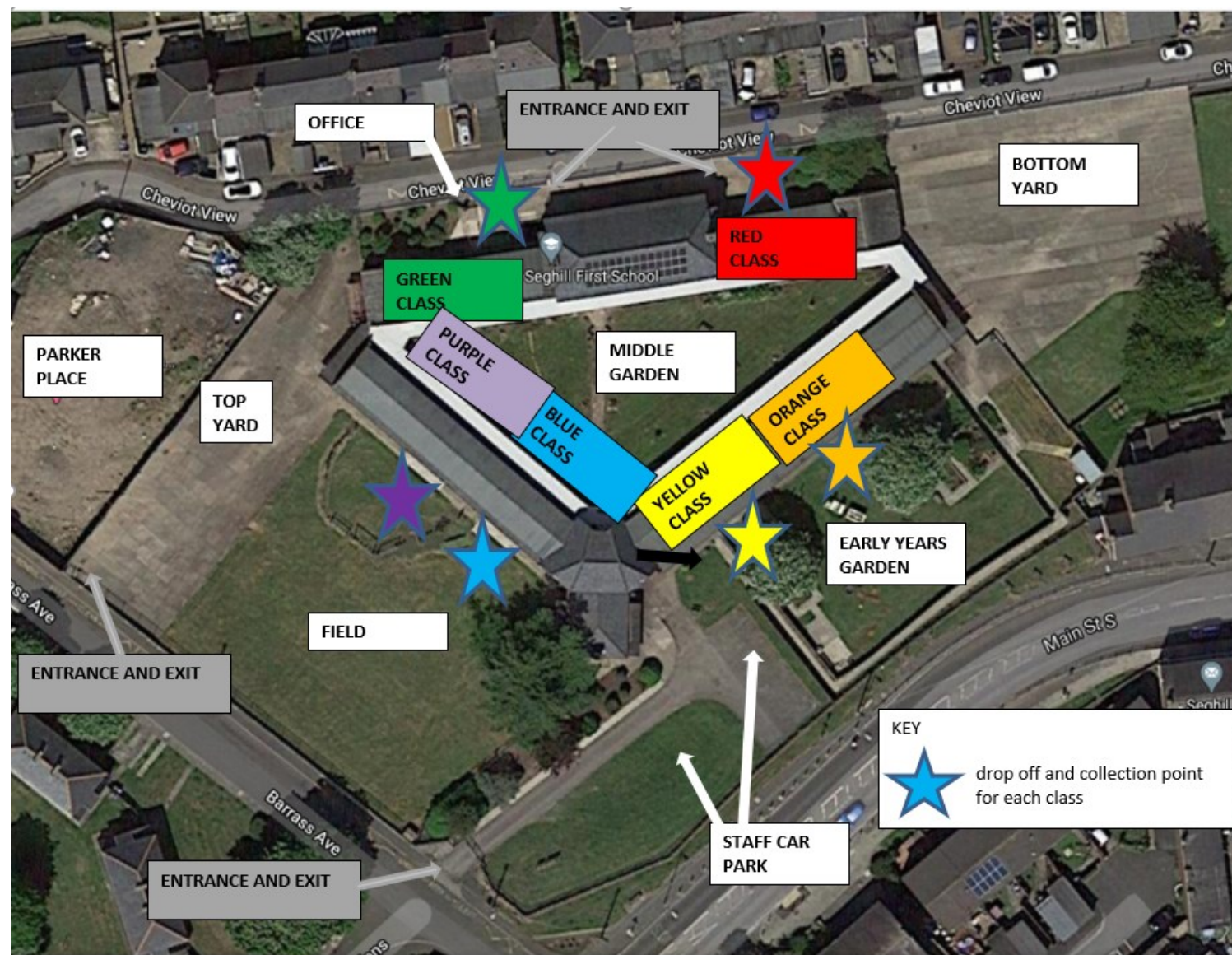
Nursery Orange class

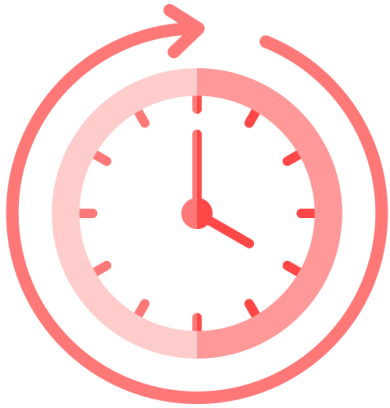
Mrs Askew



School map

If you have more than one child in school, please drop off and collect your youngest child first. Staff in all year groups are aware of siblings in different classes and will keep your child until you have collected your youngest child.





It is the responsibility of parents and carers to supervise their child before and after school.

Dogs are not allowed on the school site.

Vaping and smoking are not allowed on the school site.

Drop off and collection

Year 4 Blue class and Year 3 Purple class

Please drop off and collect children at the classroom door. Access is via the path running around the edge of the field. The trim trail is not in use before or after school.

Year 2 Green class and Year 1 Red class

Please drop off and collect children at the classroom door. Access is via Cheviot View. There is no vehicle access or parking on Cheviot View at drop off or collection time.

Reception Yellow class and Nursery Orange class

Please drop off and collect children at the classroom door. Access is via the school drive. There is no vehicle access to the school site at drop off or collection time.



In Early Years, staff use **Tapestry** to communicate with parents and carers and to share achievements.



School apps

We use **School Gateway** to send texts and emails to parents and carers. Our weekly newsletter is sent out via School Gateway.

School Gateway is also the **payment portal** for school meals, school trips and school uniform.





Telephone

0191 237 0419

Email

schooladmin@seghillschool.co.uk

Send us a text /email

via School Gateway

Facebook

[https://www.facebook.com/
seghillschool](https://www.facebook.com/seghillschool)

School website

[Seghill First School - Home](#)

Contact information

Mrs Lyons amanda.lyons@school360.co.uk

Mrs Watson sarah.watson1@school360.co.uk

Mrs Thomas melissa.thomas3@school360.co.uk

Miss Winter lucy.winter@school360.co.uk

Mrs Bell anna.bell1@school360.co.uk

Mrs Kembrey sarah.kembrey@school360.co.uk

Mrs Askew hannah.askew@school360.co.uk

Miss Chappell schooladmin@seghillschool.co.uk

Miss Best schooladmin@seghillschool.co.uk



School meals

School meals

School meals cost **£2.40** per day. Meals should be paid for on **School Gateway**. We do not accept cash payments for school meals.

Children in Reception, Year 1 and Year 2 **do not pay** for their meal as it is paid for by the Universal Infant Free School Meal scheme.

Children can have a **packed lunch** if they don't want a school meal, or they can order a **jacket potato** during morning registration.

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Chef's choice	Beef meatballs in homemade tomato sauce served with pasta and garlic bread	Homemade cheese and tomato pizza served with chips and beans <u>*mixed</u> salad available	Oven baked sausages served with homemade roast potatoes and carrots	Sweet chilli chicken wrap or Cheese wrap served with mini hash browns and sweetcorn	Oven baked fish served with chips and beans
Sweet choice	Cookie or fresh fruit	Raspberry muffin or fresh fruit	Ice cream or fresh fruit	Shortbread or fresh fruit	Chocolate sponge served with custard or fresh fruit

Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
Chef's choice	Beefburger in a bun served with chips <u>*mixed</u> salads available	Homemade cheese and tomato pizza served with mini hash browns and beans <u>*mixed</u> salads available	Pasta Bolognese served with garlic bread and sweetcorn	Roast pork served with Yorkshire pudding, oven baked roast potatoes and vegetables	Chicken goujons served with chips and baked beans
Sweet choice	Chocolate cookie or fresh fruit	Strawberry delight desert or fresh fruit	Chocolate brownie or fresh fruit	Ice cream or fresh fruit	Iced cake and custard or fresh fruit

Jacket potatoes and a range of fillings will also be cooked to order each day. Children should ask their class teacher for a jacket potato during registration. Fillings are cheese, beans or tuna mayonnaise.



Book bags and water bottles with the school badge can be bought from the **school office**. Children are not required to wear or have any items with the school badge.

Pre-loved uniform is available from the school office.

Children may wear one pair of stud earrings and a watch. No other **jewellery** please.

School uniform

School uniform

Red sweatshirt or cardigan*

White polo top

Black or grey trousers, skirt or pinafore

Black shoes

PE kit

Red sweatshirt or cardigan*

White polo top or plain white t-shirt

Black or navy shorts, joggers or leggings

Trainers

Please wear PE kit to school on PE days

*with the school badge can be bought from the school office.



Safeguarding

If you are **worried about a child**, please let us know straight away. You can speak to any adult in school, who will pass your concerns to Miss Chappell.

You can speak to Miss Chappell before or after school in **person**, or by calling the school office on **0191 2370419**.

You can email the **school admin email address** letting us know your concerns.

Alternatively, you can ring **07785 180484**. This number is for **urgent safeguarding concerns** and not for general enquiries.

The Designated Safeguarding Lead (DSL) is **Miss Chappell**.

The Deputy Designated Safeguarding Lead is **Mrs Bell**.

The Special Educational Needs Co-ordinator is **Mrs Kembrey**.



Attendance and punctuality

Leave of absence during term time

Leave of absence during term time will not be authorised unless **evidence of exceptional circumstances** is provided and accepted.

A **leave of absence during term time form** must be completed and submitted at least 2 weeks before the absence date

If your child is not well enough to be at school, please contact us on the **first day of absence** by telephone, (see page 7). We do not accept texts or emails regarding the first day of absence.

We need to know why your child is not at school and when you expect them to return to school.

Please make sure your child is dropped off and collected **on time** from their classroom door. Arriving late and being collected late is distressing for the children.

Children will not be allowed to leave the classroom to meet parents parked on Barrass Avenue.



Costs and bookings

Bookings are made and paid for by parents and carers on the School Gateway app.

Bookings and payments should be made at least 24 hours in advance of the required session.

Wraparound

We offer a breakfast club and an after school club.

Breakfast club

Opens at 7:30am. Children are provided with breakfast and are taken to their classroom for 8:45am. Please drop off your child at the Club Room door, which is accessed via the school drive (no vehicle access).

After school club

Children are collected from their classroom at 3:15pm and taken to the Red classroom. They are provided with a snack tea. Please collect your child at the Red classroom door, which is accessed via the Cheviot View.

Closes at 5:30pm.



Illness and medication

If you are **worried** about your child's health, please make an appointment to see your child's class teacher.

We will work with you to devise an action plan and will help you with a referral to other agencies if this is needed.

If your child requires 4 doses of medicine each day, we will administer one dose in school. Please fill in a **medicines in school form** and bring the completed form and the medicine to the **school office**. Class teachers cannot accept medication.

If your child requires 3 doses of medicine each day, please administer all 3 doses at home.

If your child uses an **inhaler**, this will be kept in the school office (unless otherwise agreed). A member of staff will supervise your child while they use their inhaler and this will be recorded in their medical file.



Supporting your child

Meetings with class teachers

Autumn term 2025 meetings

Monday 20 October from 3:30pm or
Thursday 23 October from 2:30pm.

Spring term 2026 meetings

Monday 30 March from 2:30pm or
Tuesday 31 March from 3:30pm.

Summer term 2026

You will be provided with a written
report on your child's progress and
achievement throughout the year.

We really appreciate it if you support your child at home to complete homework and read with them regularly.

Homework and spellings are given out every **Friday** and should be completed and returned by the following **Wednesday**. Please see your child's class teacher if you have any difficulties.

We will explain our expectations about **reading at home** with your child at our termly **class coffee mornings**.

All parents and carers are invited to our **celebration assembly** on the last day of each half term.



Throughout the year we have a range of **fundraising events** organised by the fundraising committee.

We use the money from fundraising activities to subsidise all school visits and provide treats and opportunities for our children.

We also take part in national fundraising events.

Fundraising

Wear denim for Jeans for Genes Friday 19 September
Macmillan coffee morning Friday 26 September from 9:00am

Children in Need Friday 14 November

Christmas fayre Friday 12 December from 3:15pm

Film night Wednesday 17 December 3:15pm for Years 1 to 4

Non uniform for school funds Friday 13 February

World Book Day coffee morning at 9:00am Thursday 05 March

Mother's Day lunch Friday 27 March

Mother's Day afternoon tea Friday 27 March

Games night Wednesday 20 May from 3:30pm for Years 1 to 4

Non uniform for Seghill Gala Friday 05 June

Father's Day breakfast Friday 19 June

Father's Day lunch Monday 22 June

Summer fayre Tuesday 07 July from 3:15pm



Other information

Class coffee mornings and afternoons

Nursery and Reception Friday 12 September 9:00am,
Thursday 15 January 2:30pm and Tuesday 28 April
9:00am.

Years 1 and 2 Thursday 11 September 9:00am, Tuesday
13 January 2:30pm and Thursday 30 April 9:00am.

Years 3 and 4 Wednesday 10 September 9:00am, Mon-
day 12 January 2:30pm and Wednesday 29 April
9:00am.

Celebration assemblies

Friday 24 October at 2:30pm, Friday 19 December at
9:00am, Friday 13 February at 2:30pm, Wednesday 01
April at 9:00am, Friday 22 May at 2:30pm and Friday 17
July at 9:00am

Class assemblies

Year 4 Wednesday 03 June at
9:00am

Year 3 Wednesday 10 June at
2:45pm

Year 2 Thursday 18 June at
2:45pm

Year 1 Wednesday 24 June at
9:00am

Nursery and Reception Friday 03
July at 9:00am



Staff details

Lunchtime supervisors

Mrs Ellison

Mrs Jose

Mrs Mattinson

Mrs Mullen

Caretaker and cleaning team

Mr Ruler

Mrs Collier

Miss Petrie

Mrs Askew

Mrs Kembrey

Miss Welton

Mrs Aiston

Nursery teacher

Reception teacher

Learning support assistant

Learning support assistant

Mrs Bell

Mrs Ellison

Miss Winter

Mrs Jose

Year 1 teacher and deputy head

Learning support assistant

Year 2 teacher

Learning support assistant

Mrs Thomas

Mrs Watson

Mrs Lyons

Year 3 teacher

Year 3 teacher

Year 4 teacher

Miss Chappell

Miss Best

Headteacher

Office manager