



27th January 2025

## CONTACT DETAILS



It is important that the information we hold for you is up to date in case we need to contact you in an emergency.

If you have recently changed your home address, telephone numbers or email address please ensure you update your details by emailing (please include your child's name, year group and class):

[BAP.enquiries@abbeyacademies.co.uk](mailto:BAP.enquiries@abbeyacademies.co.uk)

## SAFEGUARDING CHILDREN



Please may we remind you that if someone other than a parent/carer is collecting your child/ren at the end of the school day, you should inform a member of staff or the school office on 01778 422163.

Thank you for your cooperation in helping us to safeguard our children.



## TIME-CRITICAL MESSAGES

Please can we remind you that whilst our enquiries inbox is checked on a regular basis each day, it is not permanently monitored. If your message is urgent or of a time-critical nature, please telephone school on **01778 422163** in the first instance.



Thank you for your understanding.

## MORNING ROUTINES

Please may we remind you about our safeguarding routines for morning drop off:

Gates are opened at 8.45 a.m. and closed at 9.00 a.m. A member of staff will stand at both the Abbey Road and Manning Road gates



Parents/carers of Reception & KS1 pupils must walk their child to their classroom and ensure that they enter the building and are handed over to an adult

Pupils in KS2 may enter the playground unaccompanied at 8.45 a.m. However, please note that all children should be escorted to the gate by an adult who should wait with them **until the gates are opened by a member of staff**

Thank you for your continued support.

## SCHOOL TRANSPORT SEPTEMBER 2025

If your child is starting primary school or transferring to secondary school in September 2025 they may be eligible for school transport. If you think your child is eligible please apply for transport as soon as you have your offer of a school place. Applications can be made online at the website below or a telephone application can be made by contacting the Customer Service Centre on 01522 782020.

For more information about the home to school transport policy and online applications please go to

[www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport). Queries can be emailed to:

[schooltransportapplications@lincolnshire.gov.uk](mailto:schooltransportapplications@lincolnshire.gov.uk)

