





Chesterfield Primary School

New Starters 2026/2027 Information Pack

A very warm welcome to Chesterfield Primary School 2026/2027!

Dear Parents/Carers and Children

Following the acceptance of your child's place at Chesterfield Primary School, we are delighted to extend a very warm welcome to your family! We take immense pride in our vibrant, friendly school community and are genuinely excited to welcome you to our wonderful two-form entry school.

We understand that joining a new school mid-year can be both an exciting and a big step for children and their families. Our dedicated staff team is committed to making this transition as smooth, happy and seamless as possible. We work closely with every new pupil to ensure they quickly feel settled, build confidence, make friends and find their feet in their new classroom environment.

To help you get started, we have put together this welcome pack. It contains key information about daily routines, school life, learning and practical details to help your child settle in smoothly from day one. Please take some time to read through this booklet.

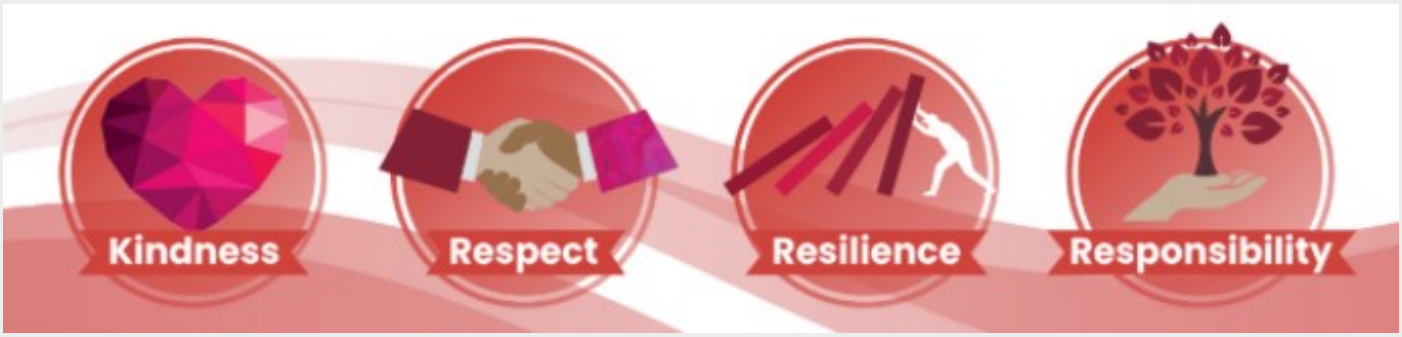
We firmly believe that a strong partnership between home and school is key to every child's happiness and success. If you have any questions, concerns, or if there is anything we can do to help ease the transition, please do not hesitate to reach out. You can contact us through the main school office on **01992 760678** or by email at **office@chesterfieldprimary.org**.

You can also explore our school website for further information and updates: **www.chesterfieldschool.co.uk**

We are very much looking forward to welcoming your family and embarking on this exciting educational journey together.

Warmest regards

The Leadership & Staff Team



School Uniform

You can buy school uniform from https://www.uniform4kids.com/collections/chesterfield or from Lyons School Shop, 242 Hertford Road, Enfield EN3 5B . Please make sure it is all named. This is particularly important with school jumpers as they can easily get mixed up when children take them off. Please do not send your child in laced shoes until they are able to tie them themselves.

Velcro school shoes are more appropriate for Reception.

Please make sure that your child is dressed appropriately for the weather – a waterproof, warm coat for the winter and sun hat and sunscreen for the summer. Children should also have a separate, named water bottle.





All Year Round

- Red school sweat shirt or cardigan with Chesterfield school logo
- Grey or black trousers or skirt
- White collared t-shirt with Chesterfield logo
- Black shoes (with Velcro fastening please)
- Plain coloured hijab





For Summer

- Girls: Red and white check or stripe summer dress or knee-length short trousers.
- Boys: Black or grey knee length short trousers

For PE—Active Uniform

We wear our PE kit to school on PE days

- Chesterfield branded red school jumper or cardigan
- Black shorts or black footless leggings and white t-shirts (long or short sleeved)
- Black trainers (with Velcro fastening)
- Blue or black plain track or jogging suit bottoms

Hair

For health and safety and practical reasons, long hair should always be tied back during the school day using simple ties bands or clips.

Sun Hats and Water Bottles

Please ensure that every day, and especially on hot sunny days, you send your child in with a named sunhat and a separate named water bottle as well as the drink in their lunchbox.

School Bag

Red Chesterfield book bag or backpack

School Lunch

At Chesterfield Primary School, lunchtimes are a central part of our day where children relax, enjoy a nutritious meal, and socialise with friends.

Universal Free School Meals for All Pupils

Thanks to funding from the **Mayor of London's Universal Free School Meals scheme**, **every single primary pupil at Chesterfield Primary School is eligible for a hot, healthy, and delicious school lunch completely free of charge**, regardless of year group or family income.

Important Note on Pupil Premium Funding:

Even though all pupils automatically receive a free hot lunch, it is still crucial that families who meet the low-income criteria complete a **Free School Meals / Pupil Premium Application Form**. Registering brings vital additional funding directly into the school budget (over £1,500 per eligible child per year) to support your child's learning, extra resources, and subsidised school trips.

Our Catering Provider: The Pantry

Our school meals are freshly prepared on-site every day by our catering partner, **The Pantry**.

Nutritious & Balanced: Menus follow strict national food standards, offering a daily choice of hot meat/fish dishes, vegetarian options, a fresh salad bar, jacket potatoes, and delicious desserts.

Dietary Needs & Allergies: The Pantry caters for all dietary requirements, including Halal, vegetarian/vegan diets, and specific food allergies or intolerances. Please inform the school office of any dietary needs or allergies so we can update our catering system before your child starts.

Alternative Option: Packed Lunches

If you prefer to send your child to school with a packed lunch from home, please keep the following guidelines in mind:

Healthy Choices: Packed lunches should be balanced, containing items like sandwiches/wraps, fruit, and yogurt. Please avoid sweets or sugary fizzy drinks.

Strictly No Nuts: Due to severe, life-threatening allergies among some pupils and staff, **Chesterfield Primary is a nut aware school**. Please do not include peanut butter, Nutella, cereal bars containing nuts, or any nut products in packed lunches.

You will be provided with log-in details to view the menus on The Pantry's own website and choose your child's meal. Alternatively, you can provide your child with a healthy packed lunch.

Our caterers are called The Pantry. You should order your child's daily lunch choices directly with. The Pantry. We suggest you order your child's lunch with them so that they know what meal to expect on each day. If you have any queries, please contact office@thepantrycatering.co.uk 0208 813 7040 Please quote your child's school, year group, class and parent/carer details.

Breakfast Club

We offer a **free Breakfast Club** to all pupils from Reception to Year 6 starting this Autumn term.

Each session provides children with a nutritious breakfast alongside a variety of fun, engaging activities to help them settle into a positive mindset before the school day begins. As this is a free provision, we are pleased to offer flexible attendance—children are welcome to attend on a regular schedule or on an ad-hoc, as-and-when basis.

Registration & Sign-Up To ensure we have up-to-date emergency contact details and dietary information for every child, please complete our initial registration form before your child's first visit by scanning the QR code below or clicking Breakfast Club Registration Form

Key Information & Ad-Hoc Guidelines:

- Children should arrive at the main office between 8:00 AM and 8:30 AM.
- Ad-Hoc / Flexible Attendance: If your child is attending on an ad-hoc basis, please notify the school office via email (office@chesterfieldprimary.org) or through the school app by 7:30am on the morning of attendance so we can ensure adequate staffing and breakfast preparation.
- For safety and register keeping, all ad-hoc attendees must be signed in at the main office desk by an adult upon arrival.



After School Clubs

We offer a fantastic range of enrichment clubs throughout the year! These activities provide a brilliant opportunity for your child to try new hobbies, learn new skills, and make friends across their year group. At the end of each term, we celebrate pupils' commitment and achievements with a special certificate.

Club Timings & Collection

- **Club Hours:** After-school clubs run straight after lessons until **4:30 PM**.
- **Collection Point:** Please collect your child from the main playground via the gate near the main office.
- **Term Dates:** Exact start and end dates for each term's clubs, along with half-term break dates, are shared with parents at the beginning of each term via email and newsletter.

Booking & Fees

1. School-Led Clubs: Children are welcome to attend multiple clubs each week (subject to availability):

- **First Club:** Free of charge
- **Additional Clubs:** £2 per session
- **Allocation:** Places are allocated on a first-come, first-served basis.

2. External Specialist Clubs: We also partner with specialist external instructors to offer expert coaching (e.g., specific sports or performing arts):

- **Cost:** £3 per session (billed termly).
- **Refunds:** Payments for external sessions are non-refundable for missed individual sessions due to illness or appointments.

How to Sign Up & Key Policies

- **Sign-Up Process:** Club registration opens at the start of each term via an online sign-up form sent to parents.
- **Payment:** If your chosen club carries a fee, this will be added to your **ParentPay** account once your child's place is confirmed by email.
- **Commitment & Attendance:** Because places are in high demand, please ensure your child is committed to attending. If a child misses **three consecutive weeks** without prior notice, their place may be reassigned to a child on the waiting list.
- **Withdrawals:** All payments are non-refundable if a pupil chooses to withdraw partway through the term.

Questions about clubs?
Please contact our club coordination team directly at **schoolclubs@chesterfieldprimary.org**.

Attendance and Punctuality

Excellent attendance is directly linked to your child's happiness, confidence, and progress in school. We aim for every child at Chesterfield Primary School to achieve at least **96% attendance**.

The School Day

Key Time	Event
8:45 AM	School gates and classroom doors open
8:55 AM	Gates close. Children arriving after this must enter via the Main Office and register as **Late (L)**
9:25 AM	Registers close. Arrival after this time is recorded as an **Unauthorised Absence (U)**
3:15 PM	End of the school day and collection

Top Tip: Arriving just 5–10 minutes late each day adds up to over three full days of lost learning across an academic year!

Reporting an Unplanned Absence (Illness)

If your child is unwell and unable to attend school, please inform us as early as possible on the first day of absence:

1. **Call the Main Office:** Call **01992 760678** before **8:30 AM** and leave a message on the absence line stating your child's name, class, and specific reason for absence.
2. **Email Alternative:** You can also email **office@chesterfieldprimary.org** with the reason for absence.

Daily Updates: Please update the office on each subsequent day of illness unless a doctor has specified a set period of absence.

*Note: For sickness or tummy bugs involving vomiting or diarrhoea, children must remain at home for **48 hours** following the last episode before returning to school.*

Medical & Dental Appointments

Where possible, please arrange medical and dental appointments outside of school hours or during school holidays.

- If an appointment during school hours is unavoidable, please inform the main office in advance and provide proof of appointment (e.g., appointment card, text confirmation, or letter).

Children should be collected from and returned to the Main Office before and after their appointment.

Term-Time Absence & Leave of Absence

In line with Department for Education (DfE) guidelines, headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

- **Planning Holidays:** Family holidays should be booked during standard school holiday periods only.
- **Requesting Leave:** If you need to request leave for exceptional reasons, an official *Leave of Absence Request Form* must be submitted to the Headteacher at least two weeks in advance (available from the Main Office).

Unauthorised Absence: Unapproved absences taken during term time will be marked as unauthorized and may result in a Penalty Notice fine issued by the Local Authority.

Attendance Support:

We understand that every family experiences challenges from time to time. If you are struggling with your child's attendance or morning routine, please reach out to your child's class teacher or our Pastoral & Attendance Team via the main office. We are always here to offer support and guidance.

Medical

Medicine can only be given to children if it has been prescribed by the doctor and handed in to the office, where a form needs to be completed and signed by an adult. Your child must remain at home for 48 hours after the last time they were sick with vomiting or diarrhoea.

If your child is going to be absent from school for please phone the school early on the first day of illness and let us know. You will also need to bring in a letter explaining your child's absence when they return to school. Please call the school on 01992 760678.

My child is unwell, should I send them to school?

Sometimes it is difficult to know whether to keep your child off school or send them in. Always try and send your child to school if they are a little 'under the weather', for example, with a runny nose, headache, mild tummy-ache. The school will always contact you if your child is unwell, which is why it is vitally important that we have your correct contact details. HOWEVER, please do not send your child to school if they have any infectious illnesses like Chicken Pox, Measles etc. If your child has been vomiting or is suffering from diarrhoea, then they must stay away from school for 48 hours from the last bout of illness. This is to ensure that any infection does not spread through the school.

Martina, our friendly Welfare Officer is on hand to give support and advice to parents/ carers and can be contacted on 01992 760678 or via email: office@chesterfieldprimary.org

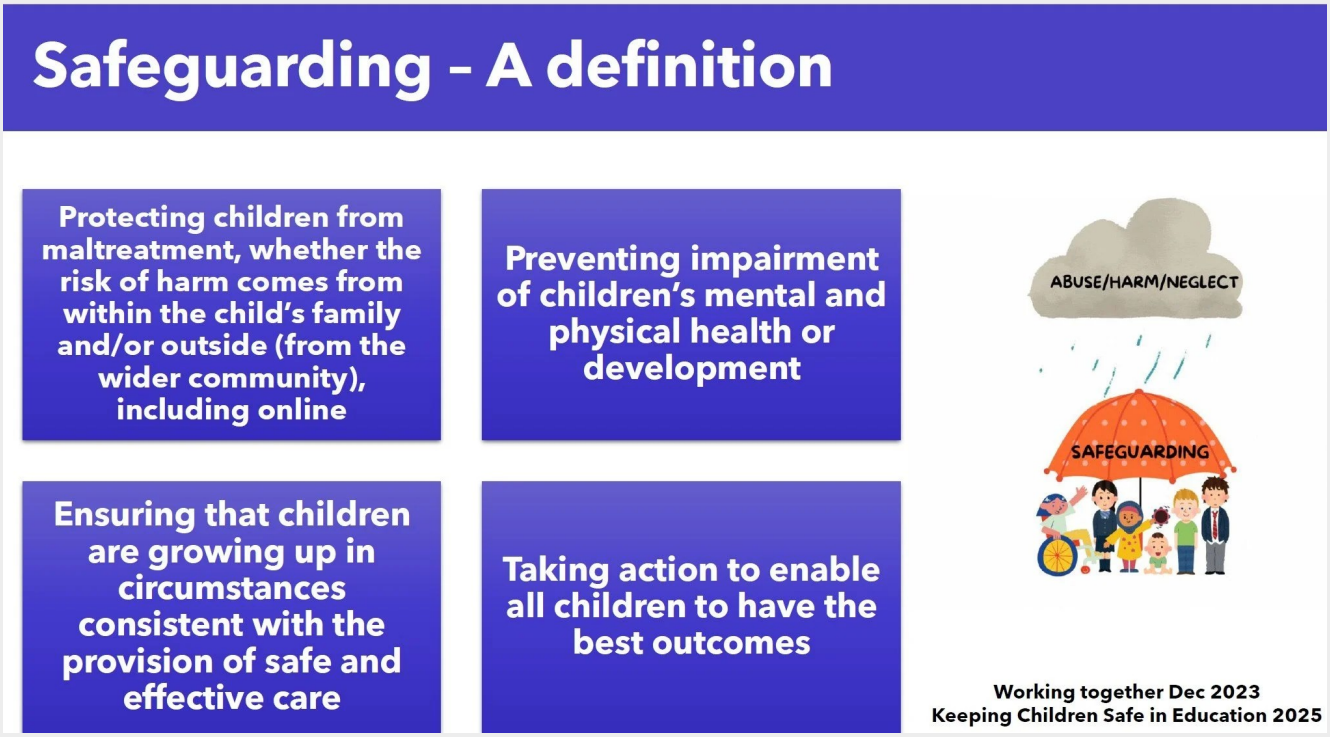
The NHS has a handy guide to the most common childhood illnesses and what you should do.

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Safeguarding

What is Safeguarding in School?

Safeguarding is about protecting children from abuse or neglect.



At Chesterfield Primary School, the safety and well-being of our children is of the utmost importance and we are all responsible for the safety of all children. We ensure that we are doing all we can to protect the most vulnerable members of our society.

All staff receive annual safeguarding training and our school is fully compliant with guidelines published by the Department for Education: 'Working together to safeguard children', 'Keeping children safe in education' and 'Safeguarding children and safer recruitment in education'.

Please note that It is NOT the responsibility of the school to investigate suspected abuse. Parents should be aware that where there is suspected abuse, the welfare of the child is paramount. In the interest of the child, staff may need to share information with other professionals. Please be aware that the school staff may also need to speak with you if a child discloses information that concerns them.



Keeping Our Children Safe: Nut-Aware School

To keep all children safe, Chesterfield Primary School is a nut-aware school. This applies to both children and adults in school, helping us to maintain a safe environment for everyone.



Peanut butter sandwiches and nut-based spreads



Spreads containing nuts (e.g. Nutella)



Chocolate spreads (even if nut-free)



Please check ingredient lists carefully.

Items such as cereal bars, biscuits, bread, pesto and some desserts can sometimes contain nuts or nut oils.

Contains nuts	⛔	Must NOT be sent into school.
May contain peanuts	⛔	Must NOT be sent into school.
May contain nuts	✅	Considered a smaller risk; may be included.

Thank you for your cooperation in keeping all of our children safe!

Chesterfield Primary School

Term Dates 2026/2027

Autumn Term 2026	
First Day of Term	Thursday 3 September 2026
Inset Day (school closed)	Friday 23 October 2026
Half Term	Monday 26 to Friday 30 October 2026
Start of second half term	Monday 2 November 2026
Inset Day (school closed)	Friday 27 November 2026
Last Day of Term	Friday 18 December 2026
Spring Term 2027	
First Day of Term	Tuesday 5 January 2027
Half Term	Monday 15 to Friday 19 February 2027
Start of second half term	Monday 22 February 2027
Last Day of Term	Thursday 25 March 2027
Summer Term 2027	
First Day of Term	Monday 12 April 2027
Bank Holiday (school closed)	Monday 3 May 2027
Half Term	Monday 31 May to Friday 4 June 2027
Start of second half term	Monday 7 June 2027
Inset Day (school closed)	Friday 18 June 2027
Last Day of Term	Thursday 22 July 2027

CONTACT US

Chesterfield Primary School
Chesterfield Road
Enfield
EN3 6BG

01992 760 678

www.chesterfieldschool.co.uk

@chesterfieldprimaryschool

Enfield School streets

Please note that Chesterfield Road is a designated **School Street.**

Entry to Chesterfield Road from Beaconsfield Road is prohibited on **Monday to Friday from 8:30 AM to 9:15 AM and 2:45 PM to 3:45 PM** during term times .

There are exemptions for Blue Badge holders.