



Writtle Infant School

Lodge Road, Writtle, Essex, CM1 3HZ
www.writtleinfantschool.com
admin@writtleschools.org | 01245 420963



Writtle Junior School

Margaretting Road, Writtle, Essex, CM1 3HG
www.writtlejuniors.org
admin@writtleschools.org | 01245 420592

Headteacher: Mr. N. Taylor | Deputy Head: Miss C. Storer

Friday 4th September 2026

Dear Parents

Welcome to the 2026-2027 academic year, what a great week it has been! We were all so excited to see the children back in school and to say hello to our new Foxes and Squirrels who have started their school journey in Reception.

Staff changes

Welcome to our new SENCo, Mrs Jordan, Squirrels class teacher Mrs Piper and our new Site Manager, Mr Stephenson. Key contacts for both schools are:

Mr Taylor (Headteacher), Miss Storer (Deputy Head), Mrs Jordan (SEnCo)

Free School Meals – Check if you're eligible!

A reminder that the government has expanded the provision of Free School Meals to anyone receiving Universal Credit. Please [complete this form as soon as possible if you would like us to check your eligibility](#).

All payments via ParentPay

Both schools are now cashless, so meals, trips and other payments to the school must be paid via ParentPay.

Attendance/Punctuality

As always, attendance and punctuality will be closely monitored by both schools. Please ensure that children arrive at school from 8.40am, their learning begins as soon as they enter the classroom. Pick up time is 3.10pm at the infant school and 3.15pm at the Junior school.

Please inform us as early as possible if there is a change in collection arrangements during the day. Each year group at the Junior School gradually builds children's independence with regard to pick up arrangements – please complete this form to [let us know your preferred pick up arrangements for Junior School children](#).

Absence from school

Absence due to illness must be notified to parents@writtleschools.org by 9am each day. Children are required to stay at home for 48 hours after the last instance of vomiting or diarrhoea.

The schools cannot authorise a leave of absence request in term time unless there are exceptional circumstances. All requests must be received in advance using the [leave of absence application form](#).



Keep us informed!

It is essential that you inform us immediately of any changes to your emergency contact information, child's medical history (including allergies, dietary requirements or asthma care).

PE Days, Clubs and Diary Dates

We will write to you again next week with dates for the coming year and information about this term's teacher-led clubs for children in Year 1 and above. Clubs offered by our professional coaches are published on our websites, below.

WIS Clubs: [WIS Clubs information](#)

WJS Clubs: [WJS Clubs information](#)

We will also be sharing details of changes to woodland learning and swimming provision, following the government's announced changes to Sport Premium funding.

PE days for this half term are listed below.

Writtle Infant School	Writtle Junior School
Reception – Monday, Friday	Year 3 – Monday, Friday
Year 1 – Tuesday, Thursday	Year 4 – Tuesday, Friday
Year 2 – Monday, Friday	Year 5 – Monday, Wednesday
	Year 6 – Tuesday, Wednesday

Finally, a thank you to the Friends of Writtle Schools who have continued to work tirelessly for both schools during the holidays, updating the outdoor learning areas in both schools with new lodges for the children. An incredible effort and much appreciated.

We hope you all have a restful weekend, we're sure your children will sleep well and we probably will too!

Best wishes

Mr Taylor