London Borough of Havering
**ENGAYNE PRIMARY SCHOOL**
Mrs S Sankey: Headteacher
01708 223492

July 2025

Dear Parents/Carers

In September, your child will be entering the next phase of their education.

At Engayne the transition is a smooth and generally an unnoticed one as the children are already familiar with the routines and staff of the school. The children will be with their new teachers in the final week on Wednesday, Thursday and Friday to begin their transition.

This letter is just to highlight a few of the minor changes from KS1 to KS2. In September entrances, exits and snacks will be slightly different.

**School pickup**
Year 3 children will, in general, be out first at the end of the day, for the first few weeks. In key stage 2, we do not have the password system for the end of the day. The teachers will ask the children to wave at their adult and we ask the adult to please wave back so we can identify you and know where the child is heading towards. Please make sure your child knows who is collecting them.

**Exits and Entrances**
The children are able to come into school from 8.40 am, when a member of staff is on duty in the Key Stage 2 playground. This allows children to prepare for the start of the school day and be settled in their classrooms ready for registration at 8.50 am. Arrangements for the first day of term will be given in this term's newsletter. When the children finish school, at 3.20pm, they are **dismissed exit via Humber Drive**.

**School Dinners and Milk**
School dinners will continue to be free due to the Mayor of London's free dinner scheme.
If you are on universal credit you may be entitled to £15 per week in the school holidays as well as school-based support such as help with school trips and devices for homework. To apply please either go to the pupil premium page on the school website, where there is a link or go straight to the London Borough of Havering-school support page and follow the link at the bottom or contact Mrs Moore in the school office.
Milk can be purchased as in KS1.

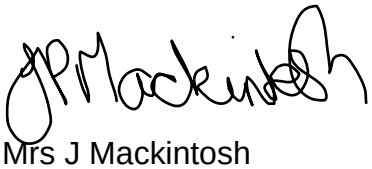
**Playtime snack**
Key Stage 2 children are not part of the Government's fruit scheme. The children, therefore, should bring in their own snacks of fruit, vegetables and other healthy treats as listed on the health food policy. I have attached our food policy to this email.

**Pencil Cases**
The children can bring one small pencil case in to school containing their own pencil, sharpener and rubber. However, it is their responsibility.

**School Bags**
Bags other than books bags can be used. However, please ensure they are small enough to fit in the child's locker along with their coats, P.E. kits and painting aprons.

I would like to take this opportunity to wish all year 2 pupils every success in Key Stage 2. I know that they will carry on building upon their achievements from Key Stage 1.

Yours sincerely,



Mrs J Mackintosh
Assistant Head
Phase Leader for Yrs 3 & 4