

September 2026

NEWSLETTER

potter street academy news



Dear Parents and Carers,

Welcome back! We hope you and your families have had a wonderful, restful and enjoyable summer holiday. We are delighted to welcome everyone back to school and are looking forward to an exciting year ahead.

A new school year brings fresh opportunities, new friendships and lots of exciting learning experiences. We are particularly pleased to welcome our new pupils and families to our school community and hope that they will quickly feel at home.

Our staff have been busy preparing classrooms and planning engaging learning opportunities for the children. We are looking forward to working closely with you throughout the year to support every child in reaching their full potential.

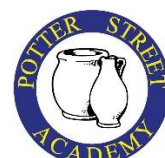
Over the coming weeks, we will be helping the children settle back into routines and encouraging them to approach the new school year with confidence, curiosity and enthusiasm. Please continue to support us by ensuring that children arrive at school on time, wear the correct uniform and come prepared and ready to learn each day.

We value the strong partnership between home and school and look forward to keeping you informed about important events, learning opportunities and ways in which you can support your child's education throughout the year.

Thank you for your continued support. We are excited about the year ahead and look forward to seeing all that our wonderful children will achieve.

Wishing you all a happy and successful start to the new school year!

Mr Gladwin
Head of School



Staffing

Miss Witter has decided to leave her position as Deputy Headteacher with immediate effect. Miss Witter will be taking some time to focus on her family and to explore new adventures.

The PCLC would like thank Miss Witter for her contribution to the school and wish her every success and happiness for the future.

A warm welcome to Mrs Zuna, who is joining our school as a new member of staff and will be working with our EYFS team as a Learning Support Assistant.

We are also pleased to announce some changes to existing staff roles. Mr Smith-Hughes will be taking on the role of Learning Mentor, supporting pupils across the school.

Mrs Porter will be moving into the school office and will be taking over from Mrs Gant.

Ms Parete will be joining the Autism Hub, where she will be supporting pupils in her new role.

We are delighted to welcome the following new members of our ASC team, who will be working across Potter Street and The Downs. We look forward to getting to know them all, working together and supporting them in their new roles.

Emily Minihan - Head of ASC

Jo Moore – ASC Lead Teacher

Migena Daja – ASC LSA

Laura Warboys – ASC LSA

Hannah Osborne – ASC LSA

Shannon Evans – ASC LSA

We are delighted to welcome all our new staff to our school community and wish Mr Smith-Hughes, Mrs Porter and Ms Parete every success and happiness in their new roles.

Family Holidays and Term Time Leave

Just a reminder that parents/carers should ensure that family holidays and any leave is arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

Requests are rarely authorised.

Secondary School Places for Sept 2027

Parents and carers of children currently in **Year 6** are reminded that applications for a secondary school place for **September 2027** can be made through **Essex County Council**.

Applications open on **12 September 2026** and must be submitted by the national closing date of **31 October 2026**. Applications received after this date will be considered late and may reduce the chance of being offered a place at one of your preferred schools.

We encourage families to attend secondary school open evenings and visit schools where possible before making their choices.

Applications can be made online via www.essex.gov.uk/admissions



Primary School Places for Sept 2027

Parents and carers of children due to start Reception in September 2027 can apply for a primary school place through Essex County Council.

If your child was born between 1 September 2022 and 31 August 2023, they will be due to start school in September 2027.

- Applications open: 9 November 2026
- Application deadline: 15 January 2027
- National Offer Day: 16 April 2027

Applications received after the closing date will be considered late and may reduce the chance of being offered a place at a preferred school.

Reception 2027 Tours

We are offering tours of the school for families of children that will start in Reception in September 2027.

If you would like to book onto one of the tours, please contact the school office on 01279 866504.

The dates are:

- 5th October - 1:30pm
- 3rd November - 9:30am
- 25th November - 9:30am
- 13th January – 9.30am

Dates for the Diary

Meet the Teacher – 3:00pm

We are pleased to invite parents and carers to our upcoming **Meet the Teacher sessions**. These sessions will provide an opportunity to meet your child's teacher, find out more about the year ahead and learn about classroom routines, expectations and how you can support your child's learning at home. It will also be a chance to ask any questions and find out more about what your child will be learning throughout the year.

7th September – Year 5

8th September – Year 1 and 2

9th September – Year 4

10th September – Year 3 and 6

Parents Consultation

These meetings are held to give you the opportunity to discuss your child's achievement so far this year and to inform you of where your child is currently working and to discuss how you can support your child in helping them reach their targets. Details of how to book these appointments will be advised.

13th October – 1:30pm

14th October – 3:30pm

