



HANDFORD HALL PRIMARY SCHOOL

57, Gatacre Road, Ipswich, Suffolk, IP1 2LQ

Telephone: (01473) 251603

e-mail: schooloffice@handfordhall.omat.org.uk

www.handfordhall.omat.org.uk

Headteacher: Mrs K Blake BA (Hons)

2nd September 2025

Dear Parents,

Re: Changes to End of Term Celebration assemblies this academic year

I hope this letter finds you well as we approach this new academic year. I am writing to inform you of some important changes to our celebration assemblies that will be implemented from this academic year onwards.

We have been absolutely delighted with the significant number of parents attending our end of term celebration assemblies. These occasions provide us with wonderful opportunities to share your children's successes with you and celebrate their achievements together. This year, we have seen an increased number of parents attending these very important sessions, and whilst this is tremendously encouraging, we are very much aware of the constraints posed by the small space in the dome.

Therefore, to enhance the experience for all families, we will be implementing new arrangements for our assemblies. There will be two assemblies at the end of each term:

- 9.15am for Reception, Year 1 and Year 2 parents
- 11.00am for Years 3, 4, 5 and 6 parents

Each child will be allocated two spaces for their adults to ensure fair access for all families.

To ensure the safety and enjoyment of all attendees, we will also be introducing the following guidelines:

1. Due to health and safety requirements, no buggies will be permitted in the building
2. No food or drinks will be allowed to be brought in and consumed during the assembly



International School Award



Handford Hall Primary School a member of the Orwell Multi Academy Trust.
Registered office is Halifax Primary School, Prince of Wales Drive, Ipswich, IP2 8PY.
Registered in England & Wales, Company No.10650092.

This school is committed to safeguarding and promoting the welfare of children

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3. Mobile phones will need to be switched off during the duration of the celebration assembly
4. The corridor will be allocated for parents with small children if they become disruptive
5. As punctuality and attendance are our priority, lateness will not be tolerated. Any parent who arrives late for the celebration assembly will sadly not be able to attend the event
6. Parents will receive a text invitation to the celebration assembly - attendance will need to be confirmed due to health and safety requirements

We hope that these new arrangements will significantly improve parents' experience of our celebration assemblies, as they will be less crowded and parents will be better able to see and hear their children during these very important school events.

Thank you for your understanding and support in this matter. We look forward to celebrating your children's achievements with you under these improved arrangements.

Yours sincerely,

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Mrs K Blake
Headteacher



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Summary of changes to HH End of Term Celebration Assemblies

End of Term Celebration Assembly for Reception*, Year 1 and Year 2	9.15am start Gate opens 8.55-9.15
End of Term Celebration Assembly for Years 3, 4, 5 and 6	11.00am start Gate opens 10.40-11.00
Lateness	Gates shut at 9.15/11.00 Any late adults will not be permitted to attend
Mobile phones	 Mobile phones will need to be switched off during the duration of the celebration assembly
Food and drink	 No food or drinks will be allowed to be brought in and consumed during the assembly
Buggies/prams	 No buggies will be permitted in the building
Small children attending with their parents	The corridor will be allocated for parents with small children if they become disruptive
Confirming attendance	Parents will receive a text invitation to the celebration assembly - attendance will need to be confirmed due to health and safety requirements



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