



Warboys Primary Academy

A proud member of



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Monday 23rd June 2025

Dear Parents/Carers,

SPORTS DAY

Sports Day is fast approaching, and we just wanted to inform you of the logistics for the day.

If you are dropping your child off at school before 9am, you are welcome to stay on site and make your way straight to the School Field. If you are planning to arrive after 9am, please enter school via the KS1 side gate (Bottles Road entrance) where a staff member will greet you and direct you. This gate will be reopened at 11:45am for lunchtime and afternoon visitors and you will be greeted by a member of staff who will indicate where you need to go. At 1:00pm the gate will be locked, and any visitors after this time will need to enter via the School Office entrance.

Due to safeguarding reasons, we ask that you only leave and re-enter the site during the allotted time (11:45 a.m. – 1pm) If you need to leave the site due to an emergency, please speak to a member of staff. Please bear in mind staff will be busy at this time to ensure a smooth and enjoyable Sports Day.

Timings for the morning:

- EYFS/KS1 9:30 a.m. - 10:30 a.m. running track, 10:45 a.m. - 11:45 a.m. team events.
- KS2 9:30 a.m. -10:30 a.m. team events, 10:45 a.m. - 11:45 a.m. running track.

Timings for the afternoon

- 1:15pm – 2:45pm Championship Races (Further details to be sent to parents of children involved) This event will not have any KS1 or EYFS children involved.

To help the morning run smoothly, we will be setting out spectator zones, for you to sit and watch both the running and team events. Please feel free to bring your own chairs or blankets, as seating is not provided. We ask that you remain in these spectator zones to ensure the events can run smoothly and safely. Children will remain with their classes under the supervision of school staff.

After the morning events have finished (11:45am - 12pm), all children will return to their classes to prepare for lunch. If you are staying to have a picnic lunch with your child, you will need to collect them from their classroom. All other children will have their lunches outside as normal.

At 1pm a whistle will signal the end of lunch. All children will line up with their class to be registered for the afternoon. Following registration, the children will be brought back to the field. Please could we ask parents and visitors to only sit in the designated spectator areas.

At the end of the day, all children will be taken back to their classes and dismissed as usual. Presentations will be made during Celebration Assembly on Monday morning.

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We are very excited to be welcoming you to Sports Day and are looking forward to a fantastic event. Staff have worked hard to ensure everything is organised as well as it can be, and we would welcome your support by following the expectations outlined above and as follows:

- Visitors must not attempt to enter the school building in any areas that have not been authorised. Please note there will be signs to the Years 1/2 toilets, and these are the only toilets that should be used by visitors. Children will use the KS2 toilets, and this will be managed by staff.
- In the unlikely event of an emergency, the loudspeaker system will be used, and instructions given. Staff remain responsible for the welfare of the children and need to be able to register/account for them all.
- Please note the follow things are not permitted on the school site during a school event: dogs, smoking, vaping and/or alcohol.
- We expect the conduct of all visitors to model the school values and the high expectations we set for the children.
- If you have a safeguarding concern whilst on site, please report this to one of the Designated Safeguarding Leads or a member of staff.
- If you are taking pictures during the day, please try to respect that not all parents want their child's photo taken (Keep to your own child) and must not be shared on any Social Media Platforms.
- Please can we ask your child comes to school wearing their house colours: Jenner – white, Royce – red, Blake – blue and Cromwell – green t shirt. If you are unsure of your child's house, please contact their class teacher.
- The PTFA will be selling refreshments during the day. All profits will be used to support lunch time provision.

Thank you in advance for taking the time to read this communication and for your support to make this a successful event. Please remember to ensure your child has a named water bottle and that they are wearing sun cream and sun hat on the day. We look forward to seeing you on Friday 4th July 2025.

Yours faithfully

Mr Herring
Sports Coordinator