

Wednesday 16th September 2026

Dear Parents and Carers,

It was wonderful to welcome our new Year 7 and new Post-16 students to school on Friday 4th September 2026 and all our returning students on Tuesday 8th September 2026 for the start of the 2026/2027 academic year.

We apologise for the inconvenience the school closure on Monday 7th September 2026 caused to our families and students. It was a huge disappointment to the staff that we were unable to start on Monday, due to the technical issues with the internet. These are crucial to our safeguarding systems, and whilst we have a backup system, this was not adequate. We are pleased the technical issue has now been resolved, and we are working closely with the provider to ensure that there is an appropriate backup system available.

Staff changes

Senior Leadership changes:

As mentioned in the Summer 2026 newsletter, Helen Manyanya has taken up the position of Principal of Lighthouse School, Leeds and Nichola McCaffery is now Deputy Principal/SENDCo from September 2026. Emma Sullivan will still be very much involved with Lighthouse School, Leeds in her position as Executive Principal and Chief Executive Officer of the Lighthouse Education Trust. Jo Tunnicliffe has been appointed as Principal of the Lighthouse School, Harrogate and will play a key role in preparing the Harrogate school for opening in November 2026.

New staff

We have welcomed new members of staff to Lighthouse School, Leeds at the start of the Autumn term: Jenna Firth (Speech and Language Therapist), and Alice McHugh (Teaching Assistant) in a permanent role.



Lighthouse School, Leeds is part of Lighthouse Education Trust.

Lighthouse Education Trust is a charitable company limited by guarantee and registered in England and Wales with company number 07591868.

The registered office is Arthington House, Hospital Lane, Leeds LS16 6QB

☎: 0113 4570605 Email: admin@lighthouseschool.co.uk

www.lighthouseschool.co.uk

Important reminders

We would like to remind parents of the following:

Arrival and pick up from school

If you are arriving in a car to drop off your child, please queue and wait at the first entrance gate for the car in front to return from dropping off, before driving into the school car park to the roundabout turning. This enables school staff to support both students' arrival on site, and to be ready to leave.

There is a 5mph speed limit on the approach road to the car park for safety reasons. We have some students and parents walking across the crossings.

School start and end time

Students should arrive to school for 08.45 and will be marked as late if they arrive after 09.00 (when the school gate closes).

Pick up from school is from 15.15. Should parents need to pick their child up before this time they should contact the school office. There is a school policy on what absences are authorised available on the school website: [Lighthouse School - Policies](#)

Please be aware that there will always be some students and staff who have individual arrangements in place who may need access to the site at different times. **Therefore, it is important to ensure there is clear access to the gate at all times.** If you do have an alternative arrangement in place, please arrive at the scheduled time and do not attempt to access the site before the agreed time.

Please speak to the school office on 0113 4570605 for further information

Absence from school

Attendance is really important for our students, both academically and for their mental health and wellbeing and appreciate your support in helping to ensure students are regularly attending. The Department for Education asked for a minimum of 95% attendance from all students. Please contact the family liaison team if you would like any help supporting your child's attendance at school.



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Please ensure that you have contacted school before 08.30 to inform us of any absence. School has a duty of care that includes safeguarding and may arrange a home visit or contact the local authority if we are not made aware of the reason for a student's absence.

Form Coaches

Form coaches (previously called form tutors) will be the first point of contact for parents in school. Students will continue to be in a dedicated, year based group in the morning. During this session, they will set up for the day and check-in with their form and form coach.

Food allergies

As we are an allergen aware school, please can you ensure that any packed lunches or snacks **do not** contain any peanuts, nuts, or nut products; such as Nutella, Snickers etc. or sesame based products, as we have students and staff who have nut and seed allergies. It would also be most helpful if you could speak to your child/ren about not sharing their food with others at school.

This also means that we are unable to allow students to share sweets or cakes for birthdays. We understand that students may wish to celebrate with their friends, but we will be unable to distribute any food-related items.

Mobile phones, electronic devices & radios

Students should not use their personal mobile devices in school. This is following the [directive from the DfE](#).

Students should not have mobile phones, iPads, hand-held gaming devices or personal laptops visible or in use in school, and we would encourage them to remain at home. We are not responsible for any loss, damage or theft to devices if brought into school.

School staff will minimise the amount of information relayed over the school radios to continue to support students to be able to concentrate in lessons.

Medication

Any medication brought into school must be prescribed by a medical professional. The medication form includes the dosage and frequency of administration and should be completed by parents when bringing medication into school. All medications need to be kept in the Medical Room in a locked cabinet and administered by a first aid trained member of



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staff. This includes pain killers such as paracetamol, Calpol and ibuprofen. School will work with parents to ensure that all medication is in date.

If your child requires an epi-pen (or similar device) for allergies, please contact the school office to arrange a meeting with the medical team.

Water bottles

Please ensure that your child comes to school with a plastic water bottle every day. Currently, there are a large number of students who are requesting paper cups from the school office daily. No metal water bottles should be brought into school please.

Chewing gum & fizzy drinks

Students should not bring chewing gum or fizzy drinks (including energy drinks) into school.

Student and staff safety – A reminder regarding prohibited items in school

To help to ensure students are aware of school requirements regarding prohibited items that are not allowed in school, please discuss this list below with your child.

Prohibited items

Under the school's Behaviour Policy, under no circumstances should the following items be brought into school:

- Articles that have been, or could be, used to commit a criminal offence or harm,
- Students' personal scissors, due to their sharp blades. This equipment is made available by school staff, if required.
- Tobacco, matches and lighters, vapes, e-cigarettes or products containing nicotine such as nicotine pouches or gum,
- Alcohol,
- Illegal drugs,
- Knives, weapons or sharp objects, such as penknives or any sharp metal keyrings. This also includes replica or toys, e.g. toy guns,
- Aerosol cans including deodorants, fireworks or "snaps" containing gunpowder,
- Pornographic images,
- Stolen items,
- Any products marked as 'unfit for human consumption' or as unsuitable for children,
- Any items which are illegal to possess or carry, or inappropriate for the age of the child or the school environment.



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This is not an exhaustive list and **any item that could cause physical or mental harm, should not be brought into school.** In line with our school policies, it is the school's legal right to search for and confiscate dangerous items.

No dogs allowed on the school grounds

No dogs are to be brought on the school grounds, past the first entrance gate where transport queues. This is for health and safety reasons as some students/staff have allergies/are intimidated by dogs.

Any adult who brings a dog onto the main school site whether it is on a lead or is being carried, will be asked politely to leave the site.

Community and Enrichment lessons

We are excited for a fantastic year, filled with inspiring learning experiences for every one of our students. Community lessons will begin over the next few weeks, and teaching staff will be in touch to let parents know where students will be going.

With this in mind, students will have an enrichment lesson on a Wednesday afternoon. Students will experience a range of learning opportunities, including art and craft, technology based and life-skills related activities.

SHINE

Staff will be sharing information on the SHINE activities for the coming year in the next few weeks, and we look forward to welcoming students to these after school activities.

I am sure that this year will be full of fantastic experiences and learning opportunities.

Kind regards,

Helen Manyanya
Principal
Lighthouse School - Leeds



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