Outwood Primary Academy Lofthouse Gate
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PrincipalEmma Cadman

Friday 26th June 2026

Sports Day Arrangements

Dear Parents and Carers,

We are delighted to invite you to our annual Sports Days! These events are one of the highlights of the school year, giving our children a fantastic opportunity to showcase their teamwork, sportsmanship, and physical talents. It is a wonderful celebration of their hard work, and we know how much it means to the children to have you there cheering them on.

On your child's Sport Day, children are to come in their P.E Kit with suncream on along with a hat and water bottle. Years 3-6 to also wear a plain T-Shirt of their team colour (Children know their teams)

To ensure the afternoon runs smoothly and safely for everyone, please take note of the following important arrangements:

Arrival and Timings *AM and PM listed depending on your child's day.*

- **9:20AM OR 1:20 PM – Gates Open:**
  The school gates will open to allow parents to enter and find a spot.
- **9:30AM OR 1:30 PM – Event Starts:**
  We will be starting promptly at either 9:30PM/1:30 PM, so please ensure you are seated by this time.
- **9:30AM OR 1:30 PM – Gates Locked:**
  For vital safeguarding reasons, the gates will be locked strictly at 9:30AM/1:30 PM. They will remain locked until the end.

Important Note: We kindly ask that you only attend if you are able to stay for the **full** duration of the event. Because all of our school teams will be managing the event and supervising the children, **we do not have the staff capacity to release members of staff to let people out (or in) once the gates are locked, including through the main reception.**

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales
with company number 06995649. Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF. VAT number: 158 2720 04. Outwood Grange Academies Trust is an Exempt charity. A list of Directors' names is open to inspection at our registered office.

Seating and Refreshments

- **What to bring:** You are very welcome to bring your own camping chairs, picnic blankets, and umbrellas to stay comfortable on the field.
- **For the children:** Please rest assured that all children will be provided with adequate refreshments throughout the afternoon to keep their energy and hydration levels up.

Facilities and Safeguarding

- **Toilets:** Please be aware that **we do not** have the ability to let visitors into the main school building to use the toilet facilities, as visitors would require a staff escort. Please plan accordingly before your arrival.
- **Photography and Videos:** To ensure the safety and privacy of all our pupils, strictly **no photographs or videos may be taken during the event.** We ask that you respect this safeguarding policy so that all families can enjoy the afternoon with peace of mind.

Thank you so much for your cooperation, understanding, and continued support in keeping our school community safe.

We are looking forward to some fantastic, fun-filled Sport Days and hope you can join us to celebrate the children's achievements!

Warm regards,

Mrs Cadman
Principal