



CATHOLIC PRIMARY SCHOOL

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Deputy Head: Tony Lynch
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7th September 2018

Dear Parent/Carer,

Welcome back

Welcome back to a new academic year at St. Charles. I hope you all had a relaxing and refreshing summer holiday.

Over the last few years I have written to you at this time to remind you of our expectations for you and your children so that together we will achieve the best outcomes for our pupils.

Please ensure your child arrives to school on time. A late start means that your child does not get the opportunity to begin the school day appropriately, settling down with his/her peers. It also interrupts curriculum time, hampering learning. Pupils who arrive after 9 must go to collect a "late" card in the office.

Reception and KS1 pupils should wait in the KS1 playground with their parent(s) until 9 am when they will be brought into class. They are not allowed to play on the apparatus at this time. Pupils in KS2 should be left at the gate into that playground where a member of staff will take a message for you if necessary.

The education welfare officer visits the school regularly to monitor late arrivals and scrutinises the registers for attendance and punctuality. Term dates are being included with this letter for your information.

Please be reminded that school finishes at 3.15pm. Gates open for parents at 3.00pm. Please collect your children on time at 3.15pm and leave the site. For young children the school day is long and they shouldn't be kept waiting in the school office. Please ensure that our contact list for you is up to date so that you are contactable at all times in case your child is ill or has an accident during the day. You will be asked to update this in due course. If you know you are going to be late, please ring the office before 2.45pm as it is not always possible for the office to get a message to the class after that time. If someone other than a person on your contact list is collecting your child, the office or class teacher will need to check with you that they have your permission to collect your child and please bear in mind this will delay them leaving the school.

On wet days Reception and KS1 parents and children are asked to wait in the hall until 9 o'clock. Please do not clog up the adjacent corridors on those occasions as this creates a health and safety hazard. Children in KS2 should go to their classes where their teachers will be waiting for them. In all other instances parents and carers must not come into the school buildings unless you have an appointment. This is a safeguarding issue. At all times we want to ensure the safety of your child. All members of staff have been requested to ask you to leave the building in this instance even if it is raining at the end of the day!

It is wonderful to see all the children looking smart in their school uniform. Summer uniform continues until October half term. We expect all pupils to acknowledge our uniform policy and wear navy or black

leather school shoes to and from school and throughout the school day with the obvious exceptions of playtimes and P.E.

Children must wear their ties with the top button of their shirts closed. They must also have appropriate haircuts. Boys' hair should be short, neat and tidy without designs. Girls' hair should be tied back with a simple scrunchy or slide. Girls should wear navy or white ribbons only. The only jewellery permitted are watches for boys and girls and where girls ears are pierced they must wear studs. Nail varnish is not allowed. The governors have agreed that a school coat and bag are part of the essential school uniform. Uniform checks will take place every Monday. You will be contacted either by phone or note if your child is not in full school uniform. Please label all school uniform so that mislaid items can be returned to you.

St. Charles promotes healthy eating and as such pupils' lunch boxes and snacks for playtimes should reflect this. In KS1 all pupils take advantage of fruit available in their playground at morning break. KS2 pupils should bring fruit for a break time snack. Miss Harris, Extended Schools Coordinator, will be writing to you on Monday about clubs sign up with a similar request about appropriate snacks for children attending clubs. As a 'healthy school' we actively encourage healthy eating at all times.

As Health and Safety in our primary concern, if your child is on medicine prescribed **4 times a day**, you need to ensure that you complete a medicine form and return it to the office as soon as possible. **We cannot dispense any medicine to your children without this form.** If your child suffers from an allergy and has been prescribed an EpiPen, could you please ensure we have 2 at school at all times. Please also bring into school a copy of the allergy plan if you were given one by the clinic. This is vitally important. St Charles is a nut free school. Therefore peanut butter, Nutella and nuts of any kind are not allowed on the school site. Also, if your child has asthma, please make sure that there is an inhaler in school at all times.

On assembly mornings buggies should be left outside. Unfortunately they create a health and safety hazard when they are brought into the school and corridors. Our primary concern has to be the health and safety of your children so we would really appreciate your support.

May I also remind you that in the interest of safeguarding pupils attending after school clubs, parents and guardians should not wait on school grounds. Children will be brought to the gate after the club by a teacher or supervisor. It is really important that you adhere to this request as members of staff can't always distinguish between parents and strangers.

A copy of the Home/School agreement is being attached to this letter. You will remember that you were given this when your child started at St Charles. We can be most successful in educating your children by working together and supporting one another. The Home/School agreement sets out all the expectations we can expect from one another. In working with this framework together, we will endeavour to achieve the best outcomes for all our children. Please take time to read this.

Dates for your diary: Parent/Teacher consultations this term will take place during the afternoons of Tuesday 16th and Thursday 18th October.

With best wishes,

Yours sincerely,



Ann Slavin
Head