



**St. JOSEPH'S PREPARATORY SCHOOL**  
Part of the Edmund Rice Family

5<sup>th</sup> September 2017

Dear Parents,

Welcome back to the academic year 2017/2018.

I do hope that you have had an enjoyable and relaxing summer holiday and that you have managed to find some sunshine - it has certainly been a summer which has not required a 'hose pipe ban'!

I would like to extend a particularly warm welcome to all our new families and hope that you quickly feel very much part of our school family.

Once again it has been a busy summer in school and you will see that the school is looking smart and ready for the new academic year. It goes without saying that staff have worked very hard during the holidays to ensure that we are up and running for the new term.

The staff and I would like to take this opportunity to sincerely thank you for the many lovely cards, gifts and kind words that we received at the end of last term. We are all most appreciative. Thank you.

I would like to highlight some items to help you as the new school year begins and to ensure that the school runs efficiently.

### **Welcome**

We look forward to welcoming all the school family back to school on Wednesday 6<sup>th</sup> September. We will have a "Welcome" assembly at 11am during which time we will distribute Prefect badges. Over the course of the first three days of term each class will focus on a Handwriting theme and will write a "Class Prayer" - I will put these up on a weekly basis on the Blog for you to read. Please remember to check my weekly blog on the school website.

The focus for this term Assemblies will be based on Bible stories.

### **Timetable**

We will be "off timetable" for the first three days as the children settle into their new classes. The Pre Prep and Prep will be focussing on Handwriting and beginning to explore our theme for the term which is based on Robert Lewis Stevenson's 'Treasure Island'.

PE and Games will take place as timetabled from Friday 8<sup>th</sup> September. Your child's new timetable will be sent home; this will be in the front of the Reading Diary for children from PP1 to P6.

### **Lunchtime arrangements**

The Early Years and Pre Prep children will be eating together in the school Hall on 'First sitting'. Prep children will be eating together in the school Hall on 'Second sitting'.

### **Uniform**

Our uniform makes our school distinctive. We ask that all children wear their uniform with pride. We would ask that children wear the correct uniform.

Boys trousers should be uniform grey and not dark grey or black without side combat-style pockets.

All children **MUST** have a Black 3-in-1 School Rain Coat, which is available to purchase from Clive Mark School Wear.

We do ask that haircuts are conventional cuts and that boys keep their hair above collar length; girls should have long hair tied back with red or black bobbles. Weavings are not allowed. We ask that nail polish is removed before school along with all jewellery and temporary tattoos.

This helps us to maintain high standards, so I do thank you for your cooperation in this matter.

I understand that school uniform is expensive, so would ask that you clearly mark all items of clothing with your child's name so that any lost items can be successfully returned to its owner. Stitch-In

Labels should be used in all clothing garments. Please ensure that all bags, lunch boxes, water bottles, pencil cases and footwear are clearly named too.

Clive Mark School Wear are now offering an Initial Embroidery Service for PE Kits and we strongly advise that you take up this service to prevent your child losing expensive items of clothing.

### **Parking**

This is an on-going problem which I am regularly in touch with the local police, residents and the other local schools about. Please park responsibly outside our school so that everyone is safe. Parents and carers cars are not allowed on to the school site unless prior permission has been sought. The car park behind our school belongs to St Joseph's College and does not come under our jurisdiction.

### **Healthy Eating**

This year as ever we will be highlighting 'Healthy Eating' with the children; this is an area which is becoming prominent in school Inspections as part of "Wellbeing, Health and Healthy Eating" and an area which is important to us.

We want to ensure that our children maintain a healthy diet and would ask that lunch time snacks and packed lunches do not include chocolate bars, crisps or fizzy/sugary drinks; please keep these as treats for home.

We now have so many children who have different food allergies that we would ask that if you want to send something in for birthday celebrations please send in just a cake and no additional sweets as these become very difficult to distribute. (If sending in cake please remember to include napkins or sandwich bags) If you do send in a cake or small cakes please can you ensure that the allergy advice is clear; thank you. If you would like to send in a small gift instead of cakes a suggestion could be a pencil or stationery.

We do run our Fair Trade Stall during Friday break time, this is a treat whilst also educating the children about Fair Trade; children may, if they wish, buy a biscuit, raisins or fresh Fair Trade fruit.

If your child would like to purchase a Fair Trade snack, then please could the Reception and Pre Prep classes ensure that their money is brought into school in a named purse or envelope. Please note that no more than 70p is required for the Fair Trade Stall.

### **School Swimming Caps**

Swimming caps with the school logo are now compulsory and can be purchased from Mrs Pickford at the school office. Swimming this term is for P6 and P5 this commences on Thursday 21st September.

### **School Bags**

School Bags / Back Packs with the school logo are compulsory for the whole school. These once again can be purchased from the school office.

### **Punctuality**

Please can you ensure that your child arrives at school on time.

- School commences at **8-50am for ALL children NOT receiving Free Early Years Government Funding**. Children should be in the school playground ready to line up and walk into school with their class at this time.
- School commences at **9am** for children in Nursery or Reception Class who **ARE receiving Free Early Years Government Funding**.

### **Joe's Club**

Joe's Club runs from the end of school until 6pm. **The contact telephone number is 01782 744653.**

Late collections after 6pm will incur further costs.

### **Change to any Collection arrangements at end of school in school diaries or call office**

If the collection arrangements for the end of the school day alter, please can you inform us either by a note in the diary, e-mail or by a telephone call. We will not allow children to go with any other adult unless we have been specifically told to do so by you. We do not allow children to go with older siblings unless you have given written permission, nor do we allow children to meet parents off the school site unless we have written permission. I hope that you understand that this is part of our Safeguarding procedure.

### **Leave of Absence**

Please avoid taking your child out of school during term time as this disrupts their education. In special circumstances a "Leave of Absence" form needs to be filled in before permission can be granted. Forms can be downloaded from the school website. If submitting a leave of absence form at least two weeks is required for submission.

### **For your Information**

Extra-Curricular Clubs begin again on 6<sup>th</sup> September. I hope that you have all received the Extra-curricular clubs timetable as there are some weeks during the term when certain clubs are not running due to meetings etc. and I would ask that you check the timetable to clarify this. There will be no Advanced Gymnastics on 6<sup>th</sup> September or Dance Workshop on 7<sup>th</sup> September.

I would like to remind you to log onto our website to see my Blog for weekly updates and news, along with my weekly prayer page; other updates can also be found on Facebook.

### **Medication**

Staff are not allowed to administer non-prescription medicines. Please do not send Calpol or any other non-prescription medicines into school.

Any medicine that is administered must be prescribed and accompanied by the appropriate school paper work which gives school staff permission to administer as prescribed.

I hope that you find the points of this letter useful. We will contact you during the term as diary dates are filled and additional information needs to be sent to you.

The staff and I are looking forward to the new term and we hope that we can welcome you into school as the term progresses.

Yours sincerely

*S. D. Hutchinson .*

**Mrs S D Hutchinson BEd  
Headteacher**