



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

3rd September 2018

Dear Parents,

Welcome back to the academic year 2018/2019.

I do hope that you have had an enjoyable and relaxing summer holiday and that you have managed to enjoy some sunshine.

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 that the tennis courts have been resurfaced. 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 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.

During the summer holidays Mrs Moore took the decision to retire and enjoy some time pursuing activities she enjoys. We will have the opportunity to say goodbye to her properly on Friday 7<sup>th</sup> September. Mrs Macdonald and I will be teaching Literacy in the Pre Prep and overseeing PP2. Mrs Macdonald Monday to Wednesday and Mrs Hutchinson Thursday and Friday. This is a pattern which we have successfully operated before.

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

### **Welcome**

We look forward to welcoming all the school family back to school on Wednesday 5<sup>th</sup> September. We will have a "Welcome" assembly at 11am to distribute Prefect badges and an assembly at the end of the afternoon with each class helping us to worship with their "Class Prayer" - I will put these up on a weekly basis on the Blog, which you can access on our website.

The focus for this terms Assemblies will be based around the "The Wind in the Willows" which is the Christmas production at the New Vic this year. The Pre Prep and Prep Department are looking forward to attending on the 30<sup>th</sup> November. During assemblies we will be looking particularly at Chapter 6 'Piper at the Gates of Dawn' and exploring the themes of Awe and Wonder.

### **Timetable**

We will be "off timetable" for the first three days as the children settle into their new classes.

PE and Games will take place as timetabled on Friday. Please check your child's timetable, this will be in the front of the Reading Diary for children from PP1 to P6.

### **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.

Please ensure that your child comes to school wearing the **correct** school coat. Please refer to my previous letter of 23<sup>rd</sup> April. I have attached it to this e-mail for your reference.

We do ask that haircuts are conventional cuts and that boys keep their hair above collar length. Please do not use anything less than a number 2 setting if using clippers. 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.

### **Parking**

This is an on-going problem and one over 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. We will be continuing to work with the Local Authority this year to raise awareness of safety on the road.

### **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. Early Years and Pre Prep 1 have a healthy snack provided by the school.

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 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, or fresh Fair Trade bananas. Please can the Reception, Pre Prep and Prep classes ensure that 60 pence is brought into school in a named purse or envelope.

### **Water Bottles**

We are very aware of keeping everyone in school hydrated. We have two water fountains in school. We are, however, also aware of our responsibility for the environment and are increasingly concerned by the amount of plastic cups that we have been using due to the fact that pupils are forgetting their water bottles. We have tried several alternatives which have not been successful. From September 2018 we will **not** be providing plastic cups but we will be providing every child from PP1 upwards with a free water bottle, which we ask is clearly labelled, washed and sent into school daily. Each child should then be responsible for their own water bottle. If a child loses their water bottle another one will be provided at a cost of £1-50 and will be added to your next invoice. In this way we hope that we can keep children hydrated, avoid the excess use of plastic and also teach children to be responsible for their own possessions.

### **Swimming**

Swimming this half term is for P6 and will commence on Thursday 12<sup>th</sup> September. This year we will be using the swimming pool at Trentham Academy. This will mean that each class from PP2 upwards will have a one hour swimming session on a half termly rota basis.

Swimming caps with the school logo are now compulsory and can be purchased from Mrs Pickford at the school office, priced at £4.

### **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. School Bags for EYFS are priced at £8.50; Back Packs are priced at £15 and Games Bags £17.50.

### **EYFS Drop Off and Collection**

- Early years Drop Off for Breakfast Club will be via the Main Entrance - if using Breakfast Club.
- 8-50am 'Drop Off's' will be via the side Nursery door on the Nursery Playground (for both Nursery and Reception).
- Collection time at 3pm will be via the Nursery side door, unless your child is in Joe's Club.
- Collection from Joe's Club will be via the main school entrance.
- Lunchtime collections will be via the main school entrance.

Reception children who are in Extracurricular Clubs will be collected from Nursery playground at the end of the club.

### **Punctuality**

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

School commences at **8-50am**. Children should be in the school playground ready to line up and walk into school with their class at this time.

### **Joe's Club**

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

Please note that a charge of £10 per child will be incurred for late collections after 6pm.

### **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 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.

Joe's Club telephone is 01782 744653 and operates between 3.30pm – 6pm.

### **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. A minimum of two weeks' notice is required.

### **For your Information**

Extra-Curricular Clubs begin again on 5<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.

I apologise if this seems to bombard you with information, however, we need to ensure that systems are in place to maintain the smooth running of the school

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.

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**