

Our Lady & St Edward's Catholic Primary School

8th September 2023

Dear Parents,
Welcome back and welcome to our new children and their families!
The children have returned ready to learn and are happy and settled in their new classes.
With this newsletter you will receive a number of other letters and forms. I know there appears to be a lot of paperwork for completing but we felt that it would be better to get everything sent out in one go. Please complete (in conjunction with the updated Privacy Notice for Pupils in the 'About Us' section of our website) and return to school as soon as possible.
K Woods

Our Lady and St Edward's Mission Statement

We are inspired by the teachings of Jesus Christ who is at the heart of all that we do. Working in unity with our families, parish and community, we encourage and support the children to grow in faith and reach their full potential in a happy, caring and loving environment.

Dates for your diary

Monday 18th – Friday 22nd September – Creation Week in School
Tuesday 19th September – Photographs – Individual/Family & Class – see this newsletter
Tuesday 19th September – PTA meeting in School at 6.00pm
Wednesday 20th September – Phonics Workshop for Reception / Year 1 Parents – 2.45pm to 3.15pm. Parents will receive a letter regarding this.
Wednesday 20th September – Meeting for pupils & parents of Year 6 pupils going to Robinwood at 5.00pm in school
Tuesday 26th to Friday 29th September – Y6 Go Velo Cycle Training Level 2)
Monday 2nd October – Booking for Parents' Evening available on the school app
Tuesday 17th October – Bags to School bags can be left after school – see this newsletter
Wednesday 18th October – Bags to School bags can be left all day
Thursday 5th October Y6 Go Velo Cycle Training (Level 3 for some children)
Thursday 5th October - OLCHS Open Evening 6.00pm to 8.30pm
Friday 6th October – Non-uniform day – donations in aid of CAFOD (see this newsletter)
Wednesday 11th – Friday 13th October – Robinwood for Year 6
Friday 13th October – Harvest Assembly led by Year 3 – Year 3 parents welcome. Non-perishable food items collected for the food bank.
Monday 16th to Thursday 19th October – Writing Themed Week in school
Tuesday 17th & Wednesday 18th October – Parents' Evening 4.00pm to 6.30pm
Thursday 19th October – School closes at 3.20pm/3.30pm for half term.
Friday 20th October – INSET Day

Online Safety – (Acceptable Use Policies & Digital Consent Form)

Our school prides itself on making the latest technologies available to all pupils. The internet is a valuable tool and can offer many opportunities and experiences to our pupils. We take e-safety seriously and are committed to keeping all pupils and staff safe. Included with this newsletter is a permission form for Y1 to Y6 which school is required to send out to gain consent for use of images and videos of your children and your consent for them to use the internet. Detailed information about the permission statements is on the reverse of the form. Reception pupils have already completed the form so do not need to complete this.

We cover lots of elements of online safety in school and appreciate your support in discussing the attached Acceptable Use Policy which will be re-visited at the beginning of each academic year. Please can you discuss the Acceptable Use Policy with your child and we will be regularly referring back to these during computing lessons throughout the year. Your children will be unable to use the internet until all of the forms have been completed, signed and returned to school.

Pupil Information Sheet

With this Newsletter pupils in Years 1 – 6 should receive a Pupil Data Collection Form for the academic year 2023/24. We would ask that you complete one form for each child and return to Mrs Kippax urgently (this form should be completed in conjunction with the Privacy Notice on the 'About Us' section of the school website). Please do not send one form for a number of children – we require individual forms for each child. Reception children will not receive this form as they have already completed it.

Safeguarding

A reminder that the Safeguarding and Child Protection policy is available on the school website. The school is also linked to Lancashire Police through Operation Encompass. Operation Encompass has been created to provide a service which reports incidents of Domestic Abuse. This means that by 9.00am on the next school day, the school's Key Adult will be informed that the child or young person has been involved in, heard or witnessed a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child. The Key Adult in school is Mrs Woods.

Reception Class Baseline Assessment

During the next few weeks, pupils in reception class will be taking part in assessment tasks. These tasks are computer based and the children will be supported by Miss Sudell throughout. The purpose of the tasks are to track the progress the children have made from Reception to Year 6. Attached to this newsletter is a parent information sheet which explains any questions you may have.

September 2024 Primary & Secondary Admissions

Online applications for Reception Class and Year 7 Admissions 2024 are now open on www.lancashire.gov.uk/schools
Supplementary Faith Request Forms will also need completing – Reception Class Supplementary Form to be returned to school.
The closing date for returning forms for Reception is 15th January 2024.
and High School is 31st October 2023.

Reminder Regarding School Uniform and Other Rules

Please see below details of uniform expectations. If in doubt please call into the school office where you will be able to see samples. All uniform is available at 'Bang Bang' uniform shop in Preston City Centre and online from Stitch Design www.stitchdesign.co.uk

- Trousers, skirts, shorts and pinafores should be **grey NOT black**
- Cardigans and sweaters should have the school logo
- **School shoes** should be a **full shoe with secure fastenings** and **not slip on shoes**. **Trainers** should not be worn to and from school.
- PE kits should be **blue school PE shorts or skort** in KS2. Cycling shorts are not allowed. House Team T-shirts only.
- School caps & hats are available from Bang Bang - Legionnaire's cap aimed at the KS1 children, and baseball cap aimed at the KS2 children. Mrs Kippax does keep a small stock of caps throughout the year.
- **Extreme hairstyles** are **not permitted** in school which includes any shaved shapes/partings. If hair clippers are used, no lower than a number 2 is allowed on any part of the head and hair should be a blended cut with no ridges or lines. An excess of hair gel is also not allowed. Girls hair accessories are to be in school/hair colours only and of a reasonable size.
- **Ear-rings** are not permitted in school. Anyone who has had their ears pierced during the holidays and is waiting for the 6 weeks before they can be removed must cover their ear-rings with plasters.
- **Sunglasses** are **not permitted** in school (unless permission has previously been granted for medical purposes).
- A reminder too that all drinks bottles brought into school should only be filled with water – no juice.
- Due to the limited space in EYFS & KS1 classrooms only school blue bags and drawstring PE bags should be brought into school in these classes. At times when children are required to bring additional equipment into school, eg extra-curricular sports kit, they should bring it in a small carrier bag.
- Children in KS2 can bring in a rucksack instead of the school blue bag. PE kits should be in a separate drawstring bag and must be in school at all times.

School Books

Please check at home for any books belonging to school that should have been returned; reading books, library books or textbooks. We are having a book amnesty so no questions will be asked. Books can be taken into class or to the office.

Occasionally reading books are lost or damaged at home. When this happens we request a donation towards the cost of replacement.

Harvest Celebrations – Friday 13th October

This year we will be celebrating our Harvest Assembly on Friday 13th October for the whole school led by Year 3. Year 3 parents welcome.

In addition, children in all year groups are asked to bring in donations of tinned/packet food, tea and coffee for Holy Family food bank. These can be sent in from Monday 9th October. Holy Family were most grateful last year and many local families benefitted from your generosity.

Year 6 - Robinwood Payment

A reminder that the interim payment of £100 for Robinwood was due on Monday 4th September. Please send in cash if possible. The final payment of £165 is due on Monday 2nd October.

Reminder Regarding Illness

A child suffering from sickness and/or diarrhoea should be kept off school for 48 hours after the symptoms subside. If you are in doubt as to whether or not your child is well enough to be in school, please discuss the matter with the class teacher or the headteacher.

Year Overview

Enclosed with this bulletin you should receive an overview of the year giving key dates. Dates are subject to change but we will inform you of any changes.

TenTen Newsletter

As a school we subscribe to the TenTen resources which we use in assemblies, class worship and staff prayer. Please read the newsletters each month as they provide useful information and spiritual guidance, supporting the work we do in school. Below is a link to the parent newsletter

www.tentenresources.co.uk/prayers-for-home/parent-newsletter/

Morning Drop-Off

We have noticed that a number of children are arriving in school before 8.40am. Please remember that the school gates are only open at 8.40am except for children attending the before school club. If your child needs to be dropped at school before 8.40am then please book them into the before school club.

Attendance Policy

A reminder that the attendance policy can be found on the website. The policy states that leave from school will only be granted under exceptional circumstances. Unauthorised leave may trigger a penalty notice from LCC. The school considers that 96% is the minimum acceptable attendance and attendance below this will be monitored. Attendance below 90% is considered as persistent absence and may be subject to an action plan.

Leave request - Leave from school must be requested prior to the leave taking place. Forms are available from the School Office. Leave will only be granted under exceptional circumstances as indicated by the DfE.

Lateness - The school gates to each playground will be locked at 8.55am & pupils should enter through the main entrance after this time. Any child arriving after 9.00am is late and must be signed in by a parent/guardian of the child. Children who leave for appointments during the school day must also be signed out and in the same way.

Medical appointments – Evidence will be required for any medical appointment during school hours. Please bring a copy of the appointment letter/card (if available) to the school office prior to the day of the appointment.

Sickness absence at the beginning and end of term - Sickness absences at the start or end of a term must be accompanied by a doctor's note or prescription to verify your child's reason for absence. However, if this is not possible as not all sickness requires medical attention, then we request that you call into school to see us if we cannot contact you via your landline. If we do not receive verification, then the absence will be recorded as unauthorised.

St Edward's School Club

All children attending St Edward's School Club should be registered before any sessions are booked. If you are wanting to book sessions for the first time you must contact the school office.

Please remember the following:-

Whilst bookings can be made at any time, should a place be required within 48 hours please also email the school office to let them know a booking has been made. If you are booking over the weekend for a Monday slot, the office should also be informed via email.

Curriculum Newsletters

Curriculum Newsletters will be sent home next Friday which provides information about learning for this term. Learning in each class is based on a theme which link subjects and will be a focus of the enquiry based learning.

PTA News

PTA meeting – Tuesday 19th September – At 6.00pm in School. New parents welcome!

PTA Cake Sale – Tuesday 3rd October at 3.20pm

We are asking Y2 & Y5 to donate cakes for this cake sale – charity still to be agreed.

PTA Bags to School – Collection in school on Thursday 19th October

Bags will be sent home soon. Please fill with your old clothes, bedding, curtains, handbags & belts. You can fill more bags, (bin liners are fine). The PTA will receive money based on the weight of our collection. Filled bags can be returned after school on Tuesday 17th October and all day on Wednesday 18th October. Please do not bring bags on the morning of Thursday 19th October as the collection may be before school starts.

School Lunches

Can I remind parents that we require half a term's notice to change from packed lunches to school meals and vice versa, except for Reception pupils in their first half term. This includes **any** alterations to current arrangements.

Please keep a check on Arbor as your balance should always be in credit (Year 3 – 6 only). A reminder that school meals are now £2.50 per day.

Adventure Areas

A reminder to all pupils that the adventure areas are not to be used at the end of the school day.

Medication in School

Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents must complete a form, available, from the school office, prior to medication being left in school.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible we only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration & dosage.

Extra Curricular Clubs

A list of extra-curricular clubs led by school staff for the Autumn Term will be sent home next week. Please return the tear-off slip by Wednesday 20th September.

Easyfundraising & School Lottery

School Lottery – Have you signed up to the School Lottery yet? We only have 22 members and need lots more!! You can join for £1 per week and the profits come back to the school either in direct fundraising or as cash prizes for our school families and there are some big prizes to be won! A number of draws have taken place with members winning money. Join here:

<https://www.yourschoollottery.co.uk/lottery/school/our-lady-and-st-edwards-catholic-primary-school>

Easy Fundraising - Have you downloaded the Easyfundraising app yet?

easyfundraising is the simplest way to raise money for Our Lady & St Edward's Primary School PTA – We have raised over £800 so far!

Shop with any of over 3,300 well-known retailers via the easyfundraising website -

<https://www.easyfundraising.org.uk/invite/UJX6FK/MHPPE8/>

When you click on this link just search for the cause – Our Lady & St Edward's Primary School PTA. It's simple and quick to do!

Online Safety

Can we please remind you that social media apps have a recommended age restriction for a reason. However, if you choose to allow your child to have social media apps, it is recommended that these are closely monitored. Please see our school website for more information regarding online safety or click on this link to the safer internet website.

<https://www.saferinternet.org.uk/advice-centre/social-media-guides>

Online support for parents and carers

- [Thinkuknow: helping adults protect children from online harm](#)
- [Parent Info: help and advice for families in a digital world](#)
- [Internet Matters: helping parents keep their children safe online](#)
- [NSPCC: online safety](#)

School Photographs

On Tuesday 19th September we will be having school photographs taken. Photographs are of individual/family and classes.

Used Uniform

We have a small stock of used uniform in school which has been left as lost property - the items have been washed. If you are interested in looking at the uniform please call in to the school office.

Special Educational Needs

There are a number of support groups for parents and activities for children which can offer help and guidance. Please follow the link below:-

<https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/getting-help/send-newsletter/>

Non-Uniform Day in aid of CAFOD Family Fast Day

On Friday 6th October we will be having a non-uniform day to support CAFOD, a Catholic charity who do work overseas. We kindly request that children donate a small amount of money, possibly pocket/sweet money, to help poorer children abroad.

Class Worship dates to which parents are invited

Parents will be notified of the dates for Class Worship on the Curriculum Newsletters. These newsletters will be sent home next week.

Values

The value this month is RESPECT. The children took part in an assembly on Monday where we looked at how we can show respect towards others. The staff will be supporting the children in exploring this further. We would also like you to help at home by talking to your child and reinforcing our work in school.

Job Vacancies

We currently have a number of job vacancies in school. If you are interested or you know anyone who may be interested, please contact the school office for further details.

School Cook - 33.75 hours p/w 8.00am-2.45pm Monday to Friday
£21,189 (Grade 4) to £21,968 (Grade 6) Pro Rata Salary: £16,268 (Grade 4) to £16,866 (Grade 6) – term time only (38 weeks)

Catering Assistant- 8 hours p/w 11.45am-1.45pm Monday to Thursday (FLW)

Office Admin Assistant 2- 12.5 hours p/w 8.30am-11am Monday to Friday
Gross Salary: £21,189 (Grade 4) to £21,968 (Grade 6)
Pro Rata Salary: £16,268 (Grade 4) to £16,866 (Grade 6) – term time only (38 weeks)

Spanish Lessons

We have an external company who come in to school to provide a Spanish after school club on Thursdays – this is a paid club. If you would like more information about the club please contact Mrs Kippax

EL CLUB ESPAÑOL

Our Fun Spanish Clubs will restart on Thursday 14th September at Our Lady & St Edward's! Please note, there are new contact details for the club below. Our fun clubs allow your child to get started on a new and exciting language, with the help of fun games, songs, stories and drama! Our club takes place after school to offer a fun and educational alternative to after school club, and is open to all levels of ability!

Fun Spanish After School Club for Y1-6 is a 1-hour club and takes place on Thursdays and starts from 14th Sept for 13 weeks in the Autumn Term, fees are £7.10 per session, payable termly.

Membership fee for new members is now £14.95 and new children receive a songbook & CD with folder and sticker chart and it includes free access to our internet gamezone and access to all the LCF French & Spanish music via streaming on any device. 10% Discounts for siblings. Monthly direct debits/standing orders/card payment options are available.

Beginners are most welcome and all children can have a FREE TRIAL for these clubs by signing up at www.boltonlanguages.co.uk/enrol and paying AFTER the trial session, by skipping the payment stage of the signup until the trial is complete. **Existing members need to enrol on to the new system too**, please visit the same site to sign up as soon as possible to keep your child's place.

Behaviour Policy

We have updated our school Behaviour and Anti-bullying Policy. The policy can be found on our school website in the About Us section. Information in red is new to the policy.