



St Elizabeth Catholic Primary School

Newsletter

Autumn Term No 3

30 September 2016

Dear Parents/Carers

the last two weeks have flown past and we have seen many changes to our school, especially the KS2 playground. We have just finished Phase 2 so the football pitch has been completed. Phase 3 is now under way with the installation of artificial grass to the climbing frame area.

We know the children have been extremely pleased with the new playground, please let us know your thoughts.

attendance
MATTERS

Lateness

If your child has ever been late for school, you will have noticed Ms Fennelly, Ms Hair, Mrs Braniff and Mr Pppard waiting in the reception area to register your child's arrival and then escort them to their classes. However, any children arriving after 9.15 am should be accompanied by an adult and report to the school office. You will be required to provide a reason for lateness and this will be recorded on the class register. Please aim to be on the school premises by 8.45 am. School assemblies have specifically been moved to the afternoon so that work can start at 9 am. Many thanks for your attention to this matter.

Procedure to follow when your child is absent from school

Please remember to ring the school if your child is going to be absent, after dialling the number, press option 1 to leave a message. When your child returns to school, you need to provide a letter explaining their absence addressed to the class teacher. Please note this relates to Nursery children also. If you do not provide an absence letter on your child's return to school, the class teacher will provide you with a standard absence notification form to complete.

New School Office Opening Times

As of Monday 3 October the School Office staff will be available to parents from 7:45am to 9:30am and then again from 3:00pm to 5:00pm.

We encourage parents/carers to use these times to report absences/illnesses/lateness or any other queries or concerns you may have.

Stranger Danger

As a safety protocol we advise children to be reminded not to speak to strangers when coming to school or leaving school as well as during play time through the gates/fences.

If you witness anything unusual please inform a member of staff immediately.

Children leaving school alone require a signed letter from the parent/carer. No children will be allowed to leave unattended without prior notice given to the school office.

Registration and Attendance

The school is using an e-registering system which will allow to speed up the registration process and enable us to create accurate reports on attendance and punctuality.

PLEASE NOTE: School begins at **9.00am prompt**. Please remember pupils should not arrive at school unaccompanied before 8.45am and that all pupils remain the responsibility of their parents until this time.

Before school

Reception and Nursery children must now enter the Reception gate and line up in front of their classroom. All pupils in **Years 1 - 3** will enter through the KS1 playground. **Y4 – 6** enter via the KS2 playground. Parents are asked to leave the playground at the first bell at 8:55am.

After school

Nursery and Reception parents – please enter through the side gates and collect your child from outside their classroom.



UPCOMING

A new attendance policy will be introduced soon.

Administering Medicines

All parents must give written permission for the medicine to be on site and state the exact dosage and timing of the medicine. This will be formally recorded with parents/guardians and school's signatures.



- Non-prescription medicines are not allowed in school
- If medicine is prescribed 3 times daily, parents are advised that administration should be made before school, after school and at bedtime;
- If medicine has to be administered in school then parents/guardians are requested to:
 - ⇒ supply the exact dose in a syringe
 - ⇒ or the correct number of tablets/capsules which the pupil can self-administer
 - ⇒ or make arrangements to come to school to administer the necessary dosage.

Can we request that major illnesses such as infections, viruses, sever sprains or fractures are reported to the class teacher and the office as soon as possible so the school can carry out necessary risk assessments.



Free School Meals / Pupil Premium

From September 2014, all pupils in primary schools in Tower Hamlets are entitled to a free school meal.

Children:

- will receive a free school meal under the existing statutory free school meals scheme if their parents meet the criteria.
- will receive a free school meal under the Government's Universal Free School Meal (UFSM) scheme if their parents do not meet the criteria to enable them to receive a statutory free school meal.

There is a risk that parents/guardians will no longer feel it is necessary to apply for free school meals as they are now universally free. If this were to occur there would be an impact on the school's pupil premium.

Pupil Premium Payments

The Government has committed to pay schools for each child in their school who is registered for statutory free school meals. This is money that the school can benefit from and use to fund interventions, booster classes, new equipment or additional teaching staff.

Application for Pupil Premium Funding

In order to qualify for free school meals, all parents/carers whose children go to school in Tower Hamlets are asked to complete and return the form to their school before the **3 October 2016**. It will then be possible to confirm whether the school is entitled to claim the Pupil Premium for your child. Any qualifying family that registers their eligibility by simply completing this form will help to make sure our school is as well funded as possible.

If you have not yet completed a form, these are available from the school office. **Please complete the application form even if you think you may not be eligible. Your application will be checked by office staff and processed in confidence.**

After School Club

The cost of the after school provision is **£8 per session** and runs every day during term time. The after school club in conjunction with the Breakfast club is **£2 per session** will offer parents 'wrap around care from 7:45am to 6pm for their children.

COMMUNICATION WITH PARENTS

In our efforts to be responsible for the planet, I would encourage all parents to provide us with an

email address. The office team has undergone some major system changes and requires that **ALL** parents provide email addresses to the office team as soon as possible.

No Mobile phones or Pictures to be taken in School

We ask all parents not to use their mobile phones once they enter the school premises, this includes the playground. This is a mobile free zone.



It is our intention to provide an environment in which children, parents/guardians and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras or other image recording equipment, around children



School Ruck Sacks and School Bags

It is compulsory that children have St Elizabeth school bags which can be purchased from the school office. This is required as it is part of the school uniform.

Ruck sacks are on sale at a cost of **£8**, school bags for **£4**.

School Building Fund

Are your payments up-to-date? If in any doubt, please call by the office. Thank you!

Special Educational Needs and Disabilities Team

We would like to introduce our SEND Team.



Ms Tamara Simmons
SENCO Nursery - Yr 3



Ms Angelina John
SENCO Yr 4



Mr John Peppard
Learning Mentor
SENCO Yrs 5-6

Special Educational Needs and Disabilities:

We will be conducting consultation meetings for Special Educational Needs and Disabilities (SEND) pupils in the next few weeks. Parents will have an opportunity to sign up to meet with the class teacher and SEND Phase Leader. We look forward to meeting with you to discuss any questions or concerns you may have and share information in order to ensure your child has a successful start to this academic year.

Uniforms

We are proud to be a part of the St Elizabeth community and this means wearing our uniform with pride. It is very important that all children wear the correct uniform at all times. If you



are unsure please speak to your child's teacher or check out our website. We do have a strict uniform code and we know you will support us in this matter. Can I remind you that girls must have their hair tied back and no jewellery (except a plain cross and studs/small sleepers) or nail varnish. Boys must have plain hair cuts.

SCHOOL PHOTOGRAPHY

Please return photo orders to the school office by 12th October

Never underestimate the importance of reading with your child. Regular reading helps to embed skills that will help your child access all areas of the curriculum.