



Sacred Heart Catholic Primary School & Nursery

Newsletter No. 1

8 September 2017

Dear Parents

Over the course of the summer, we have been thinking about improvements we can make this new academic year in the way we run the school and in particular the School Office to enable us to meet the increasing demands on staff whilst also maintaining an open and effective relationship with parents and ensuring our pupils receive the very best education and care during their time at Sacred Heart School.

We will be starting the following changes next week, Monday 11 September. We appreciate your help and support with these changes and ask for your patience during this transition period.

Mrs Rebecca Tregear
Headteacher

School Office

Due to increasing pressure on the School Office the decision has been taken to close it for part of the day. Opening hours will be as follows:-

8am – 11am
2pm – 4.30pm

Calls and queries **will not** be dealt with outside of these hours.

The School Office is particularly busy during drop off and pick up times. Please only call into the School Office if you really need to speak to a member of staff. The following forms are available from the main entrance porch:-

- Club Information Flyers and Sign-up Sheets
- Request for Absence and Medical Appointments
- Change to Meal Patterns
- Information on Breakfast Club and After School Club
- How to set up School Gateway
- General Queries

All payments and forms should be returned via the secure Post Box in the main entrance porch. This is checked on a regular basis during the day.

Forgotten Items

Please place any forgotten items in the red box in the main entrance porch. Items should be labelled with the child's name and class. Labels and pens are provided. Items will then be distributed at breaktime.

Lost Property & Water Bottles

We have a number of leftover water bottles in school. Water bottles must be named so that they can be returned to the correct child. All unnamed bottles will now be disposed of.

The lost property basket is available in the entrance porch during school hours.

Homework Club

Homework Club for Juniors will now be held at lunchtimes. Teachers will ask children if they would like to attend. This will start next week. Date to be advised.

Orchestra

Orchestra will now be held on Tuesday lunchtimes starting 12 September 2017.

Security Fences

Please make sure you use the main pedestrian gate entrance to come into the school. Parents should **not** be using the staff car park and entrance unless they have prior agreement from the Headteacher or School.

Gates will be open as follows:-

7.30am	Pedestrian Gate is opened
8.30am	Playground Gate is opened
9.00am	Pedestrian & Playground Gates are closed
11.45am	Pedestrian Gate is opened
12 noon	Pedestrian Gate is closed
3.10pm	Pedestrian & Playground Gates are open
3.30pm	Pedestrian & Playground Gates are closed
4.20pm	Pedestrian & Playground Gates are open
4.45pm	Playground Gate is closed but Pedestrian Gate is left open until school closes.

Please can parents ensure that children do not climb the security fences/gates or play with the new intercoms.

Toys for lunchtime

If you have any unwanted dolls, cars or comics that are in good condition please would you consider donating them to the school. These are for the pupils to play with at lunchtime. Thank you.