

**6<sup>th</sup> January 2023**

**Welcome Back**

Happy New Year to you all!

Welcome back to all our pupils, this is the first school newsletter of 2023. We have had a great first week back and are so proud of how all the children have settled in.

**New Year – New School Goal**

**New Year’s Resolution for the school is to establish a good routine to arrive to school on time.**

DATES FOR YOUR DIARY	
Monday 9 <sup>th</sup> January	Bags2School Collection starts
Wednesday 11 <sup>th</sup> January	Year 5 Swimming

**EVENTS, NOTICES & REMINDERS**

**Staff Absence**

During December we had an unprecedented level of staff illness (non-COVID related) and would like to thank you all for your patience in bearing with us, especially in the school office.

**Welcome**

We start the New Year with a warm welcome to our new Business Manager, Emma Bourne, who has been a property manager for over 20 years, so brings to us lots of experience in office & business management, she is really looking forward to her new role with us.

**Termly pledge**

Please can you help support us with termly pledge money this term. Each year every Catholic school is asked to contribute to the Diocesan Build Fund, this fund supports the building projects of all Catholic schools throughout the Diocese of Shrewsbury, as we do not receive full funding for builds and refurbishments from the government. Since 2021 it has supported our school at St Mary’s with a new hatch in the foyer, sky lights, replacement gutters, resurfacing of the pathways, new boiler, garage repair, new dishwasher, steamer and CCTV.

The money you provide is also used to provide extra outstanding provision for our children throughout the year.

We would like to thank all those parents who are able to donate, especially in the current climate, it is extremely appreciated by the school. If you would like to donate please email the school office [admin@stmrc.uk](mailto:admin@stmrc.uk) for further details.

**Fundraising for St Mary’s Meals though Bags to School**

Bags2School have been helping schools raise money for over 15 years. We intend to use the money raised from your unwanted items to donate the proceeds to St Mary's Meals. Therefore, we are asking you to drop off bags of unwanted items/clothes anytime from Monday, 9<sup>th</sup> January to Tuesday, 24<sup>th</sup> January. The more they weigh, the more they pay.

They accept the following 'good quality' items for RE-USE:

- Men's, Ladies' and Children's clothing
- Paired shoes (tied together or elastic band around)
- Handbags
- Hats
- Bags
- Scarves and ties
- Jewellery
- Lingerie
- Socks
- Belts
- Soft toys
- Household linen
- Household curtains
- Household towels
- Household bedding (bed sheets, pillow cases and duvet covers)

## Amazon Smile

Any up & coming birthdays? While thinking about gifts, why not provide a gift to St Mary's PTA at no additional cost? If you order through Amazon Smile, Amazon donates 0.5% of every purchase to us! It's simple to do.



## Policies

As we begin a new year it is a good time to remind and refresh ourselves of our school policies, which are available on our school website.

### **Cashless System**

Please ensure all accounts are cleared on a weekly basis so there are no arrears, thank you to all parents that keep their payments up to date to avoid being chased.

For payments queries please email [finance@stmrc.uk](mailto:finance@stmrc.uk)

### **School office**

The school office is open from 8am to 4pm.

To reduce the influx of calls and emails to the main office at peak times, please follow the below procedures:

Reporting absences ring 01606 516 171 & select option 1 by 9am latest each day.  
State child's full name, class and reason for absence.

Booking a place for clubs, (bookings need to be made by midday Friday for the following week),  
ParentPay queries, medical appointment absences, please email [finance@stmrc.uk](mailto:finance@stmrc.uk)

### **School Uniform**

Please name all children's uniform and personal belongings (such as lunch boxes and water bottles) so they do not get mislaid.

The school uniform is as follows:

Grey trousers / shorts

Grey skirts or tunics

White shirts worn with a school tie

Green sweatshirts/cardigans with school logo

Sensible black school shoes (Trainers & pumps only for PE)

PE uniform – Black shorts/black jogging bottoms (winter) Green polo shirt with school logo

Jewellery or earrings should not be worn in school.

Please help yourself to surplus uniform. This is located on a rail near the chapel corridor.

### **Absence**

Our attendance policy is on our website, please read for detailed guidance.

Please be reminded of our policy regarding term time absences, and also where possible please take dental, doctors and hospital appointments outside school hours.

Medical appointments need to be notified in advance by email to [finance@stmrc.uk](mailto:finance@stmrc.uk)

Please provide a copy of your appointment letter /text with the email. Failure to do so will result in an unauthorised absence mark.

## School Dinners

All children in Reception, KS1 and KS2 are entitled to a free school meal.

The menu is available on the school website. Please help your child choose their dinner each morning before school so they know which colour to advise the staff member when taking the register.

The cost of a school dinner is £2.35 per day and payment needs to be made by ParentPay, [www.parentpay.com](http://www.parentpay.com)

Prices for toast are £0.20 a day and need to be paid on a half-termly basis in advance. Cost till February half term is £6.40.

For information on Pupil Premium meals please see the school website for more information.

## Breakfast & After school Clubs

The Breakfast Club and After School Club is on the website. By allowing their child or children to attend the clubs, parents confirm their agreement to adhere by the terms and procedures outlined in this policy.

To book a place please email [finance@stmrc.uk](mailto:finance@stmrc.uk) to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Booking needs to be made by midday on the Friday in advance for the following week.

However, parents can ring to request a place if a situation arises that necessitates their child attending the club at short notice and we will do our best to assist parents.

Revised charges:

Times	charges
3 – 4 pm	£3.50 (includes a light snack)
4 – 6 pm	£6.00 (includes a hot meal and dessert)

## Collection of children from School including Clubs

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password. For security could parents/carers inform the school in advance via email so records are maintained, if someone who is not listed on the registration form is to collect the child.

Calls to the office will be accepted for emergencies or parents running late.

It is important that we hold up to date contact information for you. We require at least two emergency contacts, please ensure any new information is emailed to the school office [admin@stmrc.uk](mailto:admin@stmrc.uk) so that our systems can be updated.

## School Hours

Morning registration takes place at 8.40am each morning, children can be dropped off from 8.30am onwards.

Good attendance is essential for pupils, pupils that are consistently late are disrupting their education and that of others and staff.

Children who arrive late should report to the school office to ensure they are signed in for the day and have their school dinner menu choice allocated.

Please ensure your child has everything for the day ahead to reduce staff and your child being interrupted during the school day.

## School Parking

Please be reminded that no cars are permitted on the school car park without authorisation from the headteacher. Our school is very busy at the start and end of the day, no unauthorised vehicles are permitted to enter the grounds for the safety of our children and families.

We also politely ask parents not to park their vehicles on the double yellow lines outside school or outside neighbouring residents' driveways or grass verges.

## The administering of medicine in school

If a child is well enough to return to school whilst still receiving medication it is the responsibility of the parents, or their nominee, to administer medicines to their children. A parent may administer it. However, if the medicine is prescribed by the doctor, school can administer it.

Prescribed medicines need a medical form (available from the school office) completing by the parent to authorise a first aider to administer the medication.

### OUR SPIRITUAL LIFE

Vigil Mass Saturday 6:30pm

Sunday Mass 9am St Margaret Ward, Holmes Chapel

11am St Mary's, Middlewich

As always, if you have any concerns, please do not hesitate to contact me, God bless always,

Mrs Janet McKinlay Headteacher

