



1.9.2023

Dear Parents,

We are looking forward to the opening of school next Tuesday and to welcoming all our children. For most this will be a return to school in a different year group, for our new Reception class it will be their first time in 'big' school and for some children it will be a new school as they have moved schools to join St Wilfrid's. All are very welcome and we look forward to getting to know our new families.

### **Attendance**

It is your duty as parents and carers to ensure that your child attends school regularly and on time.

It is the school's responsibility to record attendance and follow up absence. Where there is no legitimate reason for an absence then it will be recorded as 'unauthorised.' Unauthorised absences may result in the issuing of sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

### **Travel to and from School**

Walking & Cycling: Where possible we encourage all families to walk or cycle to school. We have a large bike shelter at the far end of the staff car park. Children riding bikes to school must wear a helmet. The gates are locked during school hours.

Car: If you collect your child by car at the end of the school day there are two options.

1. Park off campus and walk down to collect your child
2. Purchase tickets for access to the St Nicholas playground that we use as a short stay car park. We have to charge a small fee for this to cover the cost of staffing the car park which St Nicholas insist upon for Health and Safety reasons. Tickets are available from the school office and payment can be made online via School Gateway. St Nicholas insist that cars are parked in a certain arrangement, so please follow the direction of our staff and any St Nicholas staff who may be present.

At the end of the school day there is **NO PARKING AT THE FRONT OF SCHOOL**. This area is reserved for Pre- School collections only and those displaying a valid blue badge.

### **Drop off at School**

Please may we remind you that there is a **10mph speed limit on the campus** for the safety of all children and adults.

In the morning we will continue with a 'Drop and Go' system whereby parents or carers drive to the front of school and their child gets out of the car. Parents / Carers will be responsible for their child(ren) alighting the car. The window for Drop and Go will be 8.15am to the earlier time of 8.30am. It would be helpful if children were able to get out of the car themselves on the pavement side so that parents do not have to get out of the car which slows the whole process down. We ask

that you move off as quickly as is safe to do so. Please do not arrive before 8.15am as this causes blockages on the campus road which prevent staff getting to work in our neighbour schools and also prevents the movement of any emergency vehicles.

When children arrive on site on foot, by bike or car they will ***access school via the gate to the side of preschool***, not the car park gate. Children must dismount and walk their bikes or scooters through the playground to the shelter. This gate will now shut at 8:30am.

They will be supervised before school by staff outside in two groups, EYFS/KS1 and KS2. Children will make their way into class from 8.30am.

### **Drop off at School – Reception Class only**

Tuesday 5<sup>th</sup> September Morning only 8.30 am - 11.45 am

Wednesday 6<sup>th</sup> September Morning and Lunch 8.30 am – 12.45 pm

Thursday 7<sup>th</sup> September Morning and Lunch 8.30 am – 12.45 pm

Friday 8<sup>th</sup> September Full Day 8.30 am – 3.00 pm

Drop off Between 8.15am and 8.30am

For the first few days at school you may walk to school or use our Drop and Go arrangements as outlined above or you may park up in the Pre School parking spaces to the right through the car park gates. There are only 10 parking spaces and if these are full you will have to loop around the campus so that we can keep traffic moving.

The Reception teacher(s) will greet your child at the Pre – School entrance door, they will then make their way into class. There are several members of staff outside to direct you. Over the last two years it has been noted that children settle far more quickly by being dropped at the door than they did previously with parents accompanying them inside. For this reason, you are not able to accompany your child into the building. We would be grateful if you would then quickly free the car parking space (if used) for another parent. This worked very well as a system last year. When the children are ready they will join the others by using the side gate and making their way to the playground.

### **Pick up from School at 3pm**

All children will be outside their classrooms or on the playground lined up with their teacher at 3pm.

The side gate will be opened at 3pm.

Parents will be asked to follow the one-way route through the staff car park (not the path) and around the Velarde building and to collect their child(ren) as they pass.

### **Wrap around care – Early Birds and Night Owls (EBNOC)**

It is necessary to book in advance for EBNOC so that we can plan the number of staff required to supervise.

We will be using the Pre School for EBNOC again in September, so drop off and collection will be from the Pre School door.

## **Snack – Year 1 to Year 6**

Children will be able to bring their own healthy snack or buy toast for playtime which will be collected from the kitchen. Parents will be able to pay for toast using the school lunch payment system or with cash. Reception children's snack arrangements are different. Miss Kirkham and our governor Mr Davies have been working on the promotion of healthy snacks for children and they have written to parents to ask for support in ensuring that children are only bringing suitable snacks into school.

## **Lunches**

If your child is having a school lunch, ensure that you have ordered the lunch online. Please involve your children when ordering lunches so we can avoid occasions with children saying, "I don't like that."

## **Uniform**

Children will be expected to return to school wearing full uniform including sensible, safe, black school shoes, not trainers.

No jewellery is allowed other than a watch.

No earrings are to be worn in school.

Long hair must be tied back at all times. bobbles, hairbands or bows must be small and in school colours only.

### Summer Uniform – Easter to October half term

<u>Reception</u>	White Polo Shirt (school supplier)
	Navy blue cardigan or jumper (school supplier)
	Grey skirt, shorts or trousers
	Blue and white checked summer dress
	Safe, black school shoes (not trainers)

<u>Years 1 to 6</u>	White shirt and plain red tie or
	Blue polo Shirt (school supplier)
	Navy blue cardigan or jumper (school supplier)
	Grey skirt, shorts or trousers
	Blue and white checked summer dress
	Safe, black school shoes (not trainers)

PE Kit Red T shirt and blue shorts (available from the school supplier)

Plain (no logo or design) **navy** joggers or tracksuit bottoms -

PE pumps and trainers

\*leggings and cycling type shorts are not allowed as part of PE kits\*

On their PE days children must come to school in their PE kits which in colder weather should include plain (no logo), navy jogging/tracksuit bottoms. No leggings or cycling shorts are allowed. School jumpers and cardigans are to be worn over PE T-shirts on PE days. Sensible sport not fashion trainers should be worn. They will stay in their kits all day. There will be no PE on the 5<sup>th</sup> September.

### **Wellbeing and Pastoral Support**

The wellbeing of all our staff and pupils is of the upmost importance to us here at St Wilfrid's. The first few days and weeks in school will concentrate on re-orientating the children with school procedures, discussing worries and concerns, sharing experiences and building relationships between pupils and between pupils and staff. We are fortunate in school to have a wealth of experience in pastoral support and our ELSA trained staff will be on hand to support pupils.

### **What children will need:**

- A water bottle filled with water only, not juice, squash or flavoured water. This will be taken home each day to be cleaned and refilled
- A healthy snack for playtime – no chocolate, sweets, sugary snacks or crisps
- A packed lunch if they are not having a school lunch in a named box which will be taken home each day for emptying and cleaning
- A small packet of tissues
- KS1 children do not need any stationery – all will be provided by school
- KS2 children will be given their stationery but may bring a small pencil case. No scissors, compasses or pencil sharpeners of any type should be brought into school
- If a bag is brought to school it must be an appropriate school bag that can fit on a peg.
- Inhaler and / or spacer if your child has been prescribed one – please check dates and complete medicine form

Please ensure that **all** items of clothing, shoes, bags, water bottles and lunch boxes are named clearly. Please check regularly to ensure the name hasn't worn off.

### **Enhanced Hygiene**

We will continue to follow an enhanced hygiene model and children and staff will wash their hands:

- When they enter school in the morning or from the playground
- Before and after eating
- After going to the toilet

Good respiratory hygiene is essential and so the 'catch it, bin it, kill it' approach continues to be very important.

### **Illness**

Please do not send your child to school if they are unwell. Please follow this link for NHS advice:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## **Contacting School**

For the wellbeing of staff in school we ask that you ring or email the office should you need anything or use the intercom at the front door. At lunchtimes the office answerphone will take messages.

**Telephone:** 01606 663 630    **Email:** [admin@st-wilfrids.cheshire.sch.uk](mailto:admin@st-wilfrids.cheshire.sch.uk)

Please do not use class email addresses for routine enquiries as these are used for specific purposes such as Remote Education and are not routinely checked by staff.

Last year, particularly in the summer we had a large issue with children being collected early on Friday afternoons. This causes classes to be interrupted and takes up a lot of time for the one person in the office who has to go and collect the children from the classrooms or outside, taking them away from the phone and front office. Please avoid collecting children earlier than 3pm. All earlier collections will be logged and reasons noted.

## **Thank you**

Finally, I would like to say a huge thank you to all of the staff who have been in school over the summer getting ready to welcome the children back, this includes teachers, admin staff, teaching assistants, welfare staff and our cleaners. Mrs Bennett our School Business Manager has worked tirelessly over the holiday coordinating works and ensuring that we are ready for the new school year. Thank you to Mrs Jackson and Miss Davies who have supported some of our families over the holiday. The classrooms look fabulous and a few more areas have been painted so that school looks bright and fresh.

We look forward to seeing you all on Tuesday morning.

Stay safe. God Bless.

**Justine McEniff    Headteacher**

"I have come that they might have life and have it to the full."  
John 10:10