



St. Mary's Catholic Primary School



St. Mary's Catholic Primary School, Rowden Hill, Chippensham, Wiltshire. SN15 2JH

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Headteacher: Mrs Jane Howie-Lee

4th September 2018

Dear Parents and Carers,

A warm welcome back to the new academic year at St Mary's School. I hope you enjoyed a wonderful summer with your families and that the children are ready for their return tomorrow.

I am delighted to have been appointed Headteacher at St Mary's. It is an exciting time, as we move forward together with a new vision. Many of the staff have been in school over the summer, working to improve the learning environment and ensure greater efficiency in systems and procedures. I have been well supported over the last few weeks by Governors, Mrs Barnard (Interim Head) and our Caretaker, Mr Hernandez, in settling in to this wonderful school environment. We are all looking forwards in a united manner and I would ask for your support and patience as we start to improve and implement new policies and procedures.

St Mary's has its Catholic ethos at its heart and yesterday we spent time as a whole staff, exploring how this ethos, with Christ at the centre, should be evident in everything we do. Our school name of St Mary's provides us with our guide for behaviour. Mary always said 'Yes' to God and behaved as a loving, caring mother and we shall follow her lead. We are here to educate and nurture your children in a safe, caring environment and to provide the best education; through an engaging, broad curriculum and lots of opportunities to develop and challenge their learning.

Safeguarding your children is also a key priority for us at St Mary's. This has been a strong focus of both of the two TD Days this week and all staff have received further training from the local authority to ensure there is a consistent approach across all areas of the school. There will be some changes to routines and procedures in school, that have been put in place to keep your children safe.

The children return to school tomorrow 5th September 2018. Please read the attached 'Back to School' checklist.

The doors will open at 8.30am and bells will ring on the Infant and Junior playgrounds. The children will line up and be met by their teachers, who will lead them into school. Parents of the new Reception children will be able to accompany their children into school for the first two weeks (until Friday 14th September), to settle them in if they wish.

Schools ends at 3.00pm. All children must be collected from teachers in their playgrounds as we will not allow them onto the front car park unaccompanied. Children will be marked off on a class register, as they are collected. Older Junior children will be supervised, whilst younger siblings are collected first. If your older child (Year 5/6) usually walks down the lane unaccompanied or walks around to meet parents at another class door, classteachers will need a written permission to release them.

The school car park must be an orderly place, with consideration for others. Do not block the hatching.

I am really looking forward to getting to know all the children and their families as we move forward together. Please do not hesitate to contact me if you have any concerns, queries or need to pass on relevant information.

Yours faithfully

Mrs Jane Howie-Lee.

Back to School Checklist

- **Breakfast Club** Children joining Breakfast Club must now be brought to the main Reception. Please ring the 'After School Club' bell (soon to be renamed to incorporate Breakfast Club) and an adult will take the child/ren straight to the hall.
- **8.30am** A bell will ring in both the infant and junior playgrounds and children must line up quickly and quietly in front of their class teacher who will lead them into school. Any children who are late must come through the front office.
- **3pm** All children must be collected from teachers in their playgrounds as we will not allow them onto the front car park unaccompanied. Children will be marked off on a class register, as they are collected. If your older child (Year 5/6) usually walks down the lane unaccompanied or walks around to meet parents at another class door, classteachers will need written permission to release them.
- **Class 1, 2 and 3 children will be dismissed from their classroom doors and Class 4 and 5 will be dismissed from the infant corridor instead of by the wooden shelter.**
- **After School Clubs / Sports Clubs / Teacher-Led Clubs** Children attending any after school club will be taken directly to the club by a member of staff. 'After School Club' will now be located in the spare classroom (old 4BM). Please collect your children from the doors by the wooden shelter. Arrangments for Sports Club collection remain the same. Teacher-Led Clubs will be dismissed in the infant or junior playground and again, children will be marked off on a register.
- Sign up for clubs – See Letter from Mrs Smith

Please could we remind you NOT to use mobile phones when you enter the school site.

