



St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan
Deputy Headteacher : Mrs S Bell
Chair of Governors : Mr Paul Lemaire



Learning our faith, Living our faith, Loving our faith

11th September 2023

Dear Parent / Carers

It is wonderful to see how well the children are settling into their new year groups throughout Years 1 to 6. Over the next two weeks we welcome the youngest members of our school community in Reception and Nursery.

As you are aware here at St Michael and St Martin Catholic Primary School we pride ourselves on our manners, appearance, focus and motivation, all of which work hand in hand to make St Michael & St Martin a wonderful and much sought after school to attend. With this in mind may I please draw your attention to some important 'house-keeping' points expected from all our children and families:

School Uniform

Please make sure all children have the correct school uniform and that it is fully labelled. Children should be made aware of where the label is positioned.

Children must have the top button of their shirt done up at all times. If this cannot easily be done then they need a bigger shirt.

Elasticated ties should only be worn by children in Reception, Year1 and 2. The hope is that by the summer term children in Year 2 are able to *independently* tie a normal neck tie in preparation to moving up to Key Stage 2.

School socks do appear to be a large issue at present. Please note below clear guidance for these:

- Boys should wear **grey** socks only.
- Girls may wear either long or ankle white socks with the summer dress however ankle socks are not permitted with the winter uniform.
- Girls should wear long white socks or green/white tights with the winter uniform. Tights should not be worn with summer dresses.

Please note that no trainer socks should be worn by either girls or boys at **any time**.

'School shoes' should be shoes that can take polish, trainers are not allowed. All school shoes should be black.

Fashion hair-cuts and jewellery (including earrings) are not permitted.

Please use this link to review our current school uniform policy if you are unsure of any of our school requirements: [Uniform Policy](#).

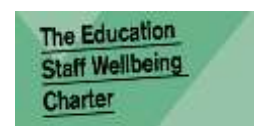
Summer uniform may be worn up until the October half term, Friday 20th October 2023.

Telephone number : 020 8572 9658 Fax : 020 8572 1982

e-mail : office@stmichaelrc.hounslow.sch.uk

www.stmichaelandstmartin.co.uk

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School Meals

You will be aware all primary age school children are now entitled to receive 'Universal Free School Meals' for this academic year. As a school we continue to require all children in EYFS and KS1 (Reception, Years 1 & 2) to participate in this scheme however, children in KS2 (Yrs3 - 6) now also have the opportunity to participate in this initiative.

This means that **no payment** is required from you for meals taken here at school. You are however required to book your meal choices via your ParentPay accounts. If you do not book your child's meal then they will automatically be booked the vegetarian option from the menu.

Medical / Visa / Passport Appointments

Proof is required for any appointment which takes place during the school day. Where possible please provide this proof *prior* to the day of the appointment. Please do not be offended if staff ask you to produce this when signing your child out of school.

Stationery

Children in Nursery, Reception, Year 1 and Year 2 **do not** need pencil cases or stationery as everything will be provided in school.

Children in Year 3 onwards should bring in a simple pencil case with basic items, e.g. pencil, pen, rubber, ruler and colouring pencils. Please do not send your child in with an extravagant pencil case as we cannot be held responsible for any losses or breakages.

The School Day

Gates will open in the morning, school gates at **8.35am** and close at **8.55am**.

Children in **Nursery & Reception** should enter through their respective gates at these above mentioned times.

The school day is an extremely busy one for all year groups and it is essential that children arrive on time ready to start their day. Intervention groups, group and individual reading sessions start promptly at 9am. Attendance registers are taken at 8.55am. Children can find it upsetting when they arrive late to class, late arrival can also interrupt the start of small group working.

Please note below the times when year group will finish school:

Nursery (AM)	-	11.45am, pick up via the Nursery classroom
Nursery (PM)	-	3.30pm, pick up via the Nursery classroom
Reception	-	3.15pm, pick up via the 2 doors in the Reception playground
Yrs1 – 2	-	3.15pm, pick up via the individual classroom doors in the main playgrounds
Yr 3	-	3.15pm, pick up under the shelter in the small playground (to the right of the main school gates)
Yrs4 – 6	-	3.30pm via the main school playground

Absences from School

All absences from school must be reported by 9.30am each day. This can be done either by leaving a voicemail on our absence line or by sending an email to: absence@stmichaelrc.hounslow.sch.uk

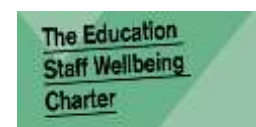


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Please ensure that you speak clearly and leave your child's name, their class and the reason for absence. Simply saying that your child is 'unwell' is not acceptable.

Attendance and Request for Term Time Leave

The expectation is that children will attend school every day to ensure that they do not miss out on any learning opportunities and as such you are asked to ensure that any absences are kept to a minimum. You may be asked to provide medical proof for any extended period of absence.

Please remember that the school's attendance threshold is 95%, if your child falls below this percentage then further monitoring and communication may follow.

For your information **no** term time leave is authorised irrespective of your personal circumstances. This is to ensure that all families are treated as equal. The majority of our school community – *including staff and governors have family living in other countries approving one family holiday over another would be unacceptable.*

Annual Charges 2023 – 2024

These payment requests will be uploaded to ParentPay by the end of next week. Charges will once again be for £30, a letter with the full breakdown of what these monies cover will be emailed out shortly. As usual you will have three choices of how you may pay this.

Governors Fund Requests 2023 – 2024

For a single child within school the request is £60, with a £90 charge for families with more than one child.

This request will be released at the end of September and you will also be able to make your payments in instalments if you so wish.

Nut Free Reminder



WE ARE A NUT FREE ZONE

May we respectfully remind you that children in the juniors may bring either a piece of fruit or some vegetables for morning snack, **no other** form of snack is acceptable. Furthermore, no food containing nuts should be in children's lunchboxes. No sweets, chocolate or crisps should be included in any lunchbox or after school snack.

Party Invitations / Party Bags

Please **do not** ask teachers to hand out party invitations, party bags or indeed send sweets into school in celebration of your child's birthday. We do believe it is important to celebrate children's birthdays so instead we suggest that you donate a book for the class library or a wet play game. The book/game will have a label put into it acknowledging that it was donated on the occasion of your child's birthday.

Annual Google Forms – Contact / Pick Up / Permission to use images

These have been sent out to all children in Years 1 – 6. Thank you to those families who have submitted their speedy responses. This is much appreciated.

If you have not yet submitted your information you are kindly asked to do so as soon as possible.

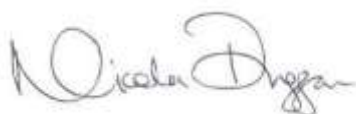
Independent Walkers – Year 6 ONLY

Year 6 families have received a Google Form via email to give permission for them to walk home independently at the end of the school day or at the end of any after school clubs. Your completed Google Form **must** be returned before your child is permitted to leave school without an adult.

Children in Year 5 or below are **not allowed** to walk home alone or with an older sibling, unless specifically agreed in writing by the parent and Headteacher.

Your support with regards to all of the above is much appreciated.

Yours sincerely



Mrs Duggan
Headteacher

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