

# ST. MICHAEL AND ST MARTIN CATHOLIC PRIMARY SCHOOL



Belgrave Road, Hounslow, Middlesex, TW4 7AG

[www.stmichaelandstmartin.co.uk](http://www.stmichaelandstmartin.co.uk)

Headteacher

Mrs. N. Duggan

STMM20

Phone: 0208 572 9658 Email: [office@stmichaelrc.hounslow.sch.uk](mailto:office@stmichaelrc.hounslow.sch.uk)



## **ParentPay – Dinner Money**

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. However, you are required to book your meal choices via your ParentPay account.

**Please note that should you *not* book your child's school meals then they will automatically be booked the vegetarian option of the day.**



## **Diary Dates**

20/12 Nursery closes for Christmas (mufti day)

20/12 KS2 Carol Service @ St Michael & St Martin Church – 1.30pm

21/12 School closes 1.30pm for Christmas (mufti day)

08/01 Return to school (whole school)

Highlighted for parents to attend



## **IMPORTANT : Pupil Premium / Free School Meals**

If your family financial circumstances have changed in the last year and you feel that you may now be entitled to receive the Pupil Premium Grant, please use the link below to make your application to the London Borough of Hounslow.

[Pupil Premium Grant Link](#)

## **End of Term for - Nursery**

Nursery will finish for the Christmas holidays on **Wednesday 20<sup>th</sup> December 2023 at the end of the normal session timing – 11.30am and 3.30pm**. This will be their usual end of term mufti day please ensure that children are dressed appropriately for the cold weather.

## **End of Term Reception to Yr 6**

Please remember that we finish for the Christmas Holidays on **Thursday 21<sup>st</sup> December 2023 at 1.30pm**. Please ensure that the necessary arrangements are made to collect your child at this time. Again, this will be their usual end of term mufti day. Please ensure that children are dressed appropriately for the cold weather – no jewellery or heels please!

## **Safeguarding**

The wellbeing of our children is of paramount importance to all staff. Should any parent have a concern regarding a child's wellbeing, please inform the school's Designated Safeguarding officer: Mrs Duggan. In cases where school staff have concerns, they have a statutory duty to discuss the issue with one of the Designated Safeguarding Officers to seek further advice. I am very aware that during the past six months the personal circumstances of many families may have changed. If you feel that there is something that your child's teacher or I should know, please do make contact and let us know. Parents will often share a concern with me and end by saying, "I'm sorry for wasting your time with this." This is not the case. If there is anything, we want to know as we are here to help.

## **Daily Attendance**

If your child is unable to attend school due to illness or appointments, please ensure that you report their absence each day **before 9.15am**.

You can leave a message on our 24 hour absent line on **020 8572 9658** or alternatively you can send us an e-mail on: [absence@stmichaelrc.hounslow.sch.uk](mailto:absence@stmichaelrc.hounslow.sch.uk).

If you are using the absence line, please ensure that you speak **clearly leaving your name, your child's name, their class and a brief description of why they are absent**. Simply advising us that your child is 'unwell' is not acceptable. Messages are very hard to decipher and on occasions are impossible to understand when there is lots of background noise. Please bear this in mind.

Thank you for your assistance in this matter.

## **KS2 Annual Carol Service**

This event will take place on **Wednesday 20<sup>th</sup> December 2023** at St Michael and St Martin Church. The service will commence at 1.30pm. Please do feel free to join us for this wonderful event.

As usual, there will be a silent collection at the end of the service for 'The Passage'.





### Governors Fund Request 2023 – 2024

This request will be available on your ParentPay account. Your prompt payment is greatly appreciated and helps us to look at further plans to make improvements to our school. This payment request can be found on your ParentPay account.

### Autumn Term After School Clubs

Please note that *all* clubs will finish this ***Friday, 15<sup>th</sup> December 2023.***

All children should be collected from school at the end of the normal school day (3.15 / 3.30pm).

Our new club listing will be sent out when we return to school in January 2024.

### Poppy Day Appeal – Royal British Legion

Please find attached a ‘thank you’ certificate for your kind donations for this appeal.

### Unexplained Absences

Please remember that if your child has been absent for the last 3 days of this half term or will be for the first 3 days of the new half term with no reason for absence being reported in the required manner, these will be recorded as unauthorised holiday on your child(ren’s) records and these absences may be reported to the London Borough of Hounslow SASS Team (School Attendance Support Service).

### Reception Applications

We continue to welcome applications for Reception 2024 / 2025. Our Supplementary Information Form (SIF) 2024 – 2025 can be downloaded from our website (Key Information – Admissions). Details of supporting information is included on the SIF.

There is also a link on this page to access the London Borough of Hounslow e-admissions which must also be completed.

Please remember that if you are applying to any other Catholic Primary Schools you **must** ensure that you fill in the necessary Supplementary Information Forms for each of your chosen schools. You must also ensure that you make the necessary arrangements to meet with your Parish Priest to complete the Certificate of Catholic Practice (CCP) for each of the Catholic school which you are applying to.

For your information we require an *original* CCP be attached to your application. **Remember to check when the deadline is to your supplementary information forms and evidence to each school.**

**The deadline for these applications is Monday 15<sup>th</sup> January 2024**

### Annuals Charge Payment Requests 2023 / 2024

These payment requests have been released to your ParentPay account. Thank you to those families who have made their prompt payment for these requests this is very much appreciated.

Please remember that if you choose to pay in the 3 instalments (3 x £10) you must make your first payment before the end of the autumn term. A letter outlining how all details relating to this payment request was emailed out earlier this week. These letters outlined a number of options of how these monies are paid over the year.

These monies help us to support your child’s learning further by planning focused learning weeks in many different including theatre group visits, workshops, cooking activities etc, all of which cost money. **All** children participate in planned activities and therefore we do ask **all** families to make their contributions in a timely manner.

**Please do not get this request confused with our annual governor’s payment request which will follow shortly.**

### Yr6 PGL Residential Trip – June 2024

Thank you to those families who have commenced their payment for this trip. If you have any queries please do not hesitate to contact the office.

All monies must be paid by **Monday 25<sup>th</sup> March 2024.**

### Whole School Tea Towel 2023

We have a small number of our school tea towels available for purchase. Please visit the school office to fill out an order form. These will be sold on a first come first served basis.

Thank you to those families who have already made a purchase.

### Request for Term Time Leave

For your information **no** term time leave is authorised irrespective of your personal circumstances. We do appreciate that many of our school community – including staff and governors have family living in other countries.

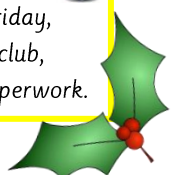
Any request for term time leave **must** be placed in writing to Mrs Duggan, Headteacher either by letter or email. As stated these will not be authorised, however, **without prior written communication** from you, children can and will be marked as ‘missing in education’.

Please also note that extended term time leave *could* result in your child’s absence being reported to the Schools Attendance Support Service (SASS) where further actions may follow.

**January 2024**

### Breakfast Club

This continues to run from 8- 8.45am, Monday to Friday, term time only. If you would like to register for this club, please visit our website to download the required paperwork.





### Spring Term 1 - 2024

We look forward to welcoming you back into school on **Monday 8<sup>th</sup> January 2024** for the start of the first half of our spring term.

### Office Opening Times

May we please remind you that the school office is open between 8.30am and 4pm Monday to Friday term time only (with the exception of the end of each full term when the office will close at 2pm).



## Advent word search

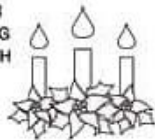


P	B	B	E	C	A	E	P	F	S	N	A	B	S	P
Y	E	M	M	A	N	U	E	L	K	U	D	N	P	G
N	U	N	S	M	G	N	L	P	V	Y	S	M	Q	G
R	O	T	O	E	E	I	R	Y	O	J	O	E	Q	U
F	O	I	I	I	L	R	D	S	F	H	V	M	J	K
J	D	T	T	G	T	D	U	N	Z	W	O	A	O	E
P	B	T	H	A	H	A	N	O	O	O	A	R	Z	W
L	U	R	H	G	R	P	P	A	F	H	G	Y	N	R
T	F	R	O	O	I	A	E	I	C	X	C	A	E	E
Q	I	D	P	I	Y	L	P	S	C	J	X	G	O	A
Q	K	M	M	L	V	Q	P	E	O	I	S	J	T	T
W	O	M	N	T	E	A	X	N	R	J	T	H	O	H
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F	S	F	V	J	V	Y	E	G	N	I	T	I	A	W
L	O	V	E	C	I	O	J	E	R	O	M	O	N	S

ANGEL  
ANTICIPATION  
CANDLES  
EMMANUEL  
FOUR  
HOPE  
JESUS

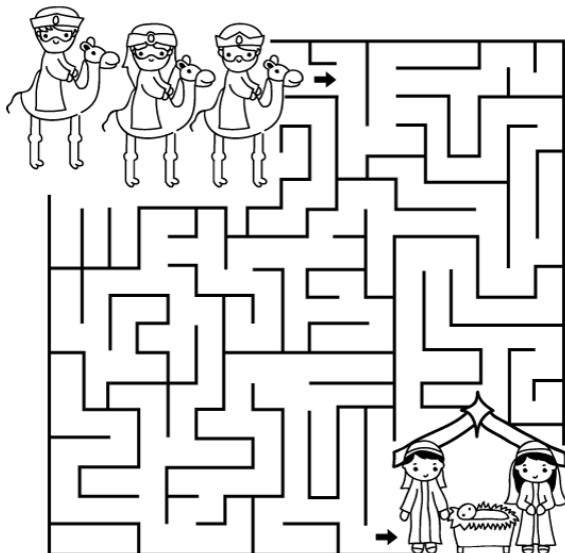
JOSEPH  
JOY  
LIGHT  
LOVE  
MARY  
PEACE  
PINK

PREPARATION  
PURPLE  
REJOICE  
SAVIOR  
WAITING  
WREATH



## Nativity Maze

Help the Three Wise Men find the manger.



### Class Attendance of the Week: 30/11 – 13/12/2023

	Class	Attendance Percentage
	St Nicholas – 1G	97.67%
	St Patrick – 4S	97.50%
	St Beatrice – 2M	97.58%
	St Gerard – 6C	97.24%
	St Abigail – 2C	97%
	St Louise – 5G	90%
Below school attendance thresholds	St Faustina – 6L	95.17%
	St Gabriel – 10	94.83%
	St John – 3M	94%
	St Jude – 5A	92.67%
	St Paul – 4S	91.50%
	St David - RM	90%
	St Ann – 3E	89.67%
	PM Nursery	89.62%
	St Teresa - RM	89.52%
AM Nursery	86.54%	

Please remember that the threshold for our school attendance is **96%** and it is important that we all work together to reach and even surpass this percentage.

### Reflection- A Prayer for the Third Sunday of Advent

Heavenly Father,

This third week of Advent,  
let us remember that the good news of Jesus' birth  
brings us great joy this Christmas season.  
Our joy isn't dependent on what is going on in our lives,  
in our world, or the people that we are with.  
It doesn't depend on the gifts we give  
or the gifts we find under the tree.  
No earthly thing can ever give us complete joy.  
Our joy comes from you.  
That joy that flooded the hearts of the shepherds,  
the angels, the wise men, the hosts of heaven,  
and Mary and Joseph is the joy that still has the power  
to overwhelm our hearts with rejoicing.

Amen

