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 Remie Antao

Learning our faith, Living our faith, Loving our faith

9th September 2026

Dear Parents and Carers,

Welcome Back – A New Academic Year

I hope that you and your families have enjoyed a restful summer break. On behalf of all the staff and governors, I would like to welcome everyone back to school and extend a particularly warm welcome to our new children and families.

As we begin the new academic year, I would like to remind you all of the expectations that help our school remain a happy, safe and successful place for everyone.

Attendance and term-time leave

Excellent attendance is essential if children are to make good progress and achieve their full potential. Children should attend school every day unless they are genuinely unwell.

Holidays and other avoidable absences during term time will not be authorised. Requests for leave will be considered only in exceptional circumstances and must be submitted in advance to the school office either via email or letter. Please do not send such requests to class teachers. Persistent unauthorised absence will be referred to the Local Authority and could result in a penalty notice.

Whenever your child is absent, please notify the school promptly, again either through our 24-hour absence telephone line or email address (absence@stmichaelrc.hounslow.sch.uk). When leaving your message please provide your child's name, class and the reason for their absence.

Medical appointments

Wherever possible, routine medical and dental appointments should be arranged outside school hours. If an appointment during the school day is unavoidable, please provide evidence of the appointment and ensure that your child attends school before and/or after whenever reasonably possible. A whole day's absence should not normally be necessary for a short appointment. This information should be provided to the office and *not* class teachers as your appointment must be recorded for safeguarding purposes.

Punctuality

Children ***must*** arrive at school on time and be ready to begin learning. Arriving late disrupts your child's education and the learning of others. Please allow sufficient time for your journey, particularly when traffic or weather conditions may cause delays. Persistent lateness will be monitored and followed up by the school.

The school gates are opened from 8.35am and close at 8.55am ***prompt***. Active learning commences shortly after this time.

Behaviour, Standards and Uniform

We have high expectations of children's behaviour, manners, effort and presentation. Children are expected to treat one another and all adults with kindness and respect, follow staff instructions and take responsibility for their choices.

Parents and carers can support us by reinforcing these expectations at home and working constructively with the school if any concerns arise. Please also ensure that children attend each day wearing the correct school uniform and with everything they need for learning.

Summer uniform may continue to be worn through until the October half term. Please remember that if wearing summer uniform girls should wear white socks and *not* tights.

Please also remember that all school uniform must be clearly labelled with your child's name, we cannot be held responsible for uniform that goes missing and is not labelled.

Water Bottles

Please ***do not*** send hot water into school in your child's water bottle. Water can remain hot in these bottles for a considerable length of time and could cause harm to your child.

School meals

School meals must be booked via our ParentPay Platform, the cut-off time for booking meals is 8am. Meal bookings continue to remain without charge and you are kindly asked to ensure that your bookings are kept up to date. The booking of school meals is not the responsibility of the school.

Homework and learning at home

Homework is an important part of children's learning. Please help your child to establish good routines by providing a suitable place and time to complete their work, checking that it is finished and returned by the deadline, and encouraging regular reading for older children with supported reading for younger ones. Home reading books will not be changed without your comments being recorded in their reading record book.

Parents should support and encourage children with their homework without completing the work for them. If your child is struggling with an assignment, please let the class teacher know.

Conduct outside the school gates

Our expectations of respectful behaviour applies to all members of our school community. Parents and carers must speak and behave respectfully towards staff, children, other families and local residents, both on the school site and around the school gates.

Aggressive, intimidating, confrontational or inappropriate language and behaviour will not be accepted. Any concerns should be raised calmly through the appropriate school procedures and never discussed in front of children or addressed directly with another child.

Considerate and safe parking

Please park legally, safely and considerately. Do not stop on yellow zigzag markings, block driveways, park on pavements or obstruct access for residents and emergency vehicles. Wherever possible, we encourage families to walk, cycle or park a short distance away from the school. Convenience must never take priority over children's safety.

No mobile phones

Our no-mobile-phone policy applies to parents and visitors as well as pupils. Mobile phones must not be used on the school premises, including in the playground and at the entrances and exits.

Please put your phone away before entering the school site. This protects children's privacy and safeguarding and allows adults to remain attentive while children are arriving and leaving. Photographs, video recordings and audio recordings must not be taken on the school premises unless expressly authorised by the school.

'Benedict's Law'

From September 2026, schools must follow new statutory allergy-safety guidance, commonly known as **Benedict's Law**. The law is named in memory of Benedict Blythe, who tragically died following an allergic reaction at school.

To support these requirements, we have introduced a new **Allergy Safety Policy**. This strengthens the arrangements already in place at St Michael & St Martin Catholic Primary School and helps us to provide a safe, inclusive environment for every child.

Party Invitations / Bags

Please do not ask staff to distribute party invitations, sweets or party bags.

We do believe it is important to celebrate children's birthdays instead we suggest that you donate a book for the class library or a wet play game. Alternatively, you could ask your class teacher to see if there is anything that that they might like in their classroom that would benefit your child and their classmates i.e., colouring pencils, crayons, colouring books, glue sticks etc.

There is however no obligation to do this.

Nut Free School

WE ARE A NUT FREE ZONE

May we respectfully remind you that children in the juniors 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 are crisps should be included in any lunchbox.

I do appreciate that there is a lot of information to digest within this letter, all of which is important to ensure that our home school partnership is fully functioning, supports and keeps all our children safe whilst here at school.

Thank you as always for your continued cooperation and support. By working together and upholding these shared expectations, we can ensure that every child enjoys a safe, positive and successful academic year.

We look forward to all that the new school year will bring and to continuing to work in partnership with you.

Yours sincerely

Mrs N Duggan
Headteacher