

# Our Lady & St Edward's Catholic Primary School

5<sup>th</sup> September 2025

Dear Parents,  
Welcome back and welcome to our new children and their families!  
The children have returned ready to learn and are happy and settled in their new classes.  
With this newsletter you will receive a number of other letters and forms. I know there appears to be a lot of paperwork for completing but we felt that it would be better to get everything sent out in one go. Please complete (in conjunction with the Privacy Notice for Pupils in the 'About Us' section of our website) and return to school as soon as possible.

*K Woods*

## **Our Lady and St Edward's Mission Statement**

We are inspired by the teachings of Jesus Christ who is at the heart of all that we do. Working in unity with our families, parish and community, we encourage and support the children to grow in faith and reach their full potential in a happy, caring and loving environment.

## **Dates for your diary**

Monday 15<sup>th</sup> September – Meeting for pupils & parents of Year 6 pupils going to Robinwood at 5.00pm in school  
Tuesday 16<sup>th</sup> September – Photographs – Individual/Family & Class – see this newsletter  
Wednesday 17<sup>th</sup> September – Flu Vaccinations for those who have consented  
Thursday 18<sup>th</sup> September – Rock Kidz event in school  
Monday 22<sup>nd</sup> September – Environment and Creation week in school  
Tuesday 23<sup>rd</sup> September – PTA meeting in School at 6.00pm  
Wednesday 24<sup>th</sup> September – Phonics Workshop for Reception / Year 1 Parents – 2.45pm to 3.20pm. Parents will receive a letter regarding this.  
Wednesday 1<sup>st</sup> October – Booking for Parents' Evening available on the school app  
Monday 22<sup>nd</sup> September to Friday 3<sup>rd</sup> October – Y4 Swimming 10am – 11am  
Thursday 2<sup>nd</sup> October – OLCHS Open Evening 6.00pm to 8.30pm  
Friday 3<sup>rd</sup> October – Non-uniform day – donations in aid of CAFOD (see this newsletter)  
Wednesday 8<sup>th</sup> – Friday 10<sup>th</sup> October – Robinwood for Year 6  
Sunday 12<sup>th</sup> October – St Edward's Mass in Church with the Parish  
Friday 17<sup>th</sup> October – Harvest Assembly led by Year 3 – Year 3 parents welcome. Non-perishable food items collected for the food bank.  
Monday 13<sup>th</sup> & Tuesday 14<sup>th</sup> October – Parents' Evening 4.00pm to 6.30pm  
Friday 24<sup>th</sup> October – School closes at 3.20pm/3.30pm for half term.  
Monday 3<sup>rd</sup> November – INSET Day  
Tuesday 4<sup>th</sup> November – School re-opens

## **Online Safety – (Online Safety Policies & Digital Consent Form)**

Our school prides itself on making the latest technologies available to all pupils. The internet is a valuable tool and can offer many opportunities and experiences to our pupils. We take e-safety seriously and are committed to keeping all pupils and staff safe. Included with this newsletter is a permission form which school is required to send out to gain consent for use of images and videos of your children and your consent for them to use the internet. Detailed information about the permission statements is on the reverse of the form.

We cover lots of elements of online safety in school and appreciate your support in discussing the attached Online Safety Agreement which will be re-visited at the beginning of each academic year. Can you please discuss the Online Safety Agreement with your child and we will be regularly referring back to these during computing lessons throughout the year. Your children will be unable to use the internet until all of the forms have been completed, signed and returned to school.

We have subscribed to an Online Safety Newsletter which we will send to parents monthly – the first one is attached to this Newsletter.

## **Pupil Information Sheet**

**With this Newsletter pupils in Years 1 – 6 should receive a Pupil Data Collection Form for the academic year 2025/26. We would ask that you complete one form for each child and return to Mrs Kippax urgently (this form should be completed in conjunction with the Privacy Notice on the 'About Us' section of the school website). Please do not send one form for a number of children – we require individual forms for each child. Reception children will not receive this form as they have already completed it.**

## **Safeguarding**

A reminder that the Safeguarding and Child Protection policy is available on the school website. The school is also linked to Lancashire Police through Operation Encompass. Operation Encompass has been created to provide a service which reports incidents of Domestic Abuse. This means that by 9.00am on the next school day, the school's Key Adult will be informed that the child or young person has been involved in, heard or witnessed a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child. The Key Adult in school is Mrs Woods.

## **Reception Class Baseline Assessment**

During the next few weeks, pupils in reception class will be taking part in assessment tasks. These tasks are computer based and the children will be supported by Miss Sudell throughout. The purpose of the tasks is to track the progress the children have made from Reception to Year 6. A parent information sheet which explains any questions you may have was emailed earlier this week.

### **School Uniform Rules and Ordering for September** **School Uniform & Other Rules**

Please see below details of uniform expectations. If in doubt please call into the school office where you will be able to see samples. All uniform is available at 'Bang Bang' uniform shop in Preston City Centre and online from Stitch Design [www.stitchdesign.co.uk](http://www.stitchdesign.co.uk)

- Trousers, skirts, shorts and pinafores should be **grey NOT black**
- Cardigans and sweaters should have the school logo
- **School shoes** should be a **full shoe with secure fastenings** and **not slip on shoes**. Therefore, if you are buying new shoes please select a full shoe which fastens. Children can wear laced shoes as long as they know how to tie them. Pupils are expected to wear shoes to and from school and are allowed to change into trainers at lunchtime for comfort whilst playing games.
- **PE kits should be grey school hoodie and black shorts (not cycling shorts) and black tracksuit bottoms/leggings. These must be plain and not contain any logos/stripes or patterns.** Girls in KS2 can continue to wear the blue skirt if they wish. Most of the supermarkets sell plain black shorts and tracksuit bottoms. Children may continue to wear the old uniform of blue shorts etc until they grow out of them so that parents are not going to an extra expense. PE t-shirts are house team t-shirts only.
- School caps & hats are available from Bang Bang - Legionnaire's cap aimed at the KS1 children, and baseball cap aimed at the KS2 children. Alternatively pupils can wear a plain coloured hat with no logo
- **Extreme hairstyles** are **not permitted** in school which includes any shaved shapes/partings. If hair clippers are used, **no lower than a number 2** is allowed on any part of the head and hair should be a blended cut with no ridges or lines. An excess of hair gel is also not allowed. Girls hair accessories are to be in school/hair colours only and of a reasonable size.
- **Ear-rings** are not permitted in school. Anyone who has had their ears pierced during the holidays and is waiting for the 6 weeks before they can be removed must cover their ear-rings with plasters. They must be removed as soon as possible. Plastic retainers may be worn but must be removed for PE/Sports.
- **Sunglasses are not permitted** in school (unless permission has previously been granted for medical purposes).
- A reminder too that all drinks bottles brought into school should only be filled with water – no juice. **Please ensure that the drink bottle is only a small bottle as we have limited space in class to store these we have noticed that a number of children are bringing in extremely large bottles.**
- Due to the limited space in EYFS & KS1 classrooms only school blue bags and drawstring PE bags should be brought into school in these classes. At times when children are required to bring additional equipment into school, eg extra-curricular sports kit, they should bring it in a small carrier bag.
- Children in KS2 can bring in a rucksack instead of the school blue bag. PE kits should be in a separate drawstring bag and must be in school at all times.

### **School Books**

Please check at home for any books belonging to school that should have been returned; reading books, library books or textbooks. We are having a book amnesty so no questions will be asked. Books can be taken into class or to the office.

Occasionally reading books are lost or damaged at home. When this happens we request a donation towards the cost of replacement.

### **Harvest Celebrations – Friday 17<sup>th</sup> October**

This year we will be celebrating our Harvest Assembly on Friday 17<sup>th</sup> October for the whole school led by Year 3. Year 3 parents welcome.

In addition, children in all year groups are asked to bring in donations of tinned/packet food, tea and coffee for Holy Family food bank. These can be sent in from Monday 13<sup>th</sup> October. Holy Family were most grateful last year and many local families benefitted from your generosity.

### **September 2026 Primary & Secondary Admissions**

Online applications for Reception Class and Year 7 Admissions 2026 are now open on [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

Supplementary Faith Request Forms will also need completing – Reception Class Supplementary Form to be returned to school.

The closing date for returning forms for Reception is 15<sup>th</sup> January 2026. and High School is 31<sup>st</sup> October 2025.

### **Parent Code of Conduct**

Staff, Governors and Pupils all follow a code of conduct in order to keep themselves and others safe. Parents and grandparents are valued members of our school community and therefore, in the interest of the welfare and safety of the whole school community, please read the attached Parent Code of Conduct which supports the well-being of our school family.

### **Year Overview**

Enclosed with this bulletin you should receive an overview of the year giving key dates. Dates are subject to change but we will inform you of any changes.

### **TenTen Newsletter**

As a school we subscribe to the TenTen resources which we use in assemblies, class worship and staff prayer. Please read the newsletters each month as they provide useful information and spiritual guidance, supporting the work we do in school. Below is a link to the parent newsletter

[www.tentenresources.co.uk/prayers-for-home/parent-newsletter/](http://www.tentenresources.co.uk/prayers-for-home/parent-newsletter/)

### **Important Information about School Attendance from LCC**

You may be aware that the Department for Education last year announced national changes to penalty notices issued for unauthorised absence in term time. These changes came into effect on 19 August 2024.

The changes to be aware of are:

- Penalty notices will be charged at a rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).

### **Attendance Policy**

A reminder that the attendance policy can be found on the website. The policy states that leave from school will only be granted under exceptional circumstances. Unauthorised leave may trigger a penalty notice from LCC. The school considers that 96% is the minimum acceptable attendance and attendance below this will be monitored. Attendance below 90% is considered as persistent absence and may be subject to an action plan.

**Leave request** - Leave from school must be requested prior to the leave taking place. Forms are available from the School Office. Leave will only be granted under exceptional circumstances as indicated by the DfE.

**Lateness** - The school gates to each playground will be locked at 8.55am & pupils should enter through the main entrance after this time. Any child arriving after 9.00am is late and must be signed in by a parent/guardian of the child. Children who leave for appointments during the school day must also be signed out and in the same way.

**Medical appointments** – Evidence will be required for any medical appointment during school hours. Please bring a copy of the appointment letter/card (if available) to the school office prior to the day of the appointment.

**Sickness absence at the beginning and end of term** - Sickness absences at the start or end of a term must be accompanied by a doctor's note or prescription to verify your child's reason for absence. However, if this is not possible as not all sickness requires medical attention, then we request that you call into school to see us if we cannot contact you via your landline. If we do not receive verification, then the absence will be recorded as unauthorised.

### **PTA News**

**PTA meeting – Tuesday 23<sup>rd</sup> September** – At 6.00pm in School. New parents welcome!

The date for the next cake sale will be agreed at our meeting on the 23<sup>rd</sup> September. If you have any ideas for fundraising events please contact a member of the PTA or the school office.

### **School Lunches**

Can I remind parents that we require half a term's notice to change from packed lunches to school meals and vice versa, except for Reception pupils in their first half term. This includes **any** alterations to current arrangements.

Please keep a check on Arbor as your balance should always be in credit (Year 3 – 6 only). A reminder that school meals are now £2.90 per day.

### **Adventure Areas**

A reminder to all pupils that the adventure areas are not to be used at the end of the school day.

### **Medication in School**

**A reminder to parents that where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If a child attends the school club then staff will administer a dose at the end of the school day. If medication is required 4 times a day then school will administer a dose at 11.00am.**

**If your child requires prescribed medication in school we only accept this medication if it is in date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. We will not be able to administer any other medication.**

**Before medication can be given parents/guardians will need to complete a Parental Agreement for Our Lady and St Edward's School to Administer Medicine Form available from the school office.**

### **Curriculum Newsletters**

Curriculum Newsletters will be sent home next Friday which provides information about learning for this term. Learning in each class is based on a theme which link subjects and will be a focus of the enquiry based learning.

### **Easyfundraising & School Lottery**

**School Lottery** – Have you signed up to the School Lottery yet? We only have 13 members and need lots more!! You can join for £1 per week and the profits come back to the school either in direct fundraising or as cash prizes for our school families and there are some big prizes to be won! A number of draws have taken place with members winning money. Join here:

<https://www.yourschoollottery.co.uk/lottery/school/our-lady-and-st-edwards-catholic-primary-school>

**Easy Fundraising** - Have you downloaded the Easyfundraising app yet? easyfundraising is the simplest way to raise money for Our Lady & St Edward's Primary School PTA – We have raised over £1,347 so far!

Shop with any of over 3,300 well-known retailers via the easyfundraising website -

<https://www.easyfundraising.org.uk/invite/UJX6FK/MHPPE8/>

When you click on this link just search for the cause – Our Lady & St Edward's Primary School PTA. It's simple and quick to do!

### **Online Safety**

Can we please remind you that social media apps have a recommended age restriction for a reason. However, if you choose to allow your child to have social media apps, it is recommended that these are closely monitored. Please see our school website for more information regarding online safety or click on this link to the safer internet website.

<https://www.saferinternet.org.uk/advice-centre/social-media-guides>

Online support for parents and carers

- **Thinkuknow: helping adults protect children from online harm**
- **Parent Info: help and advice for families in a digital world**
- **Internet Matters: helping parents keep their children safe online**
- **NSPCC: online safety**

### **School Photographs**

On Tuesday 16<sup>th</sup> September we will be having school photographs taken. Photographs are of individual/family and classes.

### **KS2 Snacks**

A reminder that the school council are now running a snack shop. Children in the juniors will be able to buy a range of snacks, including raisins, smoothies and lentil chips plus yoghurts & fruit (when available). Prices range from 30p to £1. The only snack which can be brought from home is fruit.

### **Special Educational Needs**

There are a number of support groups for parents and activities for children which can offer help and guidance. Please follow the link below:-

<https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/getting-help/send-newsletter/>

### **Non-Uniform Day in aid of CAFOD Family Fast Day**

On Friday 3<sup>rd</sup> October we will be having a non-uniform day to support CAFOD, a Catholic charity who do work overseas. We kindly request that children donate a small amount of money, possibly pocket/sweet money, to help children in countries where they experience hunger, homelessness and war.

### **Class Worship dates to which parents are invited**

Parents will be notified of the dates for Class Worship on the Curriculum Newsletters. These newsletters will be sent home next week.

### **Values**

The value this month is RESPECT. The children took part in an assembly on Monday where we looked at how we can show respect towards others. The staff will be supporting the children in exploring this further. We would also like you to help at home by talking to your child and reinforcing our work in school.

### **St Edward's School Club**

All children attending St Edward's School Club should be registered before any sessions are booked. If you are wanting to book sessions for the first time you must contact the school office.

Please remember the following:-

Whilst bookings can be made at any time, should a place be required within 48 hours please also email the school office to let them know a booking has been made. If you are booking over the weekend for a Monday slot, the office should also be informed via email.

### **Morning Drop-Off**

We have noticed that a number of children are arriving in school before 8.40am. Please remember that the school gates are only open at 8.40am except for children attending the before school club. If your child needs to be dropped at school before 8.40am then please book them into the before school club.

#### **Parking on Lightfoot Lane and Surrounding Roads**

Please drive and park respectfully when dropping off or collecting pupils. There have been reports of cars blocking driveways on Hazelmere Road. Please ensure that children enter and exit cars from the footpath – not the road for safety purposes. Please also remember that parents and residents have to walk along footpaths with prams and enough space should be left for this.

#### **Change of Details**

**If you have had any change to contact details can you please contact the school office by email eg change of address, telephone number, email address etc. Also, if your child has any change to medical information can you please let Mrs Kippax know.**

#### **Extra Curricular Clubs**

A list of extra-curricular clubs led by school staff for the Autumn Term will be sent home soon.

#### **Reminder Regarding Illness**

A child suffering from sickness and/or diarrhoea should be kept off school for 48 hours after the symptoms subside. If you are in doubt as to whether or not your child is well enough to be in school, please discuss the matter with the class teacher or the headteacher.

#### **Get Ready For School**

With this Newsletter you should receive a 'Get Ready For School' Newsletter from Lancashire County Council's Health Protection Team (emailed only).