

# Our Lady & St Edward's Catholic Primary School

8<sup>th</sup> September 2026

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 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**

Sunday 13<sup>th</sup> September – Creation Mass in Church at 8.45am – led by Y6 – all welcome  
Monday 14<sup>th</sup> to Friday 18<sup>th</sup> September – Creation Week in school  
Tuesday 15<sup>th</sup> September – Photographs – Individual/Family & Class – see this newsletter  
Tuesday 15<sup>th</sup> September – PTA meeting in School at 6.15pm  
Monday 21<sup>st</sup> September to Friday 2<sup>nd</sup> October – Y4 Swimming 10.00am – 11.00am  
Monday 21<sup>st</sup> September – Reception class photo for Lancashire Post – see this newsletter  
Wednesday 23<sup>rd</sup> September – Flu Vaccinations for those who have consented – see this newsletter  
Friday 25<sup>th</sup> September – Welcome Mass at 9.15am in Church led by Year 5 – all welcome.  
Tuesday 22<sup>nd</sup> September – Phonics Workshop for Reception / Year 1 Parents – 2.45pm to 3.20pm. Parents will receive a letter regarding this with an online form.  
Wednesday 30<sup>th</sup> September – Booking for Parents' Evening available on the school app  
Thursday 1<sup>st</sup> October – OLCHS Open Evening 6.00pm to 8.30pm  
Friday 2<sup>nd</sup> October – Non-uniform day – donations in aid of CAFOD (see this newsletter)  
Monday 12<sup>th</sup> & Tuesday 13<sup>th</sup> October – Parents' Evening 4.00pm to 6.30pm  
Friday 16<sup>th</sup> October – Harvest Assembly led by Year 3 – Year 3 parents welcome. Non-perishable food items collected for the food bank.  
Friday 23<sup>rd</sup> October – School closes at 3.20pm/3.30pm for half term.  
Monday 2<sup>nd</sup> November – INSET Day  
Tuesday 3<sup>rd</sup> November – School re-opens

## **Digital Consent Form**

As part of our commitment to safeguarding and data protection, we are reviewing and updating our records regarding photographs, videos, internet access and the use of online learning platforms. Attached you will find a Parental Consent Form which allows you to indicate your preferences regarding the use of photographs and videos, media coverage, online learning platforms, digital content storage, internet access and approved educational technologies used within school. You will also be emailed a Parent Information Leaflet explaining each section of the consent form and how information may be used.

**Please complete and return one form for each child by Friday 18<sup>th</sup> September 2026.** This will ensure that we have accurate and up-to-date consent records for all pupils.

If you have previously completed a consent form, we would still be grateful if you could review and return the updated version so that our records remain current and reflect any changes in technology and school systems.

If we do not receive a completed form by the deadline, we may be unable to include your child in certain photographs, publications, online learning activities or other opportunities that require parental consent.

If you have any questions about the form or would like further information, please do not hesitate to contact the school office.

Mrs Cath Pickup is our Computing and Online safety lead.

## **Online Safety – (Policies)**

We cover lots of elements of online safety in school and appreciate your support in discussing the Online Safety Agreement sent home with your child today which will be re-visited at the beginning of each academic year and during computing lessons throughout the year. Your child will be unable to use the internet until all 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 was sent by email last week.

## **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 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 or under cuts. 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.
- 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.

### **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 last week.

### **Pupil Information Sheet**

**With this Newsletter pupils in Years 1 – 6 should receive a Pupil Data Collection Form for the academic year 2026/27. We would ask that you complete one form for each child and return to Mrs Kippax no later than Friday 18<sup>th</sup> September (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.**

### **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 Parent Code of Conduct which supports the well-being of our school family – this has been emailed today.

### **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.

### **Curriculum Newsletters**

Curriculum Newsletters will be sent home on 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.

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

You may be aware that the Department for Education announced national changes to penalty notices issued for unauthorised absence in term time in 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 15<sup>th</sup> September** – At 6.15pm in School. New parents welcome!

The date for the next cake sale will be agreed at our meeting on the 15<sup>th</sup> September. If you have any ideas for fundraising events please contact a member of the PTA or the school office.

### **Flu Vaccinations – Wednesday 23<sup>rd</sup> September**

The system for consenting to flu vaccinations has changed this year and you will no longer receive a paper form to complete.

You should all have received a text/email from NHS UK with a link to consent for the vaccination to be given in school (Reception pupils may only receive their message from NHS UK this week along with any new pupils to the school).

### **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.

### **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.

### **Get Ready For School**

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

### **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 £1,565 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!

### **Harvest Celebrations – Friday 16<sup>th</sup> October**

This year we will be celebrating our Harvest Assembly on Friday 16<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 12<sup>th</sup> October. Holy Family were most grateful last year and many local families benefitted from your generosity.

### **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/)

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

On Friday 2<sup>nd</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 on Friday.

### **Values**

The value this month is RESPECT. During Friday's assembly the children were reminded about respect and good manners. They looked at how we can show respect towards others and the importance of this in our school community. We would also like you to help at home by talking to your child and reinforcing our work in school.

### **School Photographs**

On Tuesday 15<sup>th</sup> September we will be having school photographs taken. Photographs are of individual/family and classes.

### **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/>

### **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. A reminder that if you are booking a session within 48 hours please also email the school office on [bursar@ourladystedwards.mecmat.org](mailto:bursar@ourladystedwards.mecmat.org) to advise so that your child can be manually added to the list. This also applies if you are booking over a weekend for a session on the following Monday or Tuesday. A reminder too that bookings are not confirmed until payment has been received or voucher payment has been ordered.

Cancellations can be made at any time by contacting the school office but refunds will only be given for cancelled sessions provided that we are informed by 10.30am the previous school working day (this includes weekends and school holidays). For example – if a Monday session needs to be cancelled then you will need to contact the school office by 10.30am on the Friday before. Sessions cancelled after this time will not be refunded. Once booked, sessions cannot be swapped – the session would have to be cancelled and a new booking made.

### **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.

### **Adventure Areas**

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

### **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 local roads. Please also don't park opposite driveways as residents with larger vehicles are finding it impossible to gain access or leave their driveways when parents do this. 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.

### **School Communications**

As you are aware school send out communications via email and app message – this is to ensure that all parents receive at least one of the messages. Can we please ask that you don't respond to the app messages as we do not receive notifications that a message has been received. If you need to respond to a message please respond to the email as we receive immediate notifications of these and can respond sooner.

### **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.**

### **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.

### **Extra Curricular Clubs**

There will be no extra-curricular clubs during this first half term. A list of clubs will be sent home later this term for clubs to start in November.

### **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 £3.00 per day.

### **KS2 Snacks**

If your child would like a snack at breaktime then please provide them with fruit, dried fruit (raisins etc) or vegetables. Processed 'fruit' alternatives such as fruit winders, gummies etc are not allowed. This is in line with snack provision in KS1.

### **September 2027 Primary & Secondary Admissions**

Online applications for Reception Class and Year 7 Admissions 2027 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 2027. and High School is 31<sup>st</sup> October 2026.

### **Reception Class Photo for Lancashire Post**

On Monday 21<sup>st</sup> September Reception class will be having their photograph taken by the Lancashire Post. This photograph will appear in the 'New Starter' edition later in the term and will be available for parents to purchase. If you do not want your child to appear in this photograph please let Mrs Kippax know by Friday 18<sup>th</sup> September.