



# Sacred Heart School

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*Proud to be one of the Sunday Times Top 100 Prep Schools!*  
**'EXCELLENT IN ALL AREAS'**  
ISI INSPECTION MAY 2013

27th August 2021

Dear Parents and Carers,

I hope you are having an enjoyable and restful summer and you are looking forward to the term ahead. I wanted to take this opportunity to write to you before the term begins and include some key information about the arrangements for September.

I was fortunate enough to be able to meet the children, staff and some of the parents and grandparents during my visit to the school on Monday 5th July. During my visit, I was able to go into each class and was so impressed by the children's confidence to talk about their learning and the activities they had recently participated in. I was welcomed and greeted with warmth by all that I met and I very much look forward to getting to meet you all in the coming term and working in partnership with you. I want to thank Hilary for her hard work and dedication to the school and for the time she has spent with me over the summer break. Catholic education is something that I am very passionate about and I am very grateful for the opportunity to be the head teacher at Sacred Heart.

As you will be aware, the government's response to COVID-19 has relaxed to some degree and children do not now need to stay in 'bubbles'. This enables us to gather in larger groups within the school and we are planning to hold the usual events in school, unless guidance changes. However, we will still be maintaining many of the cleaning routines in place before the summer to manage the risk and transmission of COVID-19. I will be sending additional information about this in the near future as well as what to do if you are positive or have been in contact with a positive case.

Drop off and pick up times will revert back to pre-COVID times:

7:45-8:15am - Supervision in Nursery via the side door, additional fee  
8:15-8:30am - Supervision in Nursery via the side door; pupils must not go into other classrooms.  
8:30-8:45am - Pupils may go straight into their classrooms via the entrance points listed below:

To ensure a smooth and punctual start, we would ask that parents and carers say goodbye to your child at the doors of the school to allow children to come in independently to the building and make their way to class. Staff from each year group will be on hand to assist children with this, particularly in the younger year groups. Nursery children will enter through their classroom's side door, Reception through the foundation stage main door, Year 2 through their classroom's back door and all other children through the main school entrance. There will be staff around in the morning, so please do ask if you are unsure of where to go.

8:45am - Registration  
3:25pm - Pick up for Nursery and Reception via doors used for drop off  
3:30pm - Pick up for Year 1 and 2 via the main school entrance  
3:45pm - Pick up for Years 3-6 and siblings in the younger year groups (story club will run until 3:45pm for any sibling children in Foundation or KS1) via the main school entrance  
• Busy Bees club available until 6pm (5pm Friday) in Nursery, additional fee

To avoid traffic congestion on the drive and in the playground during peak times, please abide by the following guidelines:

- The area outside the gates adjacent to the priest's garden is reserved for parents who wish to 'drop off and go'. Please do not park here between 09:45 and 10:45 to leave parking places free for those attending parish mass. One space must be reserved at all times for Fr Martin.
- When you come into the playground always reverse into your parking space.
- When parking, start from the Foundation Stage building end of the playground to facilitate circulation around the entrance/exit.
- When entering the site please give priority to those leaving the playground.
- Please do not park in front of the church as this area is reserved for staff.
- Do not leave siblings unattended in the car whilst you drop or collect your child/children.
- Do not park on the narrow section at the bottom of the drive at any time.

Head Teacher Johanna Collyer

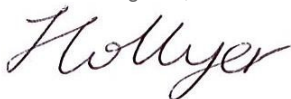
Please inform anybody who might be collecting your child of these guidelines. When you bring children to school in the mornings please accompany them to their school entrance. Do not ask them to cross the playground unaccompanied as there may be circulating traffic. At the end of the school day we do not discharge pupils from school until we can entrust them into your care therefore, if collecting from the rope, please approach it when you see that your child is waiting or form a queue by the classroom door mentioned below. Please ensure that children do not run off or behind the parked cars. In order to alleviate congestion parents are requested to leave promptly once they have collected their children.

We will continue to allow children to wear their PE kits to school on the day of their first lesson. For reception, this will be on a Tuesday, Year 4 on a Thursday and for all other children, this will happen on a Wednesday. Children will need to bring their uniform in their PE bag to change into after the lesson so that their PE kit can remain in school for their additional sessions. Please also ensure children have MUGA shoes as well as trainers and those playing in football fixtures away may also need football boots. Please ensure all uniform (including socks) is clearly named so that it can be reunited with the owner if it goes missing.

We are thrilled to announce that the kitchen is fitted and that school lunches will be served to all children from Monday 6th September. Children will be given the choice from a number of dishes including soup, salad, a protein main and a vegetarian main, as well as a dessert and fruit. Please make sure you complete and return your child's Medical Emergency Form which was emailed yesterday. In addition to the school lunch, foundation stage will receive a morning snack and Years 1 to 6 are encouraged to bring a healthy snack from home for mid-morning break. Chocolate and sweets are not allowed and crisps should be an infrequent treat. We have a no nut policy in the school, so please do not include these in snacks. Please name all snack and water containers so that they can be re-united when separated from their owners!

I look forward to welcoming you all back on the 6th September.

With kind regards,

A handwritten signature in cursive script, appearing to read 'Hollyer'.

Mrs Collyer  
Head Teacher