



Seven Stars Primary School  
Peacock Hall Road  
Leyland

PR25 1TD

Tel: 01772 422503

[www.seven-stars.lancsngfl.ac.uk](http://www.seven-stars.lancsngfl.ac.uk)

*'Where children come first'*

Dear parents, carers and friends,

**WELCOME BACK!** – We are LOOKING FORWARD to a great year of learning, LOOKING FORWARD to fun events, LOOKING FORWARD to a wonderful year ahead.

**REMINDERS & UPDATES -September 2021**  
(further information can be found on the school web-site)

**Contacts & Information** – you MUST tell us if:

- You have changed your contact details (phone, address, email, additional contact people)
- Your child has ANY medical issues

(Mrs Pullin is sending out a Google form for everyone to complete – it should only take a few moments to do. Any problems get in touch)

**Class Dojo** – this is our main means of communication between teacher and home. It will also be used for setting work if any child has to self-isolate and our Class Newsletters and other information will go on there. Please make sure you are set up with Class Dojo (get in touch if you're not sure how)

'Code of Conduct' for Class Dojo:

- It is for BRIEF communication between class and home about things relevant to your child's education
- Teachers/staff will not respond to any messages before 8am or after 5.30pm (or at weekends or holidays)
- Do not send complaints via Class Dojo. We have a complaints procedure on the school web-site or you can put it in writing or email the school at [office@seven-stars.lancs.sch.uk](mailto:office@seven-stars.lancs.sch.uk)
- Do not send any negative or critical emojis or photos or videos (including of your own children)
- Please do not let your child message teachers unless they are self-isolating or have been told to message by the teacher (e.g. for work)
- **DO** let us know if your child has done something amazing at home (e.g. won a competition, learnt to ride their bike, climbed a hill, helped someone, showed kindness) – so we can praise them in school

**COVID-19** – see the more detailed guidance already sent out.

MAIN POINTS:

- Keep your child off if they are ill in any way (especially with the symptoms) and get a PCR test
- If anyone under 18 (or double jabbed) has been in close-contact with a positive case they do NOT need to self-isolate but should do a PCR test (but can still come to school while waiting for the test result)
- We will not be closing classes if there is someone in class who tests positive (but see the contingency plan if more children become ill) – however there will be additional cleaning in that class
- Ventilation and good hand hygiene will be the main ways to keep us safe (make sure your child comes to school with a jumper and coat)
- Face Coverings are optional (but some staff will still be wearing them)



Headteacher: Mr. M. Mitchell

Email: [head@seven-stars.lancs.sch.uk](mailto:head@seven-stars.lancs.sch.uk)



- Continue to email or phone instead of coming to the office if at all possible. Still try to avoid face to face conversations with staff if you can help it (due to the virus but also because they are very busy)
- Classes will no longer be in such strict 'bubbles'
- Guidance may change if there is an outbreak and numbers increase – we will keep you informed

### **Uniform**

Please see our school website for full details of what our children wear

Every child should wear BLACK shoes or trainers (no bright logos please)

Jumpers are crucial as we will be ventilating classrooms by opening windows to circulate air  
Coats must be sent in with children as we will go outside a lot and a sunny day can soon turn to rain

(we know it can be expensive getting uniform so if you are struggling please get in touch – do not buy expensive items)

**Behaviour** – see our whole school behaviour policies on the school web-site

We have a 'positive planets' reward system for those children putting in great effort in work and attitude  
Every child who comes to school on time gets a point automatically

We monitor behaviour daily and identify children who are doing really well and those who need support

We will communicate with parents if any behaviour falls below what we expect and is causing disruption to the learning of others (and we will discuss with you ways forward)

We do NOT put up with bullying or upsetting behaviours and if any parents need to talk to us about any concerns please get in touch

We have a lot of support in place to help children learn good social and emotional skills to improve their behaviours – working with parents/carers is crucial, supporting each other

### **Who to talk to / contact for what:**

<b>Key issue / reason for contact</b>	<b>Key contact and how</b>
<b>Your child's</b> education (including Special Needs & Home Learning) or general well-being (including medical needs) or anything to do with class	Class teacher (via Class Dojo preferably if possible)
General advice about <b>Special Educational Needs and Disability</b> (which the class teacher is not able to help with) and <b>'Looked After'</b> children	Mrs Walsh <a href="mailto:c.walsh@seven-stars.lancs.sch.uk">c.walsh@seven-stars.lancs.sch.uk</a> Or 01772 422503
<b>Family support or advice</b> Safeguarding issues and support Help with getting in touch with agencies & services for family support (e.g. debt advice, bereavement)	Mrs Wright <a href="mailto:d.wright@seven-stars.lancs.sch.uk">d.wright@seven-stars.lancs.sch.uk</a> Or 01772 422503
<b>General queries about school and school policies</b> including: Parent pay, money owing to school, breakfast club or after-school club, admissions, medicines & medical queries, Health & Safety issues, school uniform	Mrs Pullin (Business Manager) Ms Dennett (School Office) Mrs Holme (School Office) <a href="mailto:office@seven-stars.lancs.sch.uk">office@seven-stars.lancs.sch.uk</a> or 01772 422503
<b>Attendance</b> and pupil absence requests (or reasons for non-attendance)	Miss Moor 01772 422503
<b>Complaints (or compliments!)</b>	In writing to Mr Mitchell in the first instance and then to Chair of Governors (Carol Stunell)
Parents, Teachers, Friends Association ( <b>PTFA</b> )	Mrs Lowther / Mrs Bretherton / Miss Hickson 01772 422503



Seven Stars Primary School  
Peacock Hall Road  
Leyland  
PR25 1TD  
Tel: 01772 422503  
[www.seven-stars.lancsngfl.ac.uk](http://www.seven-stars.lancsngfl.ac.uk)

## **Parent Pay**

Seven Stars Primary School uses Parentpay for all payments coming into school. On arrival at the school you will be issued with a code enabling you to login to the system and set up your account.

Parentpay is used to pay for school lunches, breakfast and after school club, paid nursery sessions and trips and is the preferred method of payment. We will only accept cash in exceptional circumstances.

Parents must ensure that they keep their Parentpay in credit, check the account regularly and not allow arrears to accrue. Seven Stars Primary School is funded by public money and therefore we are unable to offer a credit facility. We do not receive any funding from the Department for Education to run the breakfast and after school club and therefore all funds received from this go directly to paying the staff, food and utility costs.

Parents must ensure they notify school immediately of any change in address, telephone numbers and email addresses.

## **School Lunches**

School lunches are currently £2.20 per day or £11.00 per week. Children must have funds in their parentpay account to be able to order a lunch. If there is no money on the account, school will contact the parent/carer and ask them to make payment. If no payment is made, we will then politely ask that your child brings in a packed lunch from home until the arrears are cleared.

## **Breakfast and After School Club**

Parents must ensure they have funds in their Parentpay account before booking through school. Parents must book their places before Friday 12 noon for the following week. If you wish to cancel your place we must have 24 hours' notice. If we do not receive notice to cancel your place, we will still charge for the place.

**The only exception to paying in advance** is if you are paying through childcare vouchers which are paid a month in arrears. If you wish to pay this way, you must inform the school office and notify them of the childcare voucher provider and your childcare reference number.

## **Paid Nursery Places**

Parents must ensure they have funds in their Parentpay account prior to a child attending a session. If we do not receive funds, we reserve the right to cancel your place until funds are received.

## **Arrears**

Seven Stars Primary School will advise parents when they are in arrears on their Parentpay accounts. This will be done by text message and a letter. Parents will be sent 2 letters and after that an appointment will be arranged with the School Business Manager/Headteacher to put a payment plan in to place. We will also look at ways to support parents/carers if they are experiencing financial difficulty.

If subsequently, no funds are received, the arrears will be transferred to the Debt Recovery Team at Lancashire County Council who may seek to pursue the matter through the court system.



Headteacher: Mr. M. Mitchell

Email: [head@seven-stars.lancs.sch.uk](mailto:head@seven-stars.lancs.sch.uk)



## **Attendance**

### **'Every Minute Counts'**

The school day starts at 8.50am and finishes at 3.15pm

Each class has time to settle, order their lunch, and get straight onto learning.

Coming in late means a child will have missed the start to the lesson, or extra time being given by the teacher to help with catching up.

Attendance and punctuality will be closely monitored and we will ask for a reason for the late attendance or non-attendance.

### **Why does coming into school every day matter?**

If you don't come into school regularly:

- You might feel a bit left out and awkward
- You may not know how to do the work (because you've missed the instructions)
- You may get left behind (because you've missed the teaching input)
- You WILL miss out on lessons that might not be repeated and can make it harder to catch up

### **What is expected of Parents/Carers?**

- To keep requests for their child to be absent to a minimum
- To offer a reason, or medical proof, for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives at school on time, a reason should be offered for any lateness
- To work closely with the school to resolve any problems that get in the way of a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.
- To support their child in seeing how important it is for them to attend every lesson every day. To value their education as a door into a positive life and a love for learning

If a child's attendance falls below 90% it is considered to be persistent absence.

Our aim is for every child to be in school 100% of the time and do not want it to slip below 96%

If your child's attendance falls below an acceptable level you will be asked to attend a meeting at school where targets will be set.

If there are not improvements then a fine will be imposed (a 'fixed penalty notice')

## **Staff**

Please visit our school web-site to see who is teaching in which class and to get the details of all staff in school

We say a sad farewell to Mrs Calwell who has been a wonderful member of our school team over the last few years and shown such dedication and commitment to the children of Seven Stars school.

We wish her all the best and hopefully will see her at some of our events that will be coming up.

### Key Dates for Autumn term

All the following dates are subject to change depending on how the coronavirus situation progresses. Any events in school where we invite parents in could be cancelled at the last minute in order to protect the community.

However the following are the dates we currently have in the diary that you may want to know about (they will also go on the school web-site where you can find dates for the rest of the school year)

<b>Wednesday 8<sup>th</sup> September</b>	Year 6 leave for Hothersall Lodge
<b>Friday 10<sup>th</sup> September</b>	Year 6 return from Hothersall Lodge
<b>Tuesday 14<sup>th</sup> September</b>	Rock Kidz workshop
<b>Wednesday 15<sup>th</sup> September</b>	Rock Kidz Workshop
<b>Wednesday 22<sup>nd</sup> to Wednesday 29<sup>th</sup> September</b>	Scholastic Book Fair
<b>Friday 24<sup>th</sup> September</b>	Macmillan Coffee morning (all parents/friends invited)
<b>Tuesday 28<sup>th</sup> September</b>	Pupil Parliament elections
<b>Thursday 30<sup>th</sup> September</b>	Visit of Katherine Fletcher MP for South Ribble
<b>Thursday 7<sup>th</sup> October</b>	Assembly by Liz from Leyland Baptist church
<b>Thursday 21<sup>st</sup> October</b>	Halloween Disco (PTFA event) - 3.45 to 5.15 (Years 1,2 & 3) - 5.15 to 6.30 (Years 4,5 & 6)
<b>Friday 22<sup>nd</sup> October</b>	Shining Stars reward assembly
<b>November</b>	Parent appointments will take place by phone call or Zoom in November (letters will go out to book appointment times)
<b>Thursday 11<sup>th</sup> November</b>	Remembrance Assembly (11am)
<b>Friday 12<sup>th</sup> November</b>	Child in Need day
<b>Monday 15<sup>th</sup> November</b>	Friendship week (anti-bullying)
<b>Tuesday 7<sup>th</sup> December</b>	Christmas Cracker event at Leyland Baptist church
<b>Thursday 9<sup>th</sup> December</b>	Christmas Lunch
<b>Tuesday 14<sup>th</sup> &amp; Wednesday 15<sup>th</sup> December</b>	Possible Christmas performances
<b>Friday 17<sup>th</sup> December</b>	Shining Stars reward assembly Christingle Assembly

Be kind and keep safe,

*Mike Mitchell* (Headteacher)

## HOLIDAYS AND TERM DATES 2021/22

### AUTUMN TERM 2021

School INSET day: Wednesday 1<sup>st</sup> September 2021  
Thursday 2<sup>nd</sup> September 2021  
Friday 3<sup>rd</sup> September 2021

**School opens: Monday 6<sup>th</sup> September 2021**  
**School closes: Friday 22<sup>nd</sup> October 2021**

Half-Term closure: Monday 25<sup>th</sup> October 2021 -  
Friday 29<sup>th</sup> October 2021 (inclusive)  
School INSET day: Monday 1<sup>st</sup> November 2021

**School opens: Tuesday 2<sup>nd</sup> November 2021**  
**School closes: Friday 17<sup>th</sup> December 2021**

### SPRING TERM 2022

**School opens: Tuesday 4<sup>th</sup> January 2022**  
**School closes: Friday 11<sup>th</sup> February 2022**

Half-Term closure: Monday 14<sup>th</sup> February 2022 -  
Friday 18<sup>th</sup> February 2022

**School opens: Monday 21<sup>st</sup> February 2022**  
**School closes: Friday 1<sup>st</sup> April 2022**

### SUMMER TERM 2022

**School opens: Tuesday 19<sup>th</sup> April 2022**  
(May Day Closure: Monday 2<sup>nd</sup> May 2022)  
**School closes: Friday 27<sup>th</sup> May 2022**

Half-term closure: Monday 30<sup>th</sup> May 2022  
Friday 3<sup>rd</sup> June 2022  
School additional holiday: Monday 6<sup>th</sup> June 2022

**School INSET: Tuesday 7<sup>th</sup> June 2022**  
**School closes: Friday 22<sup>nd</sup> July 2022**