



# St Anne's Catholic Primary School

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*'Loving God in all we do'*

Wednesday 29th September

Dear parents,

It is important to stress that we have exceptionally high standards of punctuality and attendance at St Anne's. The children's appearance, behaviour and pride in their school is exceptional. This is because of the importance parents, children and teachers place on being proud of our school. Please accept the following updates to help our school continue to run smoothly.

Jewellery – A number of children are wearing expensive necklaces and/or bracelets to school. Please check what your child is wearing prior to arriving at school.

PE lessons – Children must either remove earrings or cover with plasters/tape on PE days. Watches must be removed for PE lessons. Long hair must be safely tied back.

Hospital/Dental Visits – We understand that sometimes it is very difficult to organise visits outside of the school day. Please ensure children attend school prior to the appointment and are returned to school after the appointment. Children do not need to be absent all day. Please phone or email the school office if your child has a medical appointment.

Medical records – Medical records will be checked this half-term. Please inform school if your child's medical condition has changed since last year's checks.

Asthma – Please ensure inhalers that are kept in school are in date and are still required for your child.

Punctuality – The classroom doors open at 8.45am to allow parents to drop their children off and go to work. The classroom doors close at 8.55am in the morning. Children arriving after 8.55am will need to go to the main office to sign in late. The school day finishes at 3.30pm.

If children are unwell – Please phone and leave a message by 9.15am giving details of the reason why your child is ill and not attending school.

Holiday requests – School is not permitted to authorise holidays during term time. If you are taking a holiday during term time please complete a form from the office to enable attendance records to be accurately maintained.

Medicines during the school day – Only medicines prescribed by a GP can be administered by staff during the school day. A medical form must be completed prior to any medicines be administered. Forms are collected from the main office. Staff cannot take the place of parents and administer pain relief, such as Calpol, for mild illness. Children should not bring to school their own medicine from home to self-administer.

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Headteacher: Mr P. Bates  
Deputy Headteachers:  
Mrs A. Birmingham & Mrs G. Cleary



Mobile Phones in School – Mobile phones are not used by children during the school day for educational learning. There are no opportunities for children to use mobiles during the school day for social interactions. Older children who travel to school independently are allowed to bring a mobile to school to ensure they can contact parents when travelling independently. All mobiles must be handed into the teacher at the start of the day and collected at the end of the day.

Lost Property – Please label your child's clothing as we have large amount of coats, jumpers etc finding their way to the lost property box on a weekly basis.

Extra-curricular activities – Teachers have planned when to offer extra-curricular clubs this year and will communicate when appropriate. Please be understanding that there will be occasions when clubs may need to be cancelled at short notice if the member of staff running the club is absent from school.

### **SCHOOL DINNERS IMPORTANT INFORMATION**

Lancashire County Council are implementing a simplified temporary three week menu change from Monday October 4th. This has become necessary due to the ongoing difficulties with food product availability and delivery consistency. Unit Catering Supervisors will be instructed not to deviate from or add dishes to the menu from existing kitchen supplies. Please see the attached menu and contact school if you have any questions.

Kind regards,

Mr P Bates

Headteacher