



St Michael's Nursery and Infant School

Newsletter – September 2026



Welcome back to a new academic year. We are very happy to see all of the children settling in to their new classes and for some – a whole new school. It is lovely to see all of our families again and get to know some new faces. Please take time to read our termly Newsletter as some of this information applies all-year-round.

Attendance and Punctuality:

Cumberland Council have an attendance target of 94%, which we strive for across the whole school. As always, we appreciate that some absence is not avoidable, but we do stress that, unless your child has a temperature above 38 degrees, sickness, diarrhoea or any other contagious illness, they should come into school. We have access to fresh drinking water throughout the day and they will always be wrapped up warm whilst playing outside.



We understand that medical appointments are like gold dust at the moment, but wherever possible, please try to arrange check-ups etc after school hours as this interrupts their learning time and schedule. Please call the school office and leave a message for us on 01900 608111 **BEFORE 9AM** if they will not be in school as we will need to carry out a welfare visit to your home address if we have no contact. If you are unable to call, you can leave a message with Miss Stagg via Class DoJo. Please do not message class teachers/Teaching Assistants as they may not be able to check the messages, especially if they are teaching.

As you may all be aware, there has been significant changes to the Penalty Charges and Fines Framework which are enforced on to schools.

Punctuality must be maintained – If your child is to miss registration in the morning or afternoon, **THIS IS ALSO CLASSED AS AN ABSENCE** as they have missed the register which goes against their attendance, so we must stress the importance of your child's punctuality as well as attendance as a whole. We would like to reiterate the importance of your child being in school on time for their own benefit and that of their peers. We aim to start learning as soon as registration is complete, but before this, we like the children to have some breakfast and a drink to ease into the day. Once one child is late, this then interrupts the routine that the children need.

If your child is late, please come to the main entrance and sign them in with their name, date/time and reason for being late, as we need to record persistent lateness and if there are any patterns occurring.

Please ensure your child is collected on time at the end of their session, be it Tiny Teds, Nursery or main school. If you are late, this then eats into the staff time, especially at lunch times, as this is their only break throughout the day.

If this happens, we may have to add them to Wrap Around Care which is chargeable.



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Class	Opening times	Closing Times
Tiny Teds	Morning – 8.30am Afternoon – 12.15pm	Morning – 11.30am Afternoon – 3.15pm
Nursery	8.45am	Morning – 11.55am Teddy Bears – 1.30pm or 3.05pm
Reception	8.35am	3.15pm
Year 1	8.35am	3.15pm
Year 2	8.35am	3.15pm

As always, we do have Panda Club available from 8am-8.30am and Koala Club from 3.15pm-4.15pm for £2.00 for anyone that may need this. Please book via the SCO Pay app, or message the school office. This is not available for Tiny Teds.



Safeguarding:

St Michael's Nursery and Infant School places a high level of importance on the welfare, protection and safeguarding of all its pupils. There are posters around school with useful numbers to contact if you are worried or concerned about a child or a family. Safeguarding is everyone's responsibility.

Our Designated Safeguarding Lead (DSL) is our Head – Mrs Regan. Our Deputy Designated Safeguarding Lead (DDSL) is Mrs Hudson – Reception Teacher and Early Years Lead.

Cumbria Safeguarding Hub: **0333 240 1727**

Please see the flyer that has been sent to all families. If you would like another – please ask.

Clothing:

Please ensure your child always comes to school in suitable outdoor clothing, including sturdy, practical shoes and coat. If you would like your child to have a spare pair of wellies and/or wet suit in school, please bring this in a separate bag with their name on.



Please ensure all other clothing is clearly labelled, especially jumpers and coats as these may be removed throughout the day and could easily get mixed up. If your child is prone to accidents or toilet training, please pack some extra clothing each day, just in case. If any spare clothing is used from school, please can this be washed and returned.



Online Safety:

Please can we remind all parents' carers to keep checking their child's privacy settings on any device they may use and amend accordingly should there be any concerns.



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Supervising children:

It is your own responsibility to ensure that you are supervising your child(ren) before and after school in all areas of the yard AT ALL TIMES, especially when using any of the climbing frames. Both gates are open for school drop off and collection which increases the risk of a child escaping. The equipment is not designed for toddlers' safety, so please do not allow smaller children to use this without being closely monitored.



Smoking and Vaping

This is a polite reminder that we do not permit any smoking and/or vaping on school premises at any given time. This includes the path way leading up alongside the car park and Church yard. If you have a vape, please keep this secure as one was dropped on the yard which could've led to a child picking this up.

After-school Clubs:

Club	Class	Teacher	First session	Last session	Time
Multi-skills	Year 2	Coach David	11/09/2026	23/10/2026	3.15pm-4.15pm
Koala Club	All classes, except Tiny Teds	Miss Blackmore	02/09/2026	17/07/2026	3.15pm-4.15pm

Apps/websites used within school (for parents)

We use several apps and sites to communicate with parents and for the use of booking sessions and meals. We appreciate this may become confusing, so please see below details of each and how they should be used.



School Hub – This website is used to choose your child's meal each day. All parents should have a log in sent via their email address now. The only exception is Tiny Teds who do not have a meal provided through school.

You can log on and choose meals for 3 weeks at a time, with a new menu added each Sunday to replace the previous week. Please order in advance where possible as this helps Mrs Miller to plan her meals and order her food accordingly.

If your child has any allergies or other special dietary requirements, an Orian form MUST be filled in and signed (available from the school office).

Meals are chosen by the user and this will not be questioned – please refer to the 'i' symbol next to the choice if you are unsure of ingredients used.

Meals must be ordered before 9.30am each day – if your child is absent, you can cancel the meal the same way.

This is not a payment app – please refer to the SCO Pay app for payment (Nursery children ONLY).



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SCO Pay – This app is used for booking and paying for additional sessions/clubs and paying for school trips. Registration forms will be sent home this week for those who are not yet registered.

When you log on, there will be certain tabs available, depending on your child's class:

Tiny Teds – They will only have Tiny Teds available and 'trips and events' at the bottom. Tiny Teds are unable to book extra sessions as this is based on current availability and needs to be added manually after confirmation. Payment can still be made in advance by adding an amount you wish to pay in the 'amount' box.

Teddy Bears - This group will be available for Nursery children to book any extra afternoon sessions they may need (these cannot be booked on the day).

- Codes to use:
 - L – for any child with a 30-hour code. This will charge £2.50 for their lunch.
 - H – for any child without a code, who will be collected at 1.30pm (including lunch) £5.50
 - W – for any child without a code, who will be collected at 3.05pm (including lunch) £9.00

Panda Club – Available to all children, except Tiny Teds. This is our Breakfast Club that runs from 8am until 8.30am and costs £2.00 per session. We cannot accept children after 8.30am. You will be unable to book on the day. In an emergency where you may need to add them on the day, please call the school office first as we may be above ratio for numbers.

Koala Club – Available to all children, except Tiny Teds. This is our After-School Club that runs from 3.15pm – 4.15pm, but you may collect your child sooner if needed. This costs £2.00 per session. You will be unable to book on the day. In an emergency where you may need to add them on the day, please call the school office first as we may be above ratio for numbers.

Trips and Events – This tab is shown at the bottom of the app and can be used to pay for any upcoming trips/events when applicable.

To pay for each club/session, there is a box below each group that says 'Amount'. You can either add a lump sum and pay in advance, or pay off any amount that may be in arrears. You can also make 'part payments' if you cannot pay in full. This will then be added to the basket at the top of the app.

It is always advisable to pay in advance where possible.

Please note – if any account falls into arrears with no payment made, we have the right to refuse any further bookings until payment is made. We also have the right to pass any overdue debt to an external debt recovery agency if payment is still refused.

We still accept cash payments but any cash MUST be in a sealed envelope with all details on the front. Envelopes are available in the main office to use.



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ClassDojo

Class DoJo - This app is our communication tool. All children should now be registered. Your child will be added to their class and also have a view of any 'School Stories'.

This is a great app to keep up to date with your child's progress and see what they may be getting up to in school. Posts will often be added to the main page for any upcoming events or information needed.

Other important posts may be 'pinned' to the top of the page for easier access.

We also use this app to post events. These may be added to the main page if the event involves the whole school, or they may be added individually to each class.

Please ensure you have at least one parent/carers logged on as lots of important information is shared via Class DoJo daily.

We may also use the 'Chat' option to send private messages or class announcements, so please have notifications switched on so you do not miss anything.

If you would like to know about your child's progression, timetable, behaviour, missing items, etc, please contact their class teacher, but please allow time for them to reply as they may be teaching.

If you have any enquiries about payments, events or to notify us of attendance, please contact Miss Stagg.

Please note that Class DoJo may not be viewed for periods of time, such as weekends, holidays or in the evening, so please allow time for a response.

Anything urgent, please call the school office.

Governing vacancies

You may have noticed some signs around school already, advertising that we are in need of more people on our Governing Body. Please spread the word if you know of anyone that may be interested in making a big difference to our school. Unfortunately, we have no more vacancies for parent governors, but if you have any friends or relatives that you think may be interested in this role, please ask them to email us on admin@smhwkt.cumbria.sch.uk

Nasal Flu Vaccination

The immunisation nurses will be coming to school on Tuesday 15th September to give the vaccine to the children that have given consent in Reception, Year 1 and Year 2.

If you have not yet given consent, but would like your child to receive this, the nurses will be staying behind to see any parents after school and you can give your consent then. They also have the injectable vaccine available to those that prefer.

They have kindly given some information packs in various languages too. If you would like one, please collect from the school office.





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Behaviours and expectations

Here at St Michael's, promoting positive behaviour is paramount for success in all aspects of school life.

Mrs Regan is currently updating our Behaviour Policy and has also created a 'Positive Behaviours' leaflet to have a little look over and see how we implement and promote these behaviours throughout school.

Snack Money

Please can any snack money be handed directly to your child's class teacher in a sealed envelope with the details on the front. The amount of snack money will be on your class newsletter via Class Dojo.



If you have more than one child, this amount will be shared between all children, therefore, you only need to pay this once. For example, if the amount is £7 and you have two children with us, this will equate to £3.50 for each class. You can pay this in a lump sum or it adds up as £1.00 per week.



PCSO Dan

We are happy to welcome PCSO Dan back to read with the children throughout the year and he will be joining us to hold a Halloween Safety Assembly before we break up. PCSO Dan is a great influence for the children and they are always very pleased to see him.

Northlakes Foodbank Assembly

We will be welcoming Stuart again to hold an assembly for the children on 16th September in preparation for our upcoming Harvest Festival. Stuart works for the Foodbank and will be telling the children all about the work he does and why it is so important to help those in need.



Harvest Festival

Our Harvest Festival will be held in St Michael's Church on **Wednesday 21st October at 2.00pm**. Children from Reception, Year 1 and Year 2 will be taking part, but all families are welcome to come along and watch the lovely service. If you come along to watch, you can collect your child from the Church, if not, they will be taken back to school (Koala Club is still available if needed). Nursery children and Tiny Teds will be staying at school, so collection times will remain the same for these children.

Each Year, we celebrate Harvest by donating food to the Northlakes Food Bank, who help families in need with food packages.

Please could all donations be made by the morning of Wednesday 21st October.

Here is an example list of the foods you can donate to help this worthy cause:



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Reg Charity No 1067541
Shopping List

- * Fruit Juice UHT (1ltr carton)
- * Tinned Tomatoes (400g)
- * Tinned Fruit (400g)
- * Tinned Carrots, Peas, or Sweetcorn (400g)
- * Tinned Hot Dogs (400g)
- * Tinned Meat Balls (400g)
- * Tinned Chicken in White Sauce (400g)
- * Tinned Tuna (approx. 150g)
- * Tinned Rice Pudding (400g)
- * Tinned Custard (400g)
- * Cereal (300g – 500g)
- * Pasta Sauces (Jars)
- * Dried Pasta (500g max.)
- * Dried Rice (500g max.)
- * Milk UHT (Full Fat or Semi-Skimmed)
- * Sponge Pudding (400g)
- * Biscuits (200g–400g pkt)
- * Tea
- * Coffee
- * Jam (not homemade)
- * Tinned Beans (400g)
- * Tinned Soups (400g)
- * Tinned Spaghetti, Macaroni Cheese or Ravioli (400g)
- * Instant Mash Potato (single pkt)

No Low Calorie Foods please.

Thank You for Supporting Us



Autumn Disco

Our Reception, Year 1 and Year 2 children are invited to our Autumn Disco on **Thursday 22nd October** after school. We have a special guest from West Coast Entertainment joining us. Entry will be £3.00 and this includes food, drink and lots of fun. **PAYMENT TO BE MADE ON THE DOOR, ON THE DAY.** (More details to follow).

School photos

Tempest Photography will be coming into school on **Tuesday 10th November** to take our school photos. Those with siblings who **DO NOT** attend St Michael's, are welcome to come to the school hall from 8am to have their photo taken with their siblings. Any children that have siblings within school, will have their photos taken together throughout the morning which will be organised by school staff. Any Tiny Teds that do not attend Tuesday mornings are welcome to come along at 8am if you would like their photo taken too, as the photographer will only be here for the morning. All other Tiny Teds that are at school that morning, will have their photos taken during their morning session.

