



Dream big, shine bright

St NICHOLAS

C of E Primary School, Alcester

St Faith's Road, Alcester, Warwickshire B49 6AG

Telephone 01789 762578

Email admin3595@welearn365.com

Headteacher: Mrs Laura Newell

Dear Families,

Welcome Back to St Nicholas C of E Primary School!

We hope you have all enjoyed a happy and restful summer. Staff have been working hard to get everything ready, and we are really looking forward to another exciting year of learning ahead. A special welcome to all the new families joining the St Nicholas community - we are delighted to have you with us!

As we begin the new academic year, please take a moment to read the important reminders below, which will help us all get off to a smooth and positive start.

Drop-Off and Collection

- **Morning drop-off:** Gates open at 8.40 am and children can enter between 8.40 am and 8.50 am. Please do not leave your child unaccompanied on the Reception/ KSI playground. Gates close promptly at 8.50 am. Pupils arriving after this time must be signed in at the office by their adult.
 - Please aim for punctuality so children don't miss the start of lessons or interventions.
 - If you foresee difficulties with drop-off, contact your class teacher for support.
- **Collection:**
 - KSI (Reception, Years 1 & 2): 3.10 pm
 - KS2 (Years 3, 4, 5 & 6): 3.15 pm
 - For pick-up changes, notify the office via [StudyBugs](#) by 2.30 pm.

Effective from 2nd September 2025, Warwickshire County Council will begin active enforcement of parking restrictions outside school. Please see the flyer titled "A Call to All Parents and Carers"

Attendance and Absence

- **Sickness:** Report via [StudyBugs](#) by 8.40 am each morning of absence. Guidance on illness can be found [here](#).
 - To complete this task via the app, you need to click on the profile icon on the top right of your screen, click on your child's name and click "he/she is ill".
- **Lateness:** Message us via StudyBugs before 9.00 am with your child's dinner choice. Menu available [here](#).
- **Leave of Absence:** Only granted in exceptional circumstances. Apply using [this form](#). Family holidays during term time are not permitted and unauthorised absences will be





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referred to Warwickshire County Council. Please see the attached 'Leave During Term Time - Updated Information for Parents'.

- **Medical Appointments:** Book outside school hours where possible. For urgent/specialist appointments, provide proof (e.g. email, letter, appointment card, text) to admin3595@welearn365.com.

Uniform & Belongings

- Children will receive their new planners during the second week of term. Refer to the school planner and [our website](#) for uniform and presentation expectations.
- Please name all belongings (bags, lunchboxes, water bottles, shoes, wellies, coats, towels, swimming costumes). Named items are much more likely to be returned promptly to your child.

Payments, Meals, and Snacks

- **School Trips:** Pay and give consent via [ParentPay](#) by deadlines. Trips require sufficient contributions to proceed.
- **Wraparound Care and Clubs:** We still have availability on our [Activity Clubs](#) which start in week 2. You can book and pay on [Childcare Online Booking](#).
- **Dinner Money:** Reception, Years 1 & 2 meals are free; Years 3, 4, 5 & 6 meals (£2.95) paid for in advance via ParentPay unless your child is eligible for Free School Meals. Weekly payment reminders will be sent via email.
- **Free school meals:** Apply for [free school meals](#) here.
- **Healthy Snacks:** Reception & KS1 get free fruit/veg snacks. KS2 may bring fruit/veg/dried fruit only. There is always spare fruit and veg available for KS2 children. No nuts or nut products please.

Medical Information

- **Nut Free School:** No nuts or nut products allowed.
- **Allergies:** Please inform us promptly of any allergies, via StudyBugs or pop to the office and discuss with the team.
- **Medication:** Complete the [medical consent form](#) and hand medication (in original, labelled packaging) to our office team. Please only bring medication if it cannot be given outside school hours. See our '[Supporting Pupils with Medical Conditions Policy](#)' on our website.





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Other Important Information

- **Opal Play:** Children need waterproofs and wellies to be kept in school year-round. See our website for further information about [Opal Play](#).
- **Website & Communication:** Our [website](#) has information on curriculum, wraparound care, calendar, and more. Follow us on [Facebook](#) for updates and school news!
- **Partnership with families:** To ensure a safe, caring and welcoming environment for all, we kindly ask that parents, carers and visitors read our [Parent Code of Conduct](#) which outlines the need to work collaboratively with staff, set a good example through respectful speech and behaviour and support the correction of children's behaviour where needed. For everyone's safety, smoking, alcohol, drugs, dogs, and unauthorised photography are also not permitted on school grounds. We appreciate your support in sharing these expectations with anyone collecting your child and thank you for your continuing support of the school.

Open Door Policy

If you have concerns or queries, please:

- In the first instance, speak to your child's class teacher or our office team at collection or via StudyBugs.
- Approach Mrs Allen, Mrs O'Hanlon, or myself at the school gates.

We can't wait to welcome all the children back tomorrow and to share in the adventures, achievements and successes that the year ahead will bring.

Laura Newell

Headteacher

