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**St Paul's**  
Catholic Primary School



A Proud Member of  
**BISHOP  
HOGARTH**  
Catholic Education Trust

Head Teacher: Sheena Sinclair

6<sup>th</sup> December 2023

Dear Parents, Carers & Families,

I hope this letter finds you well. It was lovely to catch up with so many of you at our recent Parent Consultation Meetings. Thank you for your attendance.

I would like to take this opportunity to update you about various events taking place over the remaining weeks of this term.

### **Nativity Plays:**

If your child is taking part in a school Nativity play next week (Nursery, Reception, Year 1 and Year 2) you will now have your tickets with the dates and times included. Thank you for your generous support with costumes, learning lines and no doubt listening to some of the songs! The rehearsals are going well and we are very much looking forward to welcoming you into school. Please remember your tickets as entry is by ticket only, in line with our health and safety regulations.

### **Snappy Christmas:**

Year 3 & Year 4 children will be taking part in a 'Snappy Christmas' singing performance at Thornaby Pavilion on Friday 15<sup>th</sup> December, details of how to book tickets were shared via email on 13/11/2023.

### **Carol Service:**

Everyone is invited to attend our service of readings and carols, taking place at Holy Rosary Church at 6pm next Tuesday 12<sup>th</sup> December. You do not need tickets. Our Year 5 and Year 6 children are very much looking forward to leading this special service which gently reminds us about the true meaning of Christmas.

### **Christmas Parties:**

On the day of their party, children may wear their own clothes. Please remember they need clothes they are comfortable and warm enough in, as well as suitable footwear. You do not need to send in anything for the party. School will provide refreshments and children will have their dinner as usual. If your child has an allergy then please contact the school office to discuss dietary requirements.

Thursday 14<sup>th</sup> December – Year 1 and Year 2

Friday 15<sup>th</sup> December – Year 5 and Year 6

Monday 18<sup>th</sup> December – Year 3 and Year 4

Tuesday 19<sup>th</sup> December – Nursery\* and Reception

\*if your child attends nursery for only a morning session, please speak to Mrs Williams if you would like them to attend for the afternoon session instead when the party will take place.

### **Christmas Dinner:**

We will be having our school Christmas Dinner day on Wednesday 20<sup>th</sup> December. If your child usually brings a packed lunch but would like to have Christmas Dinner instead, please email the school office [office@stpauls.bhcet.org.uk](mailto:office@stpauls.bhcet.org.uk) by Wednesday 13<sup>th</sup> December to let us know.

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If your child is in Reception, Year 1 or Year 2 then you do not need to pay for the meal. There will be a charge of £2.20 for children in Y3, 4, 5 and 6 which will show as a payment item on your My Child At School (MCAS) account after they have had the meal. Nursery children with 30 hours provision are also invited to stay for Christmas Dinner.

On Christmas Dinner day, your child may wear Christmas clothes or Christmas colours.

We invite you to make a voluntary £1 donation to FOSPs on this day.

I am sure you will agree that the next few weeks will be very exciting!

Two important reminders, just before I end this letter.

**Attendance:**

Please be reminded that requests for leave of absence for term time holidays will not be granted unless circumstances are exceptional. It is really important that your child is in school every day possible as this gives them the best chance of achieving well at school and benefiting from school life. Please do not book holidays in term time and whenever possible please avoid booking routine dental and medical appointments during the school day.

Requests for leave of absence must be made at least a fortnight before leave is required. Forms are available in the school porch.

If your child is unable to attend school, please notify the school office by 9am on the first day of absence.

If your child's attendance is below 95% then I will contact you before the end of term to bring this to your attention. The Department for Education (DfE) defines attendance lower than 90% as persistent absence which requires an attendance plan to support improvement. Again, I will contact you if this is the case.

A copy of our attendance policy is available on the school website.

Thank you for your co-operation.

**Parking:**

You will be aware that this is a frequent request, but one which sadly is ignored by several families.

Please do not park in the lane at peak times of the day as it becomes congested and causes obstructions.

Please park considerately, safely and legally at all times and where possible please walk, scoot or cycle if you can.

Thank you to the vast majority of our families who support us in ensuring that our school neighbourhood is a safe place to be. We appreciate your care and concern.

As always, if you would like to speak to me, please do not hesitate to contact me.

Yours sincerely,



Sheena Sinclair  
Head Teacher

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