

14th September 2018

Dear Parents,

Here at St Bernadette's, we value our excellent home school relationship. Feedback from parents, over the years, has shown us that you appreciate the school informing you of events in advance and we have an open door policy whenever possible. To help with knowing exactly what is happening within school, we have set up a page on the school website, where every letter that leaves the school office can be read. We also post all the weekly newsletters, school diary dates and the extra-curricular clubs information. Every teacher has sent out a welcome letter and class information, so you are aware of PE days etc. All this information is also on the individual class pages.

As you can appreciate, the school office is a hub of activity and we like to pride ourselves on having friendly and efficient staff who are always willing to help. To assist with the smooth running of the school office, please can we ask you to consult the website/class information first, before you contact the office about times, dates, days and costs of the different clubs, as all the information is available to you. Please ensure that your child has their instrument/swimming kit and packed lunches before they leave home as we have a constant stream of equipment left at the office to deliver to your children. Whilst we appreciate that through our busy lives things will be forgotten, ultimately we are trying to encourage our young learners to be independent and take ownership for their own school items; this will also assist with their journey through to high school.

Your child's school diary is also a form of communication. Any short messages, for example, if your child is being picked up by a different adult, can be placed on the appropriate page. In KS1 and in lower KS2, your child's diary is checked daily for messages and in Years 5 and 6 we expect the children to bring your written messages to their teacher's attention. Using this form of communication alleviates the need for the office staff to disturb the classroom whilst important teaching is taking place.

Thank you for your continued support.

Regards

Alexis Satterthwaite
Karen Pearson
Acting Headteachers