



St Leonard's Catholic Primary School

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Dear parents and carers,

Well, here we are at the end of the long summer break. I hope you have managed to have had many happy, quality, fun times with family and friends (despite the rain) and are fully refreshed for the new academic year. In order to make the start of our new year as smooth as possible, I just wanted to share a few reminders about the school day and school expectations for children and parents.

The school day

As indicated in the final newsletter of last academic year, the school day has been extended from this September. School doors will open for all students at 8.45am for a 9.00am registration. Any pupil arriving after 9.00am must enter the school via the main office. The school day will now end for all year groups at 3.30pm.

Wrap around provision

Breakfast club and after school provision must be booked in advance via the office, as per Mrs Hazard's recent communication, as numbers will be limited this year. Please book early to avoid disappointment.

All students must be signed in on a morning at Reception and cannot be left as the school gate

Dojo

As the new year begins, I appreciate that you may have questions. Just to remind you that staff will no longer be collecting messages from ClassDojo; we will be using this for sending information only. If you would like to correspond with a member of staff then please contact them on the new dedicated parents' email address (see above). Please mark the email for the attention of the member of staff required. The new email will be monitored by the office and will not be manned outside of school hours.

Pupil attendance and punctuality

We will be monitoring attendance and punctuality with greater vigilance this year and we are looking for your help in ensuring that this is a priority for all. There is a legal and moral duty for all parents and carers to ensure that their children are in school every day in order to receive their entitlement of quality learning. If your child is unwell, you must telephone the school office before 9 am to inform school about why the child will not be attending. Please note, we have a legal duty to know where our pupils are during term time and will escalate checks as required to enable this. Please do not book holidays during term time as pupil absences will not be approved for holidays in any circumstances – and moving forward, fines may be administered.

Uniform

Please ensure that you child(ren) wear the approved uniform only at all times and bring into school the correct PE uniform. As part of a school community, it is important that we all follow the same expectations. This includes ensuring that no jewellery is worn (except a normal watch) at all times. If your child has had their ears pierced during the holidays, please ensure the earrings are removed before Tuesday; there are no exceptions to this. All children with long hair must have this tied up – both girls and boys. Finally, please ensure shoes or trainers are all black – no extra colouring or markings. For any further information, please check the website or contact the office.

We as a collective staff are so looking forward to welcoming all of our children, existing and new, into school on **Tuesday 5th September** (school is closed to pupils on Monday 4th). Have a lovely weekend!

Mrs Dunn
Headteacher