



It has been wonderful today to see the children coming into school looking very smart in their uniforms and most importantly with smiles on their faces. In our assembly today, I spoke about new experiences and we are all genuinely excited to be back in school and in a place where we will be able to share these together. Have a great weekend and here's to a fantastic year ahead.

Mr Lincoln, Mr Etherton & the Senior Leadership Team

## 1. COMMUNICATION

- **Website:** please check the website for answers to any queries before contacting the office. Information about the school day, attendance & absence, medical issues, uniform, food & drink can be found under the Parents & Carers tab. Bulletins and letters can be found under Parents & Carers > News & Events
- **Emails:** please use [office@stnm.org.uk](mailto:office@stnm.org.uk) to contact the school with queries. Email remains our main form of communication and we receive a huge amount – we will endeavour to respond as soon as possible.
- **Messages, queries and deliveries:** to help with the smooth running of the school:
  - please report all absences by 9.15am
  - ensure your child(ren) has their correct uniform, lunch, PE kit and anything else they need for the day
  - ensure any messages about who is picking up your child(ren) are emailed in by 2pm.
- **Calendar:** term dates, upcoming events etc (can be filtered by year group). Follow the link for instructions on how to [use](#) or [subscribe](#) to the calendar.
- **Letters/Emails sent home this week:** click on the link for past letters: <http://www.stnicolasmary.w-sussex.sch.uk/page/?title=Letters+Sent+Home&pid=56>
  - Welcome Back!

## 2. DATES AND UPCOMING EVENTS

- **Y6 Truleigh Hill Adventure:** Monday 13<sup>th</sup> & 14<sup>th</sup> September
- **Y4 swimming:** Thursday 16<sup>th</sup> September
- **Individual School Photos:** Friday 24<sup>th</sup> September. Please could **ALL** children wear a **SCHOOL JUMPER** for the photos.
- **Winter uniform:** Monday 4<sup>th</sup> October
- **INSET day:** Friday 19<sup>th</sup> November

## 3. WORSHIP & ETHOS

We are now able to have whole school worship/assemblies for the first time since February 2020! This is amazing news, however we are taking a sensible approach and will gradually reintroduce the children back into being together in the Main Hall, starting with upper key stage 2 and each week an additional year group.

## 4. HELPFUL TIPS FOR PARENTS AND CARERS!

We realise that an awful lot goes on at school and it can be difficult to keep track of everything so here are some tips to help you:

- Check the book bag daily.
- Try to take action straightaway: sign up to sQuid to ensure you can pay quickly, slips should be completed and returned to school the next day – this reduces the likelihood of losing letters or forgetting about them.

- Keep any original letters in a safe place – you could set up a file just for school letters, tickets and information in a safe but handy place so you can check things when you need to.
- Read this weekly bulletin promptly – make a note of any upcoming events on your calendar.
- The date list is always available on the website and is kept up-to-date as new dates get added, or sometimes amended. Add any dates that affect you or your child to your calendar straight away or highlight them and stick them on your fridge!
- When you get a letter about a school trip, add it to your calendar including time of departure and arrival to and from school, and any special requirements e.g. wet weather clothing, sunhat etc.
- Try to buy tickets for events, parties etc promptly to avoid the disappointment of missing a deadline. We hate to see children or adults disappointed but a deadline is necessary to allow preparations to be made.

## 5. PARKING

- **Parking:** please can we remind all parents and carers to be considerate when dropping off/picking up their children. Do not park on the zig zags, in the school bus zone, up on kerbs or in front of residents' drives – it is dangerous and puts all our children at risk, as well as causing congestion on the road. There is parking available over at Buckingham Park or on nearby roads. **PLEASE park carefully and considerately.** The school will not hesitate to report such incidents to the police. This includes dropping off/picking up from the Octopus and Starfish clubs and any other after school clubs.
- **Reporting bad or inconsiderate parking:** Anybody can report bad or inconsiderate parking by going to [www.operationcrackdown.org](http://www.operationcrackdown.org) You just need to include the registration number, make and model of car, location of the incident. We encourage any parent/carer who witnesses dangerous parking to report it immediately.
- **Staff car park:** Could we please remind you that **parents/carers must not use the staff car park** unless they have been given prior permission to do so. The car park is extremely busy with staff arriving/departing, visitors and deliveries. Please make sure you always use the footpath between the hedge and the fence when coming in to school. Could you also please let any other members of your family know. Thank you.
- **Tesco:** Please do not use the Tesco car park for dropping off/picking up.

## 6. CORONAVIRUS – IMPORTANT INFORMATION

- **West Sussex advice for parents, carers and pupils:** WS has updated its Covid-19 webpages with information for the return to school [www.westsussex.gov.uk/backtoschool](http://www.westsussex.gov.uk/backtoschool) - it explains the measures in place in schools and how outbreaks will be managed as well as advice and guidance on mental health and wellbeing for young people.
- **DfE guidance:** the DfE has also produced a leaflet on returning to school: [Return to primary school leaflet](#)

## 7. PREMISES, HEALTH & SAFETY

- Drop off and pick-up arrangements: Thank you to our parents and carers for looking through the information sent out yesterday regarding the start and end of the day. Following the drop off this morning, please find below some additional clarification points:
  - **Drop off for year 3 and 4 children:** Please do encourage your child to walk, on their own, from the edge of the playground, half way along the path and then go around the adventure trail on the field side (**Not across the tarmac area outside year 1 and 2**). We will have additional staff outside and signage to show the direction for the children to walk and also a parent drop off sign for any parents that for the start of term want to walk to the edge of the adventure trail (**not around**) and say goodbye to their child.
  - **Pick up for year 3 and 4 children:** The meeting pick up points are:
    - **Seal:** Between plastic tube and The Castle
    - **Sea Lion:** Right hand side of the plastic tube by the edge of the cherry tree playground.
    - **Sea Otter:** By the back of the bike shelter
    - **Seahorse:** By the blue basketball post.

- 8. **SCHOOL CENSUS, THURSDAY 7<sup>th</sup> OCTOBER:** It is vital that we secure the full level of funding to which we are entitled for Free School Meals. The government provides funding for each child that has a free school meal on the two census dates in October and January. If your child is entitled to a free school meal (including all children in YR, 1 and 2) they will be offered a hot meal on these dates, therefore they do not need to bring in a packed lunch. If your child has a dietary requirement that Chartwells are not already aware of please follow the link to read the West Sussex Special Diet Process which includes a form to return to Chartwells, otherwise you need take no further action (please see the Children's Choice Menu attached to the bulletin).

**Drop Off and Pick Up Times - Children should be dropped off/picked up as indicated below:**

<b>Class / Group</b>	<b>Drop off time</b>	<b>Pick up time</b>	<b>Further information</b>
<b>Octopus Breakfast Club</b>	<i>Between 8.00 &amp; 8.20 am only</i>	<i>n/a</i>	<b>Drop off</b> via Rainbow Room door at rear of staff carpark. Parents and carer should not use the staff car park. See notes above.
<b>Little Fishes</b>	<i>9.00-9.10am or 11.45-50am</i>	<i>11.45am or 3.00pm</i>	For <b>drop off</b> , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow 'LF' arrows to the little wooden gate. Please note that it is not possible to get into the bike shed at lunchtime. <b>Pick up</b> will be at the Spotty external door.
<b>Reception A-K</b>	<i>8.40am</i>	<i>2.55pm</i>	For <b>drop off</b> , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow 'YR' arrows, through little wooden gate, drop off children, go through far wooden gate and follow arrows / one-way system to exit school via the side gate near the foyer entrance. (Staff will show you!) <b>Pick up</b> will be the same as above.
<b>Reception L-Z</b>	<i>8.45am</i>	<i>3.00pm</i>	
<b>Years 1</b>	<i>8.45am</i>	<i>3.00pm</i>	For <b>drop off</b> , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow '1/2' arrows along the 'new path' to external classroom doors, drop off children and then follow arrows / one-way system to exit the school via the side gate near the foyer entrance. (Staff will show you!) <b>Pick up</b> will be the same as above.
<b>Years 2</b>	<i>8.50am</i>	<i>3.05pm</i>	
<b>Year 3</b>	<i>8.45am</i>	<i>3.05pm</i>	For <b>drop off</b> , parents and carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and <b>children</b> to follow '3/4' arrows along the 'new path', then around the 'Castle & Adventure Trail' to external west door of Ark (by Fir Tree Playground). Parents to exit in opposite direction to entrance path. At <b>pick up</b> , the class teacher will bring the children to their meeting point. The meeting/pick up points are: <ul style="list-style-type: none"> <li>· <b>Seals:</b> By plastic tube</li> <li>· <b>Sea Lions:</b> By orange fencing/edge of Cherry Tree playground</li> <li>· <b>Sea Otters:</b> By back of bike shed</li> <li>· <b>Seahorse:</b> By blue basketball post</li> </ul>
<b>Year 4</b>	<i>8.50am</i>	<i>3.10pm</i>	
<b>Year 5</b>	<i>8.45am</i>	<i>3.10pm</i>	For <b>drop off</b> , parents & carers to enter via main pedestrian gate, leave scooters/bikes in bike shelter and follow 'Y5' arrows to external door of Main Hall, drop off children and then follow arrows / one-way system to exit school. At <b>pick up</b> , the class teacher will bring the first two groups (A-H and I-O) on to Cherry Tree Playground outside the Main Hall. The TA will then bring the third group (P-Z) along a few minutes later.
<b>Year 6 Coral</b>	<i>8.45am</i>	<i>3.15pm</i>	Parents and carers to leave children at main gates (unless they come on their own!) Year 6 to enter via the car park and walk bikes/scooters past the Rainbow Room and then via the back wooden gate. At home time they should either have permission to go home on their own or be met at the main school gate.
<b>Year 6 Oyster</b>	<i>8.50am</i>	<i>3.20pm</i>	
<b>Starfish After School Club</b>	<i>n/a</i>	<i>4.00-5.30 pm only*</i>	Parents and carers should walk through car park and <b>pick up</b> children from the rear external Rainbow Room door. Parents and carers should not drive into the staff car park. *Except Fridays when there is no club.

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# Lunch Menu

Thursday 7th OCTOBER

*Choose a main*

Macaroni Cheese

Chicken Fillet Sandwich  
 & Potatoes

*on the side...*

Baked Beans or  
 Salad

*for dessert...*

**\*\*Chocolate Fudge Brownie\*\***

*for drink....*

Blackcurrant Squash,  
 Milk or Water



Orders must be placed by  
 SUNDAY 26th SEPTEMBER 2021  
 Special diet requests no later than Monday 13th SEPTEMBER 2021

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