



St. Michael's Catholic Primary Academy and Nursery

Part of the Bishop Cleary Catholic Multi Academy Company

Bishop Cleary Catholic Multi Academy Company, a company limited by guarantee in England and Wales (company number 08578428) whose registered office address is Compton Park, Wolverhampton, WV3 9DU



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Acting Principal: Mrs S. McHale

09 January 2015

Dear Parents and Carers,

Happy New Year to you all. I hope you all had a wonderful Christmas break. Please find below details of events for the term ahead.

Staffing Information

Academy Directors have determined that while I am undertaking the role of Acting Principal until July, Mrs Bradley and Miss Starkey will be extending their roles as Year 3 and Reception teachers to include Acting Vice Principal responsibilities.

Their additional responsibilities are as follows:

- Miss Starkey - Early Years/Key Stage 1 Coordinator and Senco
- Mrs Bradley - KS2 Coordinator and Senco

Please contact either myself, Mrs Bradley, Miss Starkey or Mr Kay should you wish to discuss any aspect of your child's education.

Maternity leave

We are pleased to inform parents that Mrs Walters is expecting her second baby. She is planning to commence her maternity leave after February half term. Parents are reassured that we are currently seeking to appoint an excellent class teacher to cover Mrs Walters' maternity leave ensuring minimal disruption and continued progression and quality teaching for our Year 4 children.

We are also pleased to inform you that Mrs Brereton is also expecting. As Mrs Brereton's baby is due during April she plans to commence her maternity leave after the Easter Holidays. Again, we are in the process of recruiting an excellent Year 2 teacher for the summer term and will inform parents as soon as arrangements are secured for both classes.

Milk Money

The cost of milk money is £11.00 per term and is now payable. All monies should be received in school no later than end of school on Monday 12 January. Parents are informed that the receipt of milk money is recorded by the kitchen supervisor and not by the school administrators. Parents are asked to ensure that when making payments that the **correct money is placed in an envelope that is clearly marked with your child's name and class**. Children under the age of 5 receive full cream milk. Please note that children under 5 years of age on the first day of term, Tuesday 06 January receive free school milk. Children in receipt of free school meals (not Universal Free Meals) also receive free milk.

School Closure in the Event of Adverse Weather

Parents are informed that wherever possible school will operate as normal and will only resort to closure or early closure in exceptional circumstances.

The Director of Education and Enterprise may however decide in the interests of public safety that all schools in the Local Authority must close. **This will only happen if actual or forecast weather conditions are very severe.**

In certain circumstances even if there is no general closure of schools a **Principal/Head Teacher may decide in the light of local circumstances to close the school.**

Procedures

School will contact parents via the text messaging service to inform you as to whether our school will be closed. *It is therefore very important that we hold correct contact information. I am aware that some parents may have changed their mobile phone numbers since Christmas and may not have let school have the new numbers as yet. Please do ensure that you notify school of any change of contact number and the administration staff will amend your child's records.*

Parents may wish to check for any warning messages related to school closures and these will appear on the Wolverhampton Engage Site:

1. Access the internet via Internet Explorer.
2. Go to www.wolverhampton-engage.net
3. Click on the link to Wolverhampton Engage.

The Engage Home Page will contain any urgent information on inclement weather and has a direct link to the BBC weather forecast. In addition, please note that information regarding any school closures which have been notified to the Local Authority will be posted on the Council's website:
https://www.wolverhampton.gov.uk/education_learning/schools/closures/

Local radio stations will also be transmitting news of school closures as the information is made known to them by officers from the Local Authority.

Pupil Absence and Late Arrival at School

Our Academy attendance target for this year is 95.5%. Each week, classes are rewarded with extra 5, 10, 15 minutes break for being the highest attenders. This is to encourage children to come to school every day. Children with 80% attendance are missing on average 1 day per week which can have a massive impact on their progress.

If your child is unable to attend school due to illness, please telephone the school on the first day of your child's absence, giving the reason for absence. On your child's return to school, please send a note outlining the reason for absence.

May I also ask parents to ensure that your child/children arrive at school by 8.55 am when the school bell is rung to signal the start of the school day. Regularly arriving late is both disruptive to the class when pupils arrive late in school and to your child/children as they are playing catch up from the start of the day.

On the occasions when for good reasons you do arrive after the bell is rung, please bring the children to the main entrance of the school and ensure that administrative staff are aware of your child's arrival. The names of the children arriving late are recorded in the late book each day, and parents should be aware that it is likely that the Educational Welfare Officer may contact families where pupils persistently arrive late for school.

It should also be noted that on occasions pupils have been left in school at the close of the school day. Please ensure you collect your child/children at 3:15 which is when the day's lessons have ended. Parents who do not collect their children on time can cause distress to their child. When parents arrive late on a number of occasions again the Educational Welfare Officer will be contacted and may become involved in monitoring the pattern of late departures from school.

Leave of Absence in Term Time

From 01 September 2013, the Education (Pupil Registration)(England)(Amendment) Regulations changed the rules about holidays taken during term time. With effect from September 2013 Head Teachers/Principals may no longer grant any leave of absence during term time unless there are 'exceptional circumstances'.

In the case of our own Academy, exceptional circumstances would be considered as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

As these new regulations that came into effect on 01 September 2013 are enshrined in law it is important that all schools and academies adhere to them and it will no longer be acceptable for any Head Teacher to accept as an exceptional circumstance the fact that a holiday is cheaper during term time. In some cases, a parent's employer might restrict holiday to a certain time period. In these circumstances the Head Teacher may ask for written confirmation from the employer. When a child's average attendance is below 95% it is unlikely that any further absence can be authorised. Important significant family situations and emergency events will be considered based on the reasons for any requests made for absence during term time.

Penalties for Unauthorised Absence

Parents should be informed that the Government have also made amendments to the Penalty Notice Regulations that can be applied for unauthorised absences. These amendments also came into force on 01 September 2013. The original 2007 regulations set out the procedures for issuing penalty notices to each parent who fails to ensure his/her children's regular attendance at school. With effect from September 2013 the penalty fine is £60.00 which must be paid within 21 days or £120.00 if the fine is paid within 28 days. The Government sees that these changes to the regulations brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions. During the last academic year we have had occasion to forward a small number of cases of absence in term time to the Local Authority to be issued with Penalty Notices. We do, however, recognise that the majority of parents appreciate that the law has now changed and no longer request any leave to be granted in term time.

Sacrament of Reconciliation and Holy Communion for Y3 pupils who are baptised Catholics

For parents who wish their child to be enrolled for the Sacraments of Reconciliation and Holy Communion, Father Stephen has said that you may collect request forms from him at the end of one of the weekend Masses. The request form will contain details of the programme of Sacramental preparation that the children will follow and dates on which the programme of Sacramental preparation will take place. Mass times at St. Michael's are 5.30 p.m. on Saturday evenings or 11.00 a.m. on Sunday morning. Please do see Father at the end of Mass to receive full details of the programme of Sacramental preparation that your child will follow.

Uniform

The following information is taken from our prospectus and school website. **Please ensure children are sent to school in correct uniform and footwear each day.** Pupils are not allowed to wear jewellery, make up or nail varnish to school.

St Michael's recommended uniform is:

Winter- Boys:

Grey trousers

White/grey shirt and socks

Scarlet V-necked long sleeved pullover

Scarlet and yellow striped tie

Black shoes.

Winter - Girls:

Infants - grey pinafore slip or recommended formal full length school trousers (Trutex style JWT 200)

Juniors - grey skirt or recommended formal full length school trousers (as stocked by Buxton & Bonnett)

White blouse or shirt

Scarlet V-necked pullover or cardigan

Scarlet and yellow striped tie (but in Summer a white open neck 'polo' type shirt, without a tie, may be worn).

Grey or white socks, or red, grey, white or black tights.

Black shoes.

A Plea from Early Years – we need compost, old metal pots and pans, old kitchen utensils, tree stumps, tarpaulins/gazebo covers, garden canes

Miss Moore, Mrs Visentin, Mrs Singh and Miss Starkey are asking for any kind donations of resources that can be used to enhance our early years outdoor provision. If any parents or friends have any of the above spare items please speak to a member of staff in nursery and reception the staff in early years.

DATES FOR YOUR DIARY:

Parents are very welcome to join us on any occasion when Mass is celebrated at 9:15am in our school. Please do make a note of the Mass dates and join us if you possibly can.

<i>Date</i>	<i>Class Mass</i>
Tuesday 13 January	Year 4
Tuesday 20 January	No Mass
Tuesday 27 January	Year 6
Tuesday 03 February	Years Reception, 1 and 2
Tuesday 10 February	Mass of thanksgiving for Mrs Williams (whole school) previous pupils, parents, staff, governors, friends welcome.
Ash Wednesday	Is during half term this year, 18 th February
Tuesday 3 March	Year 5
Tuesday 10 March	KS2 Penitential Liturgy All parents welcome, this covers the obligation to receive the sacrament of reconciliation in Lent.
Tuesday 17 March	Year 4
Tuesday 24 March	Led by Year 3 Whole school End of Term Mass.

Monday 12 January -Service of Light for children preparing for the Sacrament of Confirmation. This will be held at our parish church at 7pm.

Monday 19 January -6.00 p.m. – Abacus and Wordsmith Training for Parents. Further information to follow.

Thursday 22 January – Year 4 pupils will have a visit from the local Fire Service for a ‘Sparks’ activity.

Thursday 22 January – 7.00 p.m. Sacrament of Confirmation

This evening St. Michael’s parish will welcome Bishop David McGough as the lead Celebrant of the service during which many of our Year 6 pupils will be confirmed. Please pray for the children and their families.

Tuesday 27 January – 2.30 p.m. – Parents of pupils in Year 4 are invited to join us for a Brass Concert.

Friday 30 January – Mufti Day. Friday will be a non-uniform day for the pupils of our school. Pupils will be allowed to wear non uniform clothes on this date and are asked to donate 50p to go to school funds.

Open Evenings

Tuesday 3rd February - 6pm-8pm

Thursday 5th February - 4pm-6pm. Further details to follow.

School closes for half term at 3.15 on Friday 13th February.

School re-opens to pupils on Tuesday 24 February.

MONDAY 23rd FEBRUARY IS AN INSET DAY AND CHILDREN SHOULD NOT ATTEND SCHOOL ON THIS DAY.

Yours sincerely

Mrs S McHale
Acting Principal

