



## St. Michael's Catholic Primary School

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Head Teacher Mrs. C. Williams

08 January 2013

Dear Parents

May I take this opportunity on behalf of the staff of the school to wish you all a very Happy New Year.

### Re. Dates of School Masses

Parents are very welcome to join us on any occasion when Mass is celebrated 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 15 January	Year 4
Tuesday 22 January	Year 3
Tuesday 29 January	Key Stage 1
Tuesday 05 February	Year 6
Wednesday 13 February Ash Wednesday	Mass in church. 10.00 a.m. Staff will be pleased to receive help from parents as we escort children to and from church this morning. Thank you.

### Milk Money

Milk money of £10.00 per term and is now payable. All monies should be received in school no later than end of school on Tuesday 15 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, Monday 07 January receive free school milk. Children in receipt of free school meals also receive free milk. Parents of children who receive meals under the subsidised pilot meal programme will still be required to pay for their child's milk.

### Free School Meals – New information re. making an application

I would remind parents that it is an easy procedure to apply for free school meals under the free meal or the subsidised meal programmes that are currently available. Parents who are in receipt of income based Job Seekers' Allowance, Child Tax Credit and Working Tax Credit and whose income is less than £16,190 may be eligible.

**Parents may now apply online [www.wolverhampton.gov.uk/freeschoolmeals](http://www.wolverhampton.gov.uk/freeschoolmeals) and receive an instant decision.**

Claimants need not provide paperwork; they will need to have their National Insurance number to hand and be able to provide personal information including date of birth, surname, address and child(ren)'s details. Forms are also available from the school office. Parents will be informed whether eligibility is for free school meals which include free milk, or the subsidised flexible charging Pilot meal scheme which does not include free milk. Meals provided under the Pilot scheme will be charged at the reduced rate of £1.00 per meal/£5.00 per week.

### Re: Pupil Absence and late arrival at school

May I thank parents for your co-operation in ensuring your child's prompt arrival at school. The Educational Welfare Officer comes to school and regularly checks school registers to monitor absences and late arrivals at school.

In monitoring registers over the course of the past months, it is evident that there is a small increase in the

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number of pupils who are arriving at school after the school bell has been rung. There is also evidence that indicates that there are a small number of pupils who persistently arrive after lessons have begun. Parents will appreciate that it is both disruptive to the teacher and the class when pupils arrive late in school. May I 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.

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. Thank you.

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 for anything up to an hour after 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.

If your child is unable to attend school, 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.

#### **Holidays in Term Time**

Regarding holidays in term time, I would remind parents that this should be avoided wherever possible and a maximum of 10 days is permitted in a school year. Children who have had a large number of absences for any reason may not be given approval for a holiday. I would ask that you obtain a holiday form from the office if you are planning to take a holiday during school term time. Thank you.

Here are some dates that you may wish to enter in your diaries:

#### **Re. 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.

**Friday 25 January – PTA Disco for children.** Further details to follow.

#### **Thursday 31 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.

#### **Open Evenings**

Open evenings are scheduled to be held on the evenings of Tuesday 12 February and Wednesday 13 February. Further details to follow.

**School closes for half term at 3.15 p.m. on Friday 15 February.**

**School re-opens on Monday 25 February.**

Yours sincerely

C Williams  
Head Teacher

